Microsoft Conference Management Toolkit (CMT)

Author Guide

1. Accessing the Submission Site

Click here to go to the CNPRM2021 submission platform or use the following URL:

https://cmt3.research.microsoft.com/CNPRM2021/Submission/Index

If you already have an account with the Microsoft Conference Management Toolkit (CMT), please enter your credential to login. If not, please register for one by clicking the "register" button. Your login information and password will be emailed to you.

Microsoft CMT

Email

Password

Log In

Forgot your password? | New to CMT? Register

Canadian National Perinatal Research Meeting

2. Submitting an abstract

Once logged in, you will be taken to the Author Console page. All your submitted abstracts will be listed on this page. Click **+ Create new submission** on the top-left corner of your screen to submit a new abstract.

3. Completing the Submission Form

Read all instructions and consult with the full submission guideline on the conference website before completing the submission Form.

Complete all sections on the form and press the "SUBMIT" button at the end of the page to submit your abstract and form. You may edit your submission up until the submission deadline.

<u>TITLE</u>: Make sure the title you entered on the form matched the title on your abstract file

<u>AUTHORS</u>:

Please list all co-authors. See page 4 for detail instructions

<u>DOMAIN CONFLICTS</u>:

Please see page 5 on how to correctly list domain conflicts

<u>SUBJECT AREAS</u>: Select one primary subject area. You may select a secondary subject area.

<u>FILES</u>: upload your PDF file by either dragging your file to the box or by clicking the "Upload from Computer" Button. Once the upload is completed, your filename, size of your file, and the date and time of your upload will appear on the left above the box. To update your abstract file with a new version, delete the old file first by clicking the "x" beside the filename then upload a new one. Use the timestamp (Pacific time) beside the filename as an indication of whether the last upload was successful.

<u>ADDITIONAL QUESTIONS</u>: Complete all questions in this Section.

| Submissions | Users ▾ | Settings | Help Center ▾ | Select Your Role : | Chair ▾ | CNPRM2021 ▾ | My Name ▾ |

Create New Submission

Welcome to the CNPRM Abstract Upload Form.

We invite you to submit an abstract for consideration for the 8th Annual Canadian Perinatal Research Meeting.

Abstract Submission Deadline: Nov 14, 2020, 23:59 PST

To submit your abstract, please complete the submission form below and upload your abstract file (in PDF).
Please refer to the Submission Guidelines on the conference website for detailed submission requirements and guidelines for how to write a research abstract.
1. Abstracts should be submitted using **12-point font, with a maximum of 300 words**, excluding title, authors and affiliations.
2. The title of your abstract should be at the top of your abstract followed by names and affiliations of ALL authors.
3. Abstracts should be submitted in a **PDF file format**.
4. Please use a line spacing of 1 or greater with at least 2.5cm margins all around.
5. Abstracts should be broken down in clearly identifiable components of Background/Introduction, Methodology, Results, and Conclusion/Discussion.
6. Trainees, which include undergraduate students, graduate students, post-doctoral fellows, residents and fellows (subspecialty residents), who are submitting abstracts must review their abstracts prior to submission with their supervisor. Abstracts being considered for poster prizes and for oral/platform presentation will be graded according to the quality of the abstract presentation and clarity of scientific argument. Please see the abstract grading schema on our website for specific criteria for evaluating trainee abstracts.

NOTE:
Abstracts exceeding 300 words will not be considered for poster prizes or oral presentations, and may be rejected. It is the responsibility of the first author to ensure that the abstract conforms to formatting and word limit requirements.

COMPLETE ALL SECTIONS ON THE SUBMISSION FORM:
TITLE: Make sure the title you entered on the form matched the title on your abstract file
AUTHORS: Enter the names of ALL AUTHORS - this is important for author indexing and identifying conflicts with reviewers
DOMAIN CONFLICTS: A complete domain conflicts list includes not only the current email domains of you and your co-author's organizations but also all institutions you and all your co-authors have a close relationship with in the past 3 years. This information is needed in order to avoid conflict of interests with reviewers assigned to your abstract
SUBJECT AREAS: Select one subject area
FILES: upload your PDF file here. Once the upload is completed, your filename, size of your file, and the date and time of your upload will appear. To update your abstract file with a new version, delete the old file first by clicking the "x" beside the filename then you can upload a new one. Use the time-stamp (Pacific time) beside the file name as a indication of whether the last upload was successful.
ADDITIONAL QUESTIONS:Complete all questions in this section
Press the "**SUBMIT**" Button at the end of the page to submit your abstract and form. **You may edit your submission up until the submission deadline.** If you are a first-time CMT user, please see the CMT instructions for authors page for detail instructions on how to submit your abstract and how to navigate the CMT submissimion site.

If you have any question, please contact submission manager Kitty Wong at wong.kitty@gmail.com.

TITLE

* Title | Title |

AUTHORS
You may add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country		
⦿	wong.kitty@gmail.com	Kitty	Wong	Robarts	Canada	✕	↑ ↓

| Email | **+ Add** |
Enter email to add new author.

DOMAIN CONFLICTS

Please enter the domain of each institution (semicolon separated) that authors have a conflict of interest with (example: mit.edu; ox.ac.uk; microsoft.com). More specifically, please list domains of all institutions authors worked for, or have had very close collaboration with, within the last 3 years.

Note: It is important that you also enter the domains of authors' current institutions here since CMT does not automatically add them to conflicting domains. Please DO NOT enter the domain of email providers such as gmail.com, yahoo.com, hotmail.com and 163.com as institution domains.

*Domain Conflicts | Domain Conflcts |

SUBJECT AREAS

☐ DOHaD/fetal placental physiology/reproduction   ☐ Perinatal Epidemiology
☐ Maternal Fetal Medicine/Nursing/Midwifery
☐ Neonatology

FILES

You can upload from 0 to 1 files. Maximum file size is 10 Mb. We accept pdf formats.

Drop files here
-or-
⊕ Upload from Computer

ADDITIONAL QUESTIONS
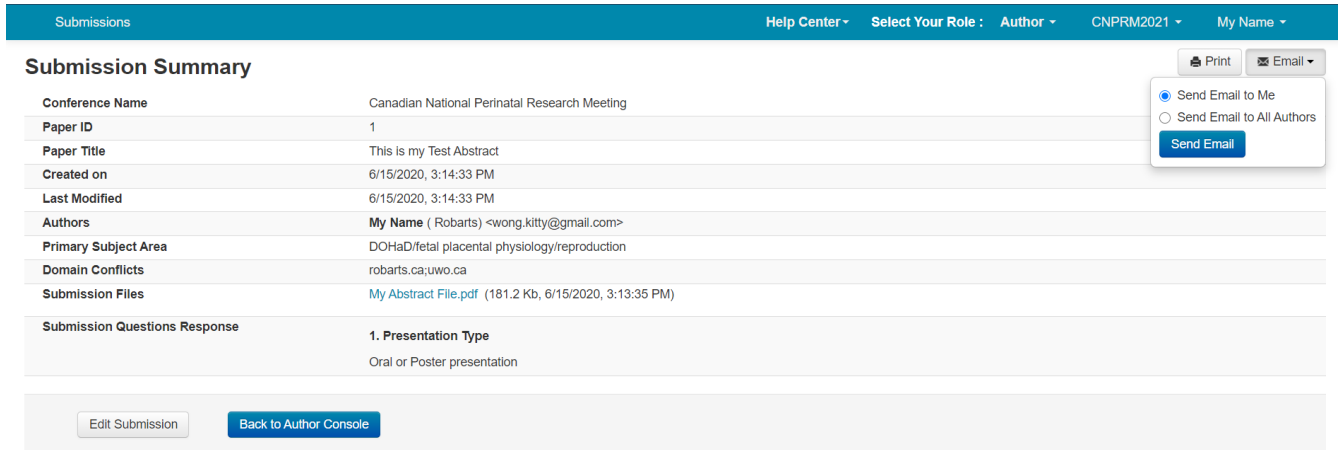
1. Presentation Type *
Would you prefer Oral or Poster Presentation
○ Oral or Poster presentation
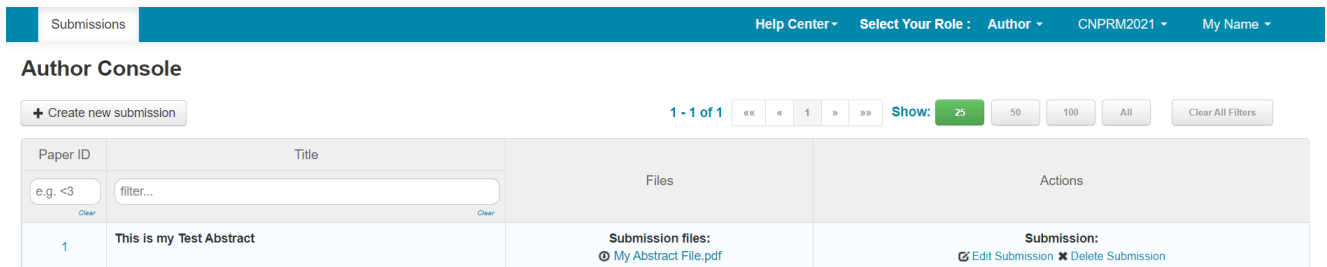○ Poster Only presentation

Submit   **Cancel**

4. Submission Summary and Confirmation

Once you have clicked the submit button you will be taken to the Submission Summary page. Note that **CMT does not automatically generate a confirmation email of your submission**. Use the 🖶 Print or ✉ Email ▾ buttons at the top-right hand corner of the page if you wish to generate a copy for yourself and other authors. You may return to the Author console to submit another paper by clicking **Back to Author Console** button or edit your submission by clicking **Edit Submission** at the bottom of the page.

5. Editing and Deleting your Submission

All your submissions will appear on the Author Console. You may edit or delete your submission until the submission deadline via two links under the ACTION column. If you have any question regarding your submission, please quote your Paper ID in your email.

6. **Adding Co-authors:**
   You must enter all co-authors of the abstract by the submission deadline.
   Once a co-author is added to your paper, he or she can also edit the submission. Only the primary author can delete the submission.

   If your co-author's email address is not in the CMT database, CMT will prompt you to enter personal information on the co-author's behalf. Once the co-author is added to the database, a CMT account with the email address entered will be automatically generated. Please note that CMT does not automatically send login information to the newly added co-author. The co-author must request for a password via the "forgot your password" link at the login page in order to login. If you believe that your co-author already has a CMT account but they are not found in the database then it may be because they have registered using a different email address; asking your co-author for the email address that they use for CMT will avoid the problem of creating multiple CMT accounts.

7. **Mis-spelled Names**
   If you have mis-spelled your co-author's name or other details, your co-author must login to CMT him or herself to make those changes. Once logged in, use the arrow beside the name to access the menu shown below to update personal information.

8. **Mis-typed Email address**
   If you have mis-typed your co-author's email address, you can fix it by removing it on your author list and adding a correct one using the add button.

9. **Multiple accounts in CMT**
   If you have multiple accounts with CMT, you can link them via "Link to Account" in the pop-up menu. Note that by linking two accounts, it DOES NOT merge two accounts into one, it simply allows you to switch between two accounts without having to log in and out.
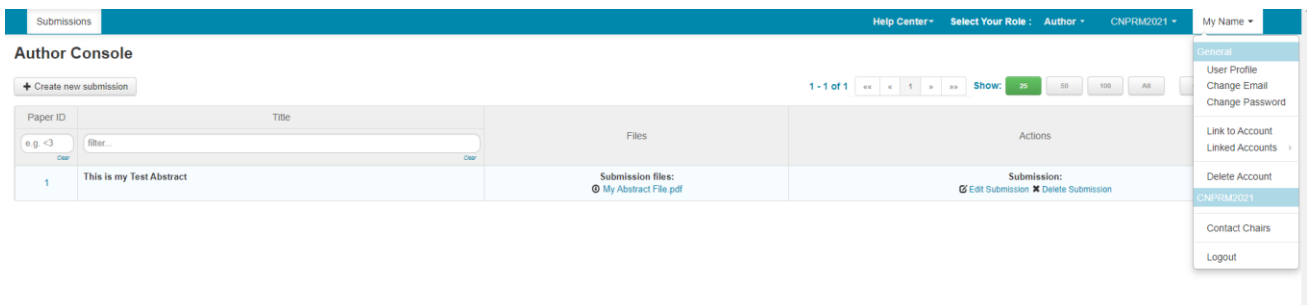
10. Domain Conflicts:

A complete domain conflicts list includes not only the current email domains of you and your co-author's organizations but also all institutions you and all your co-authors have a close relationship with in the past 3 years. Consider following scenario as an example:

Scenario: Author 1 and Author 2 are co-authors of the same paper. Author 1 is currently working for Institute A with email domain InstituteA.edu and is also collaborating with a research group in hospital B with email domain hospitalB.com. Author 1 has also worked for company C with email domain CompanyC.com 2 years ago. Author 2 is currently working for Institute D with email domain InstituteD.edu and have close relationship with OrganizationE.org.

The list domain conflicts of this paper: InstituteA.edu; hospitalB.com; CompanyC.com; InstituteD.edu; OrganizationE.org

11. Contacting Conference Chairs:

To send an email to the conference chairs, click the arrow beside your name to bring up the pop-up menu and select "Contact Chairs". Make sure you include your paper ID in your subject line.