Instructions for paper submission

Paper submissions and reviews are made through Microsoft Conference Management Toolkit (CMT) website. To submit your paper for the conference, it is necessary to register on the website https://cmt3.research.microsoft.com/STEPGRAD2022/Submission/Index (Figure 1). If you need instructions for using the website, you can find the paper submission process described below. In case of any registration issues, feel free to contact djordje.stojisavljevic@unibl.org for support.

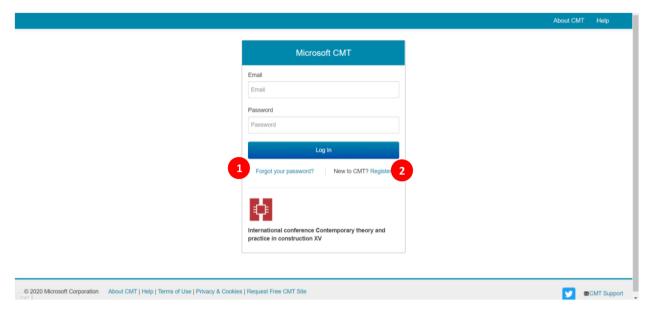


Figure 1 – CMT login page

In case there is already an account created with your email address, click on Forgot your password? (red marker 1) and enter your email address in the specified field, and the system will send you a new password.

If you do not already have a Microsoft CMT account, click on the link Register (red marker 2).

Fill out the form and click on the button **Register.** Pay close attention that you have typed your email address correctly, because all announcements concerning your paper status will be sent to it.

After successful registration, click on **All conferences** on the page as depicted in Figure 2 (red marker 1) and start typing the conference title in the search field: step (red marker 2). Click on the complete title of the conference that appears in the table below

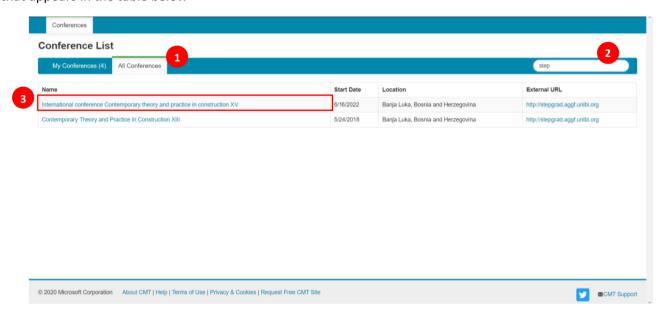


Figure 2 - Conference selection

Click on the button +Create new submission on the new page as depicted in Figure 3.

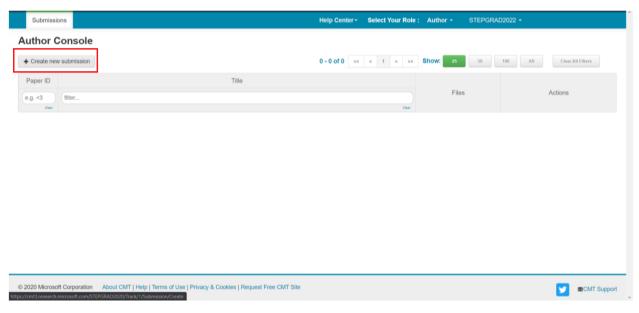


Figure 3 – New paper submission

Fill out the paper title in the Title field (red marker 1) on the page as depicted in Figure 4. In the Abstract field, type your paper abstract in no more than 1000 characters (red marker 2). If you have a coauthor on your paper, fill out his/her email address and click on the button +Add (red marker 3). In case your coauthor does not have a CMT account, there will be additional fields for entering your coauthor's name and organization (red marker 4). Select the appropriate subject area of your paper (red marker 5). It is possible to select only one subject area. Upload paper prepared according to paper guidelines(https://stepgrad.aggf.unibl.org/en/important-information/submit-papers) by clicing on Upload from Computer (red marker 6). Finally, click on the button Submit (red marker 7).

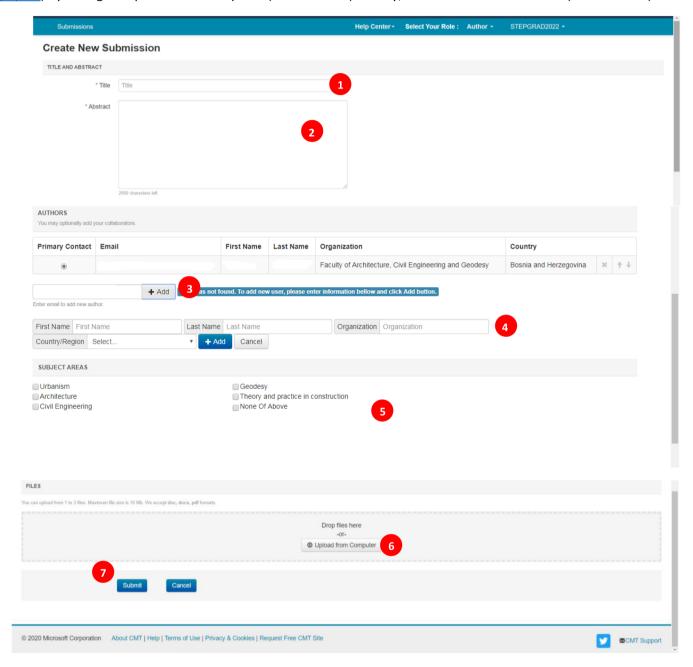


Figure 4 - Paper submission

In the next step, you will find a form for disclosing a possible conflict of interes with some of the reviewers (Figure 5). To avoid to be assigned a reviewer with whom you have a conflict of interest click on the drop-down menu *Edit conflict* (red marker 1) next to the appropriate reviewer and select one of the listed reasons. Finally, click on the button **Save conflicts**. Alternatively, you can click on **Skip Conflicts Selection**, to skip this part of the

submission.

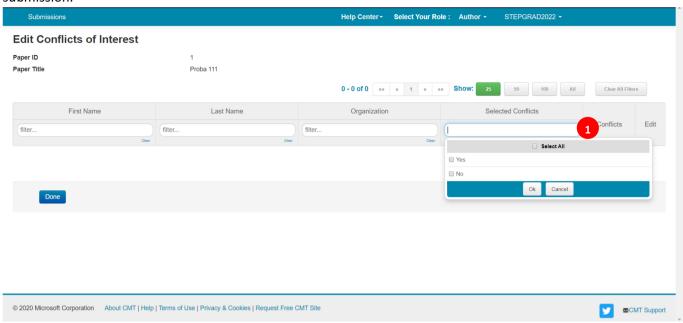


Figure 3 - Conflict of interest