

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.

Microsoft CMT

Email

Password

Log In

1 Forgot your password? | New to CMT? Register 2

International conference Contemporary theory and practice in construction XV

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Figure 1 – CMT login page

If 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

The screenshot shows the 'Conferences' section of a website. At the top, there's a blue header with 'Conferences' and a search bar. Below the header, there's a 'Conference List' section. On the left, there are two tabs: 'My Conferences (4)' and 'All Conferences'. A red circle with the number '1' is placed over the 'All Conferences' tab. To the right of the tabs is a search bar with the text 'step' and a magnifying glass icon. A red circle with the number '2' is placed over this search bar. Below the search bar is a table with four columns: 'Name', 'Start Date', 'Location', and 'External URL'. The first row of the table is highlighted with a red border, and a red circle with the number '3' is placed over the 'Name' column of this row. The table contains two rows of data.

Name	Start Date	Location	External URL
International conference Contemporary theory and practice in construction XV	6/16/2022	Banja Luka, Bosnia and Herzegovina	http://stepgrad.aggf.unibl.org
Contemporary Theory and Practice in Construction XIII	5/24/2018	Banja Luka, Bosnia and Herzegovina	http://stepgrad.aggf.unibl.org

At the bottom of the page, there's a footer with copyright information and a 'CMT Support' link.

Figure 2 - Conference selection

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

The screenshot shows the 'Author Console' page. At the top, there's a blue header with 'Submissions' and a 'Help Center' link. Below the header, there's a 'Select Your Role' dropdown menu set to 'Author' and a 'STEPGRAD2022' dropdown menu. Below these is a '+ Create new submission' button, which is highlighted with a red box. To the right of the button is a '0 - 0 of 0' status indicator and a 'Show' dropdown menu set to '25'. Below the button is a table with three columns: 'Paper ID', 'Title', and 'Files'. The 'Paper ID' column has a filter input field with the text 'e.g. <3' and a 'filter...' label. The 'Title' column has a 'filter...' label. The 'Files' column has a 'filter...' label. The 'Actions' column has a 'filter...' label. At the bottom of the page, there's a footer with copyright information and a 'CMT Support' link.

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 clicking on Upload from Computer (**red marker 6**). Finally, click on the button Submit (**red marker 7**).

The screenshot shows the 'Create New Submission' form with the following sections and markers:

- TITLE AND ABSTRACT**:
 - 1**: Title input field.
 - 2**: Abstract text area (2000 characters left).
- AUTHORS**:
 - Primary Contact table with fields: Email, First Name, Last Name, Organization, Country.
 - 3**: '+ Add' button for adding a new author.
 - 4**: Fields for adding a new user: First Name, Last Name, Organization, Country/Region, and '+ Add' button.
- SUBJECT AREAS**:
 - 5**: Selection area for subject areas (Urbanism, Architecture, Civil Engineering, Geodesy, Theory and practice in construction, None Of Above).
- FILES**:
 - 6**: 'Upload from Computer' button.
 - 7**: 'Submit' button.

Figure 4 – Paper submission

In the next step, you will find a form for disclosing a possible conflict of interest 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.

Submissions

Help Center ~ Select Your Role : Author ~ STEPGRAD2022 ~

Edit Conflicts of Interest

Paper ID1

Paper TitleProba 111

0 - 0 of 0

« « 1 » »

Show: 25 50 100 All

Clear All Filters

First Name	Last Name	Organization	Selected Conflicts	Conflicts	Edit
<div>filter...</div> <div>Clear</div>	<div>filter...</div> <div>Clear</div>	<div>filter...</div> <div>Clear</div>	<div></div>	<div></div>	

Done

Select All

Yes

No

Ok Cancel

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Figure 3 - Conflict of interest