About Microsoft’s Conference Management Toolkit (CMT) for managing academic conferences:

https://cmt3.research.microsoft.com/Content/CMT.html

2019 NAMS CMT site
(28th Annual Meeting of the North American Membrane Society (NAMS))

https://cmt3.research.microsoft.com/NAMS2019
Create account (Registration):

Create New Account

Login information

* Email

* Password

* Confirm Password

Personal Information

* First Name

Middle Initial

* Last Name

Nickname

* Organization Name

* Country/Region: Select...
ABSTRACT SUBMISSION

Author Workflow

1. Enters title, abstract, etc.
2. Enters his/her contact information.
3. Enters co-author information.
4. Marks primary session choice (secondary subject area optional)
5. Receives confirmation screen which includes a paper ID
6. Receives notification email for acceptance or rejection (when review and selection process is complete).

Visual Instructions:
Submit a manuscript by clicking “+ Create new submission” button:

Doing so will lead you to the following page:
After submitting, you will receive a submission confirmation:

NOTE: You may edit your submission until the abstract deadline.

**ADDING CO-AUTHORS**

You are able to add co-authors/collaborators to any submission, only one of you can be listed as the primary contact.

When you are in the Create New Submission page, there is an area for Authors, you can click +Add, to add co-authors:
If the co-author is not a user, you will need to enter their information & push +Add:

Once entered, both authors can be seen listed. You can change who will be listed as the primary contact for the submission using the arrows and bullet: