

1. Log in or create a new account at <https://cmt3.research.microsoft.com>

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Email Value is required.

Password Value is required.

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2. Once logged in, search conferences. Enter “Marketing Educators” in the search bar. Then select the conference for the correct year and location. The below example is for a previous conference, so location and year will vary.

Conferences test test

Conference List

My Conferences (1) All Conferences

Name	Start Date	Location	External URL
Marketing Educators' Association 2019	4/4/2019	Phoenix, AZ, United States	https://www.marketingeducators.org/

3. You should now be in the “Author Console” where you can submit your paper. Select “+Create new submission”

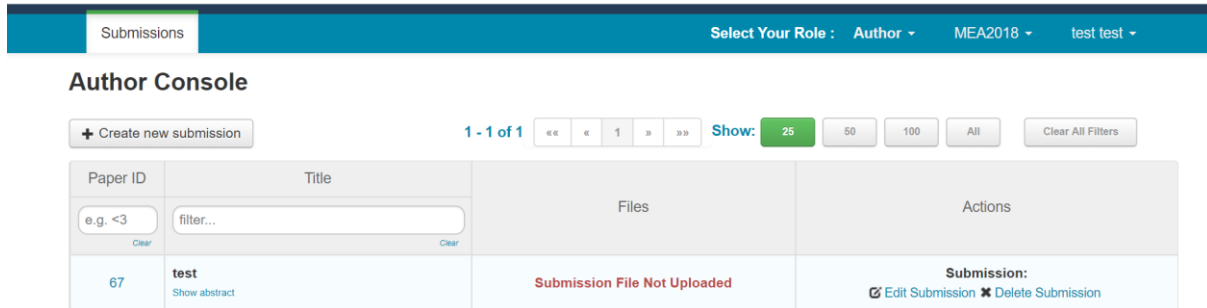
Submissions Select Your Role : Author MEA2018 test test

Author Console

[+ Create new submission](#) 0 - 0 of 0 Show: 25 50 100 All [Clear All Filters](#)

Paper ID	Title	Files	Actions
<input type="text" value="e.g. <3"/> <small>Clear</small>	<input type="text" value="filter..."/> <small>Clear</small>		

4. You will be prompted to answer some questions and upload your paper. Once you are done doing so, hit “Submit” at the bottom. Once your paper is submitted, you can review your submission and make edits up until **March 1st**. After that date, no edits can be made. Simply go to the Author Console and select “edit” to make edits.



The screenshot shows the 'Author Console' interface. At the top, there is a navigation bar with 'Submissions' selected, and user information: 'Select Your Role : Author', 'MEA2018', and 'test test'. Below the navigation bar, the title 'Author Console' is displayed. A '+ Create new submission' button is on the left. In the center, there is a pagination control showing '1 - 1 of 1' and a 'Show:' dropdown menu set to '25', with options for 50, 100, and All. A 'Clear All Filters' button is on the right. Below these controls is a table with four columns: Paper ID, Title, Files, and Actions. The first row contains the following data:

Paper ID	Title	Files	Actions
67	test <small>Show abstract</small>	Submission File Not Uploaded	Submission: <input checked="" type="checkbox"/> Edit Submission <input checked="" type="checkbox"/> Delete Submission

If you have any questions, e-mail us at info@marketingeducators.org

We are happy to help!