



## MS Content Management Toolkit™ instructions for participants

### Introduction

This guide is designed to help participants register for the conference and submit abstracts. The conference management system that is used for the **Energy Fuels Environment EFE 2024** meeting is the Microsoft Conference Management Toolkit (CMT). More information about the CMT can be found at the link below.

<https://cmt3.research.microsoft.com/About>

Registering or logging in to an existing account.

By clicking on the "Register" button on the main **EFE 2024** conference page, you will be directed to an external server site. The login/registration window will open.

- i. If you already have a CMT account, please enter your login details to access the system.
- ii. If you are a new user, scroll to the bottom of the login window and press the "Register" link in the bottom right corner of the window.
- iii. If you have forgotten your password, the lower left-hand corner of the login window includes a password change link. To do so, follow the instructions provided.

**Attention!** If you were a participant in the previous conference (EFE 2022) or another conference that was managed using CMT, after logging into the system, you will be directed to the 'My Conferences' tab.

## Conference List

My Conferences (2) All Conferences

Name	Start Date	Location	External URL
<a href="#">Energy Fuels and Environment 2024</a>	6/26/2024	Krakow, Poland	<a href="http://efe2024.agh.edu.pl/">http://efe2024.agh.edu.pl/</a>
<a href="#">Energy Fuels Environment 2022</a>	9/20/2022	Cracow, Poland	<a href="http://ef-conference.agh.edu.pl/">http://ef-conference.agh.edu.pl/</a>

If “Energy Fuels Environment 2024” is not present on the “Conference List,” navigate to the "All Conferences" tab at the top and click \*\*\*\*\*. A new window will open.

## Conference List

My Conferences (0) All Conferences

type to filter...

Name	Start Date	Location	External URL
Welcome to the CMT Site Request Submission System!	1/1/2035		
Journal of Engineering, Project, and Production Management	1/1/2022	Lawrence, USA	<a href="http://www.ppml.uri.tw/EPPM_Journal/">http://www.ppml.uri.tw/EPPM_Journal/</a>
STCont2024	4/1/2022	redmond, usa	<a href="http://contoso.com">http://contoso.com</a>
SecondSite	5/5/2022	redmond, usa	<a href="http://contoso.com">http://contoso.com</a>
IconINTEL2023	12/29/2023	Redmond, USA	<a href="http://contoso.com">http://contoso.com</a>
AIC2023 15th Congress of the International Colour Association	11/27/2023	Chiang Rai, Thailand	<a href="https://aic2023.org/">https://aic2023.org/</a>
Proceedings of the VLDB Volume 16 (for VLDB 2023)	8/28/2023	Vancouver, British Columbia, Canada	<a href="http://vldb.org/2023">http://vldb.org/2023</a>
VLDB 2023 PhD Workshop	8/28/2023	Vancouver, Canada	<a href="https://vldb.org/2023/">https://vldb.org/2023/</a>
Technology of Oil & Gas and Sustainable Energy 2023	8/11/2023	Tripoli, Libya	<a href="http://TOGSE2023">http://TOGSE2023</a>
History and Pedagogy of Mathematics (HPM) 2020	2/26/2019	Macau, Macau	<a href="https://www.um.edu.mo/fed/HPM2020/">https://www.um.edu.mo/fed/HPM2020/</a>

In the box on the right labeled "type to filter", type the title ([Energy Fuels Environment 2024](#)) of the conference or its acronym ([EFE2024](#)). The system will search for information about this conference and display it with a link to the EFE2024 database.

## Conference List

My Conferences (2) All Conferences

Name	Start Date	Location	External URL
<a href="#">Energy Fuels and Environment 2024</a>	6/26/2024	Krakow, Poland	<a href="http://efe2024.agh.edu.pl/">http://efe2024.agh.edu.pl/</a>

Click on the “[Energy Fuels Environment 2024](#)” title link.

Caution: Clicking on the <http://efe2024.agh.edu.pl/> link will return you to the home page. Do not click it.

You will next be directed to the "Author Console" where you will be able to post abstracts of the presentations that will be delivered at the conference (oral/poster). Submitting an abstract is tantamount to registering as an active participant in the conference.

**Attention!** The system does not provide for the registration of accompanying persons.

The upper left corner of the window includes a button labeled "Create New Submission". Click this button and complete the required fields.

The screenshot shows the 'Create New Submission' form. At the top, there is a navigation bar with 'Submissions', 'Search help articles', 'Help Center', 'Select Your Role', 'Author', and 'EFE2024'. The main heading is 'Create New Submission'. Below this, the form is organized into several sections:

- TITLE AND ABSTRACT:** Contains a 'Title' text input field and a larger 'Abstract' text area with a '2000 characters left' indicator.
- AUTHORS:** A section for adding collaborators. It includes a table with columns: 'Primary Contact', 'Email', 'First Name', 'Last Name', 'Organization', and 'Country'. One author is listed with 'Akademia Górniczo-Hutnicza im. Stanisława Staszica w Krakowie' and 'Poland'. Below the table is an 'Add' button and a prompt to 'Enter email to add new author:'.
- SUBJECT AREAS:** A section with checkboxes for various categories: 'Energy and Energy Policy', 'Environmental protection', 'General - prof. Wojciech Suwała jubilee', 'Hydrogen technologies', 'Microsymposium', and 'Nuclear Energy and Radiochemistry'.
- FILES:** A section for uploading files. It features a dashed border area with the text 'Drop files here' and '-or-', and a button labeled 'Upload from Computer'. A note states 'You can upload from 1 to 3 files. Maximum file size is 10 MB. We accept doc, docx, pdf formats.' At the bottom of this section are 'Submit' and 'Cancel' buttons.

In the "Title" heading, type the title of the presentation.

Following the "SUBJECT AREAS" heading, check the box related to the area that best suits your presentation.

The bottom of this window provides a section via which you can upload your abstract file. Two methods are allowed:

- i. drag the file from your computer's file manager window and drop it \*\*\*\*\*;
- ii. select the relevant file on your computer's hard drive after clicking the "Upload from Computer" button.

You can download the abstract template from the conference website using the following link: <http://efe2024.agh.edu.pl/registration/> We kindly ask that you only use this template. Please remember to not exceed the size provided by one A-4 page.