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.

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.

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.

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.

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.   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.