HOW-TO: Author Submission

Access the Abstract Submission Platform

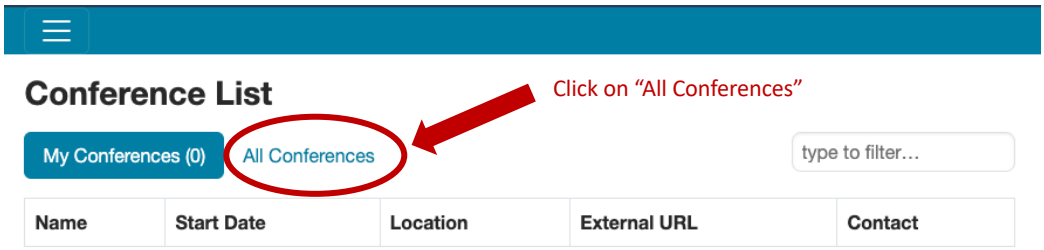
Registered users can access the Abstract Submission Platform (hosted by CMT) by using the following link:

https://cmt3.research.microsoft.com/EMEC2025/

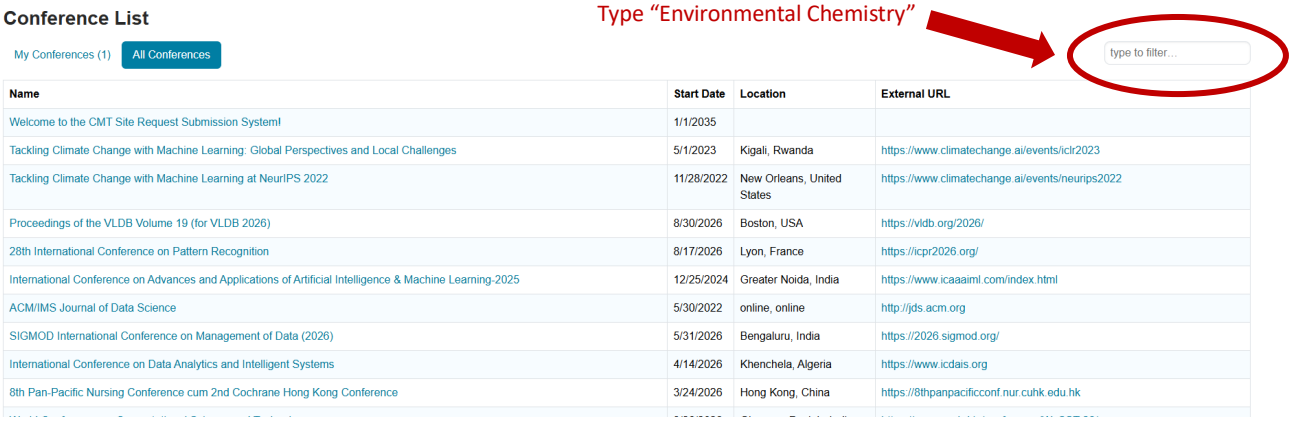
If you have an account, enter your credentials to access the site at log in. If you do not have an account, please visit this link for detailed instructions on how to register in the platform.

Search for EMEC25 in the submission platform

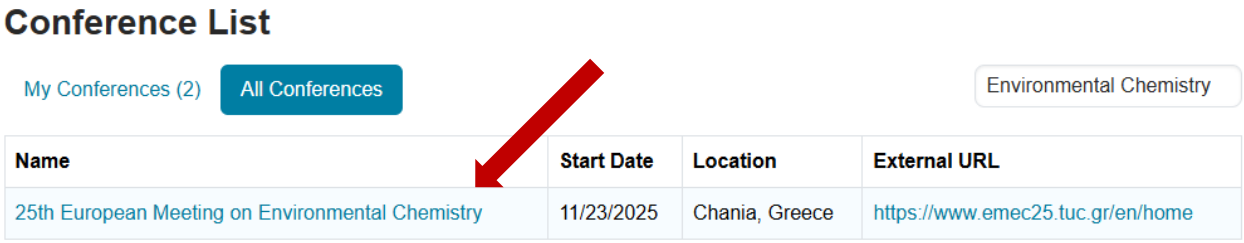
Once logged in, click on "All Conferences" to search for "**25th European Meeting on Environmental Chemistry (EMEC25)".**



Use the filter field in the upper right to search for the Conference you need. Type "Environmental Chemistry" to find EMEC25 conference.

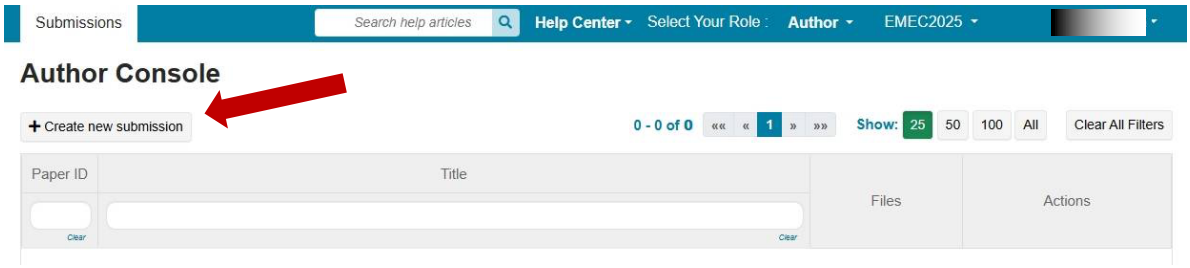


Once you find the Conference, click on the Conference Name link.



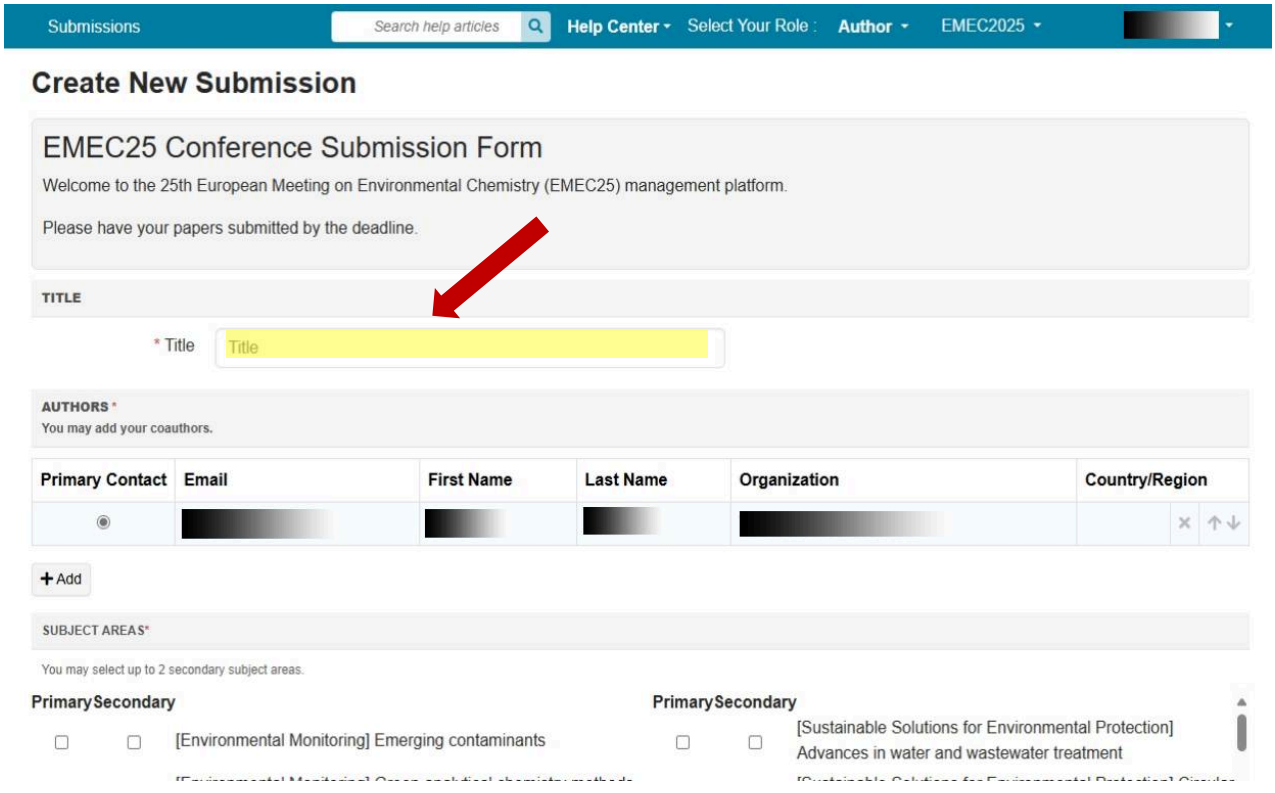
Create new submission

Once the Author Console page appears. Click on the "+ Create new submission" button.



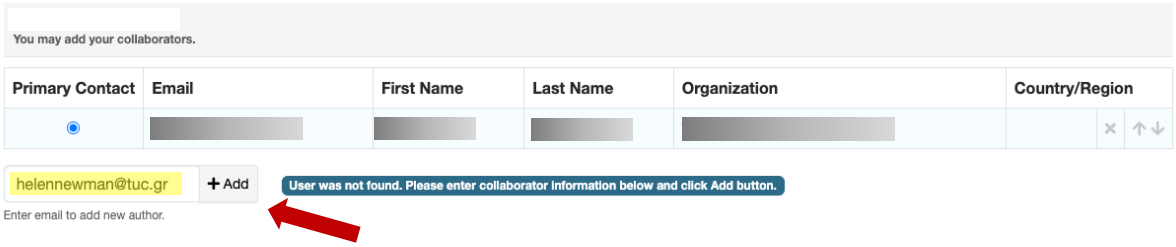
In the **Create New Submission** all fields are required and marked with an <*> asterisk.

Title: The Title field is for the title of the paper.

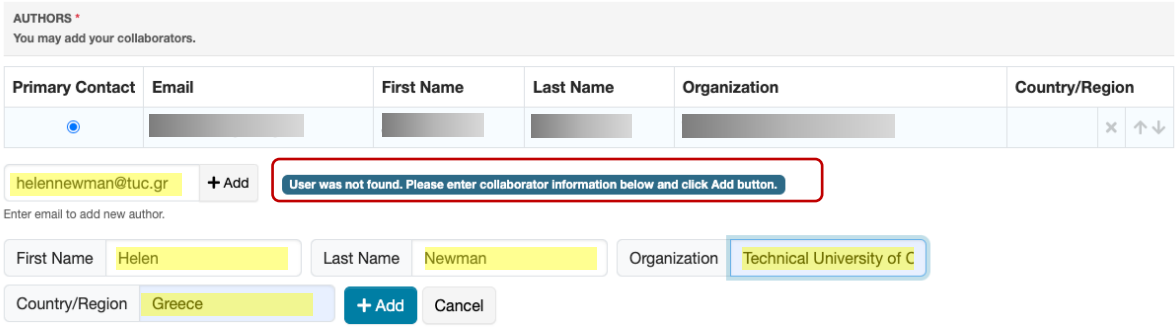


Authors: The Author section is prepopulated with your profile information and you are preselected as the Primary Contact.

To add a co-author, enter the co-author's email address into the field (in yellow below) and click add. To add a new user, please enter information below and click Add Button.



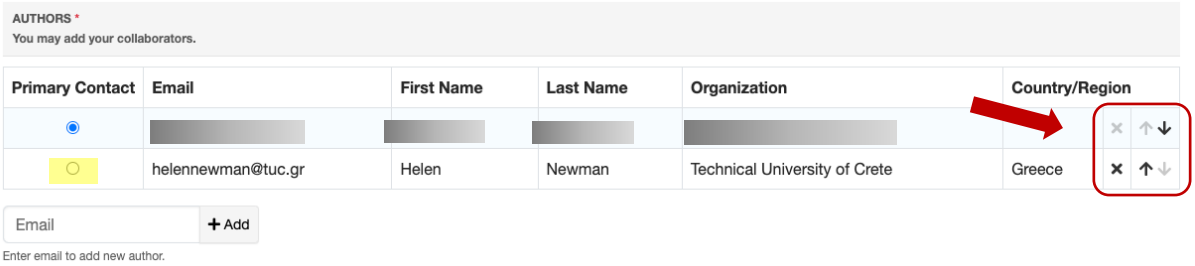
If the co-author is already a user, the co-author will be added to the end of the Author list. If the co-author is not a user, you will see "User was not found". Enter the co-author's first and last names along with the Organization to which they belong and the Country/Region where they reside. Then click the Add button.



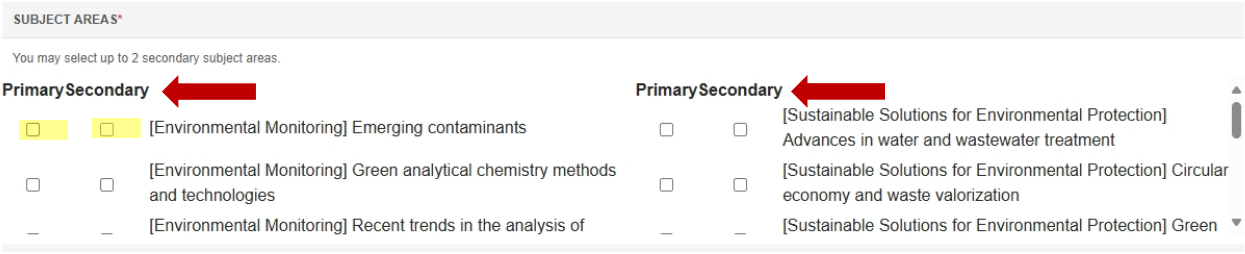
IMPORTANT

Adding an unregistered email (an email that is not a valid account in CMT) as a co-author **will not** add the user to the conference; it only acts as a placeholder in the submission for the co-author.
The co-author is required to register their email in CMT.

You may change the Primary Contact to the co-author by clicking Primary Contact button in co-author's row. The 'X' and 'arrow' icons on the end of the rows are there so you may delete the entry and/or move it up in hierarchy.

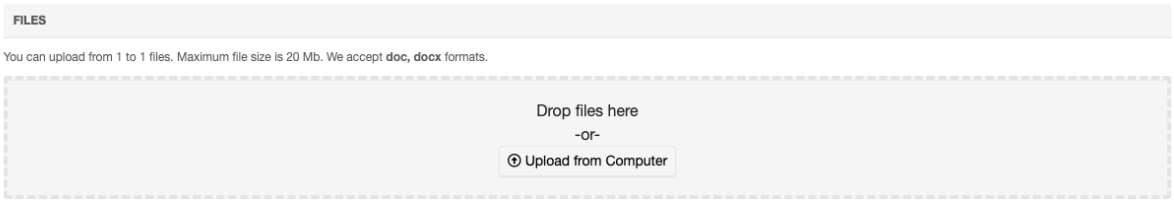


Subject Areas: Authors can select **one Primary Subject Area** (Primary Topic) and **two optional Secondary Subject Areas** (Secondary Topics). The organizing committee reserves the right to decide on a final topic assignment upon abstract evaluation.



File: To upload file for your paper, drag and drop the file into the dotted region or click the "Upload from Computer" button.

IMPORTANT: Please note that the **uploaded file must be .doc. or docx and have a max. size of 10 Mb max size**. Uploaded file will not be saved unless the Submit button at the bottom of the form is clicked. **It is also important to note that no files uploaded will be saved unless the Submit button is clicked.**



Additional Questions: The type of presentation (oral, flash oral or poster) is to be selected here.

To **Submit your abstract**, click the corresponding button. If not use cancel.

IMPORTANT

It is important to note that no file uploaded will be saved unless the Submit button is clicked.