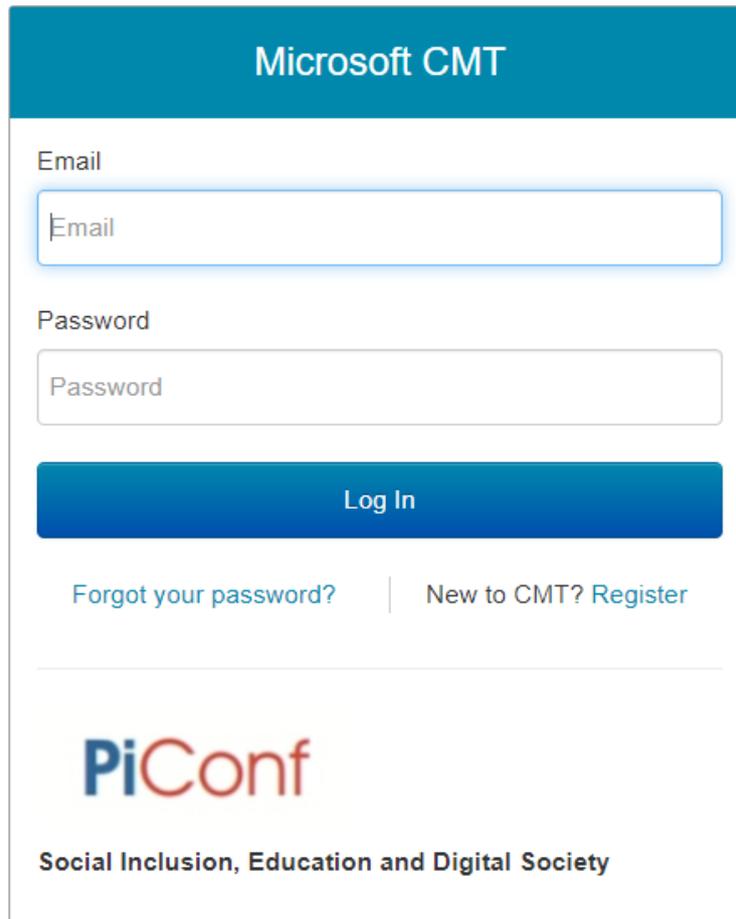


How to submit an abstract?

1. First, the author should **register**. When he or she clicks the »Register now« button, a new window opens. In the window, he or she must click the »Register« link located at the bottom right corner of the window (see below). At the registration, the e-mail address and password are created.



The image shows a registration form for Microsoft CMT. At the top, there is a blue header with the text "Microsoft CMT". Below the header, there are two input fields: "Email" and "Password". The "Email" field contains the placeholder text "Email" and the "Password" field contains the placeholder text "Password". Below these fields is a blue button labeled "Log In". Underneath the button, there are two links: "Forgot your password?" and "New to CMT? Register". At the bottom of the form, there is the PiConf logo, which consists of the word "Pi" in blue and "Conf" in red. Below the logo, the text "Social Inclusion, Education and Digital Society" is displayed.

2. After the registration, the author gets an e-mail to **verify the account** by which he or she confirms the registered user's account. It might take some time to receive the e-mail. The e-mail might also be directed into the spam folder. Please check.
3. After confirmation/verification of the user's account, it is possible to **submit the abstract**. The submission may be done by clicking the »Register now« button or »Submit now« button. Both buttons lead to the same window (see above). In the window, e-mail address and password should be entered and after that »Log In« should be clicked.
4. In the next step the window »Create New Submission« opens, in which the author enters the title of the abstract, the abstract, add the authors (if necessary), chooses a subject area, and confirms two statements.
5. After clicking the »Submit« button, the abstract is saved in the conference system, and the review process starts. The **system does not automatically send a confirmation e-mail** to the authors when they submit a paper. During submission, authors have the option to send the confirmation e-mail to their co-authors and themselves. After submitting the paper, the authors see the "Submission Summary". On that page, there is an "E-mail" icon with a drop-down option on the upper right-hand corner. The drop-down menu shows two options: "Send E-mail to me" and "Send E-mail to ALL Authors". Authors can use these options at any time. Authors can also login to their author console to verify their submission.