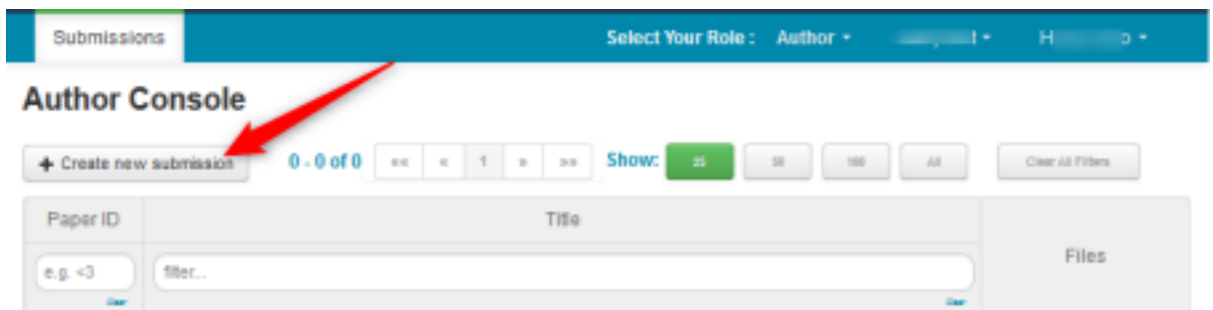


CAA 2025 – Author Submission Guidelines

Before submitting your abstract, please read the call for papers (available at: <https://2025.caaconference.org/call-for-papers/>) and the descriptions of this year’s conference sessions, available on the CAA 2025 webpage <https://2025.caaconference.org/sessions/>, to select the most relevant one(s) for your presentation.

Please note that CAA conferences are running a double-blind review process, therefore authors’ affiliation and/or any information within the text that may indicate who the author(s) might be should be omitted from your submission.

- 1) If you are not a registered user in the CMT system, please create/request a user account at <https://cmt3.research.microsoft.com/CAA2025>.
- 2) Check your inbox for an email from CMT with your password. If you have not received it within 5 minutes, please check your spam folder.
- 3) Login to the CMT system using the link above and your credentials.
- 4) The Author Console page for the CAA 2025 conference appears.
- 5) Click on the “+ Create new submission” button.



- 6) Enter the title of the paper or poster in the Title field.
Enter your abstract (up to 1000 words + 3 citations) in the Abstract field. Please refer to step 13 if you wish to upload a file of your abstract. You can edit your submission at any point before the paper/poster submission deadline.

Create New Submission

Welcome to the Contoso Conference. Please have your papers submitted by the deadline.

TITLE AND ABSTRACT

Title

Abstract

1000 characters left

7) The Author section is prepopulated with your profile information, and you are preselected as the Primary Contact.

AUTHORS
You may optionally add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country
<input checked="" type="radio"/>	ft.com			CMT-Test	X ↑ ↓

Email + Add Value is required.
Enter email to add new author.

8) To add a co-author, enter the co-author's email address into the field (in yellow below) and click add.

AUTHORS
You may optionally add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country
<input checked="" type="radio"/>	microsoft.com			CMT-Test	X ↑ ↓

adamant@contoso.com + Add
Enter email to add new author.

If the co-author you wish to add is not a user in CMT, you will see "User was not found. 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.

AUTHORS
You may optionally add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country
<input checked="" type="radio"/>	contoso.com			CMT-Test	X ↑ ↓

adamant@contoso.com + Add User was not found. To add new user, please enter information below and click Add button.
Enter email to add new author.

First Name Last Name Organization
Country/Region + Add Cancel

Enter the co-author's first and last names along with the Organization to which he or she belongs and the Country/Region where they reside. Then click the Add button.

AUTHORS
You may optionally add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country
<input checked="" type="radio"/>	contoso.com			CMT-Test	X ↑ ↓

adamant@contoso.com + Add User was not found. To add new user, please enter information below and click Add button.
Enter email to add new author.

First Name Adam Last Name Axt Organization Contoso
Country/Region United States + Add Cancel

Once added, the co-author's profile will appear in the list. You may change the Primary Contact to the co-author by clicking the Primary Contact radio button in the 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 or down to reflect author order.

Primary Contact	Email	First Name	Last Name	Organization	Country
	...ft.com	CMT-Test	
	adamant@contoso.com	Adam	Ant	Contoso	United States

Email

Enter email to add new author.

- 9) The subject areas correspond to the conference’s accepted sessions. Authors need to select one Primary Subject Area indicating the preferred session for their submission. You can find a link to the abstracts for the sessions at the top of this document.

SUBJECT AREAS

You may select up to 4 secondary subject areas.

Primary	Secondary		Primary	Secondary	
<input type="checkbox"/>	<input type="checkbox"/>	AUTOMOBILES	<input type="checkbox"/>	<input type="checkbox"/>	Above 40-knot
<input type="checkbox"/>	<input type="checkbox"/>	Cruisers	<input type="checkbox"/>	<input type="checkbox"/>	Hull
<input type="checkbox"/>	<input type="checkbox"/>	Engines	<input type="checkbox"/>	<input type="checkbox"/>	Under 40-knot
<input type="checkbox"/>	<input type="checkbox"/>	Transmissions	<input type="checkbox"/>	<input type="checkbox"/>	None Of Above
<input type="checkbox"/>	<input type="checkbox"/>	MARINE VESSELS			

- 10) To upload a file for your paper’s abstract, drag and drop the file into the dotted region or click the “Upload from Computer” button. Please note the number of files you may upload and the size and the type of documents allowed. Uploaded files will not be saved unless the Submit button at the bottom of the form is clicked. You may upload an image, graphical abstract or a pdf version of your abstract. Please ensure your name and affiliation does NOT appear in these documents, as we are running a double-blind review process.

FILES

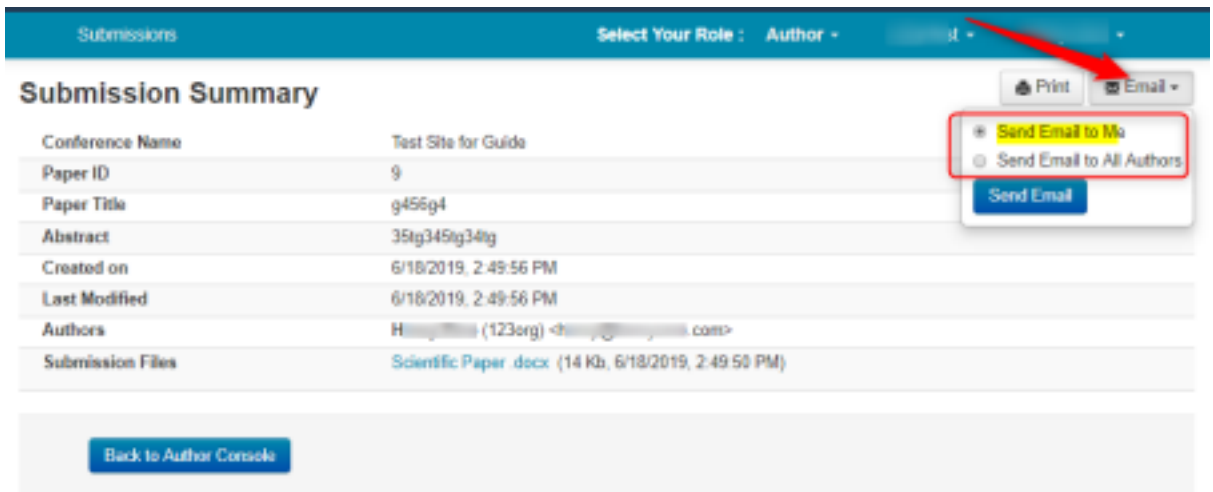
You can upload from 1 to 2 files. Maximum file size is 10 MB. We accept docx, doc, pdf formats.

Drop files here
-or-

- 11) Before submitting, you will be asked to answer a few additional multiple-choice questions. These include the required agreement to the CAA Ethics Policy.
- 12) Once the form is filled out with all the required information, click Submit.

- 13) Although there is no automatically generated confirmation email, you may do this manually

by clicking on the “Email” button on the right. You have the option to send it to yourself or all the authors. Click send Email.

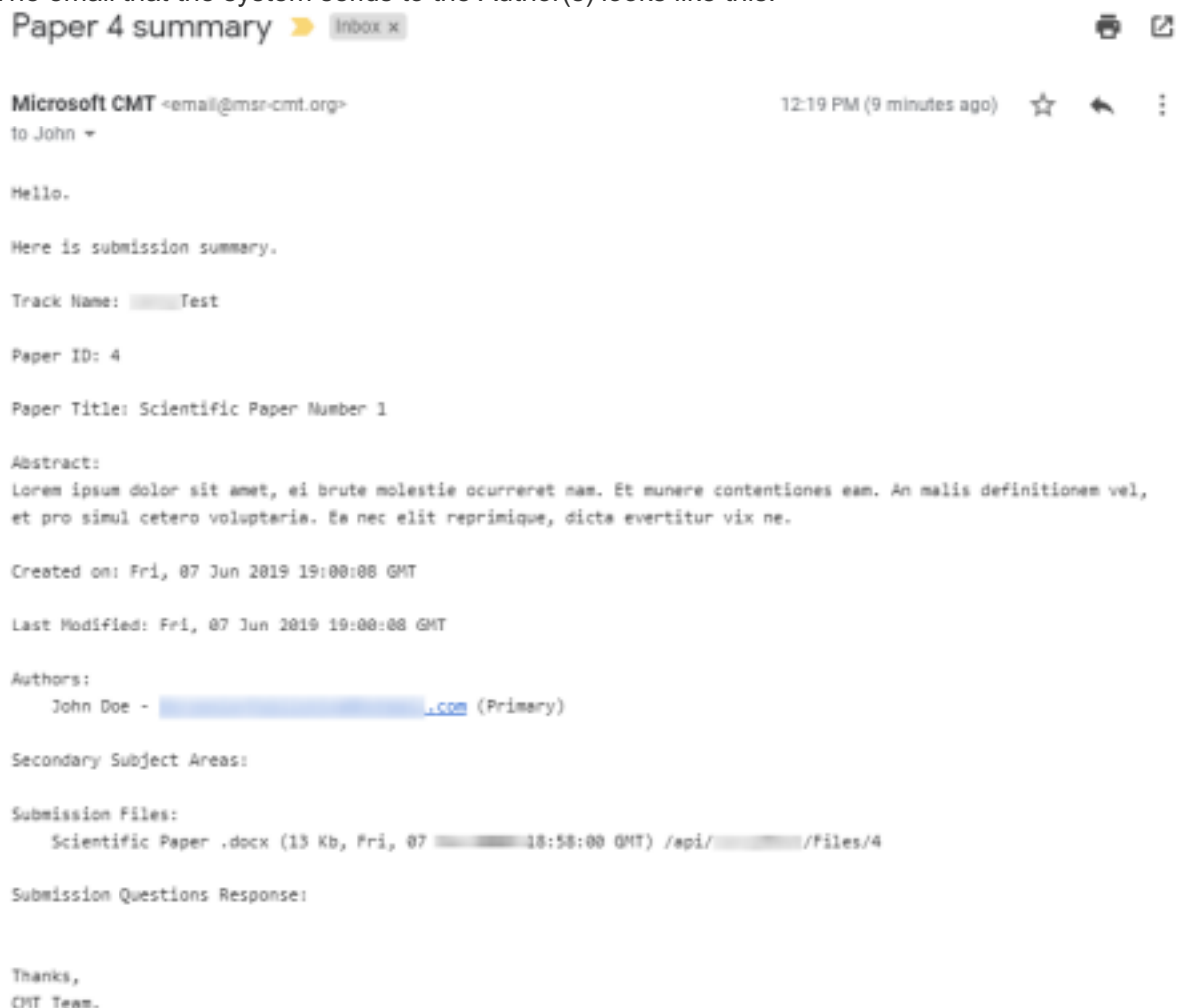


The screenshot shows a web interface for submission management. At the top, there is a blue header with 'Submissions' on the left and 'Select Your Role : Author' on the right. Below the header is a 'Submission Summary' section. It contains a table with the following information:

Conference Name	Test Site for Guide
Paper ID	9
Paper Title	g456g4
Abstract	35tg345tg34tg
Created on	6/18/2019, 2:49:56 PM
Last Modified	6/18/2019, 2:49:56 PM
Authors	H (123org) <@.com>
Submission Files	Scientific Paper .docx (14 Kb, 6/18/2019, 2:49:50 PM)

Below the table is a 'Back to Author Console' button. On the right side of the page, there are 'Print' and 'Email' buttons. The 'Email' button is highlighted with a red box, and a dropdown menu is open, showing two options: 'Send Email to Me' (selected) and 'Send Email to All Authors'. A 'Send Email' button is located below the dropdown menu.

The email that the system sends to the Author(s) looks like this:



The screenshot shows an email interface. The subject is 'Paper 4 summary' and it is in the 'Inbox'. The sender is 'Microsoft CMT <email@msr-cmt.org>' and it was received at '12:19 PM (9 minutes ago)'. The email content is as follows:

Hello.

Here is submission summary.

Track Name: Test

Paper ID: 4

Paper Title: Scientific Paper Number 1

Abstract:
Lorem ipsum dolor sit amet, ei brute molestie occurreret nam. Et munere contentiones eam. An malis definitionem vel, et pro simul cetero voluptaria. Ea nec elit reprimique, dicta evertitur vix ne.

Created on: Fri, 07 Jun 2019 19:00:00 GMT

Last Modified: Fri, 07 Jun 2019 19:00:00 GMT

Authors:
John Doe - @.com (Primary)

Secondary Subject Areas:

Submission Files:
Scientific Paper .docx (14 Kb, Fri, 07 Jun 2019 18:58:00 GMT) /api/ /Files/4

Submission Questions Response:

Thanks,
CMT Team.

17) At this point your submission is complete. You should expect to hear from the Scientific Committee and the chair of your session about the results of the review process after several

weeks. Your paper will be accepted with no revisions required or declined. Thank you for your participation.