

Overview:

The **CBJC** is pleased to invite abstract submissions from experts of **all research levels** (Senior, Mid, Early Career and Trainee levels) for the 2022 event **April 21st & 22nd 2022**. Once you have prepared your **pre-recorded video** in an **mp4** (max 100MB) file you are ready to **complete** your abstract submission through the Microsoft CMT portal. (<u>https://cmt3.research.microsoft.com/CBJC2020</u>)

Deadlines:

Component:	Deadline:	Description:
Abstract Submission	April 7 2022	Submission of a complete abstract application form including your pre- recorded 3 minute presentation via the online abstract submission portal (see instructions below). <u>Note: No updates of videos will be accepted after submission deadline.</u>
Notice of Submission Receipt		The submitting author may request to receive a confirmation of abstract submission via e-mail. See available PDF Submission Portal (CMT) Instruction
Notification of Application Status	April 14 2022	All applicants will receive notification of either (a) successful submission was a request for further information, or (b) an unsuccessful submission.
Presenter registration	April 18, 2022	Presenters must be registered by April 18 ^{th,} 2022 or judging cannot be guaranteed and your abstract may not be included in the final program.

CMT Submission Process

The **CBJC** is utilizing the **Microsoft CMT** (Conference Management Toolkit). If you have an account on CMT, enter your CMT credentials to access the site at log in. If you do not have an account in CMT, please refer to '<u>HOW-TO: Account</u> <u>Creation'</u> on the CMT site.

Search for CBJC 2022

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Log into CMT submission portal and click on All Conferences.

Use the **filter field** in the upper right to search for **CBJC**.

NOTE: If the search doesn't immediately return your desired result, try toggling between **My Conferences** & **All Conferences** and search again.

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Choose the entry that is the current CBJC Conference from the list.

Start Date 4/20/2022

The Author Console page will appear. It is here you will submit your paper by clicking on the "+ Create new Submission" button.

Submissions will be accepted from researchers of **all levels** (Senior, Mid, Early Career & Trainees)

A link to the Conference Welcome Message is available in the text at the top of the screen.

Follow the submission portal process.

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The CBJC 2020 is pl 2020 event June 12t	sed to accept abstract submissions from experts of all research levels (Senior, Mid, Early Career and Trainee levels) for th & 13th 2020. Full abstract submission details are available online and in PDF at cbjc.ca
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	2000 characters left

The **Title field** is for the title of the paper. (maximum 75 Characters with spaces)

The Abstract field must include a summary of your submission (maximum ~2000 characters). Details of abstract structure and expectations can be found at <u>cbic.ca</u>.

Note: the system will allow you to submit the Title and Abstract without uploading file(s) when creating a submission. You can edit the submission subsequently to upload file(s) before paper deadline by logging back in and completing the process.

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

To **add** a co-author, enter the coauthor's email address into the field (in yellow below) and click **+Add** button.

If the co-author you wish to add is **not** already 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.

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.

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

NOTE: Only the Primary Author will be allowed to delete a submission within the portal.

Subject Areas

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For the purposes of **thematic alignment**, please select the primary and (if appropriate) secondary subject area(s) from this list that **best represent** your research. If you are **unable** to find an appropriate thematic alignment, **choose New Ideas and Emerging Trends for MSK Health.**

File Submission

u can upload from 1 to 1 files. Maximum file size is 100	Mb. We accept mp4 formats.		
		Drop files here	
		-or-	
		Upload from Computer	

To **upload** your **abstract PDF** and **prerecorded video** (mp4 format only, max 100MB), drag and drop the file(s) into the dotted region or click the "Upload from Computer" button. Uploaded file will **not be saved** unless the Submit button at the bottom of the form is clicked. **Note**: updates will not be accepted after the submission deadline.

Additional Questions

3 additional questions include required information to complete your submission:

- Preferred Language of Presentation
- Preferred Presentation Type
- Research Level

Submission



Once the form is filled out with all the required information, **click Submit**.

Confirmation Email



NOTE: The CMT portal **does not automatically** generate or send a confirmation email.

However, you as the submitting author may do this manually by clicking on the "Email" button on the right. You have the option to send it to yourself or all authors. Click Send Email.

This **manually requested email** pushed from the system by you will send to the Author(s) in this format: