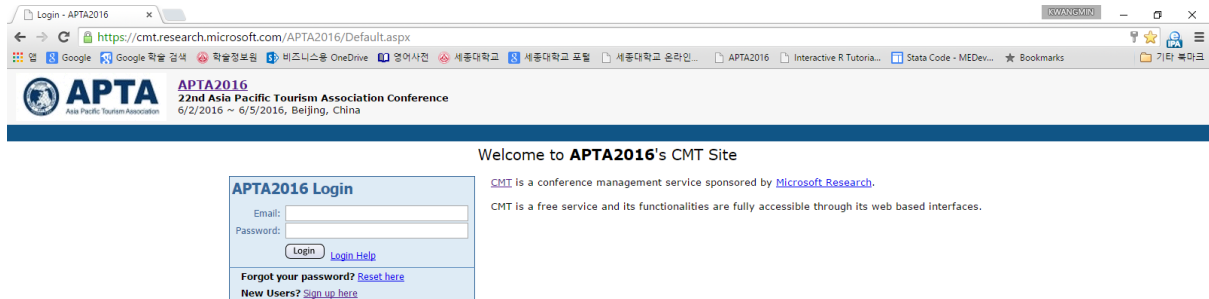


# Abstract Submission Guide

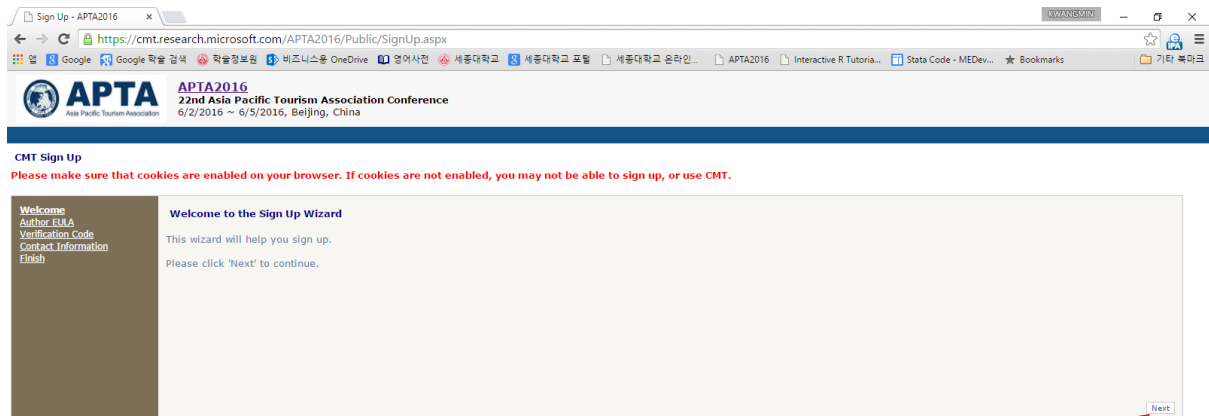
1. Go to the following web address:

<https://cmt.research.microsoft.com/APTA2016/>



2. Click Here

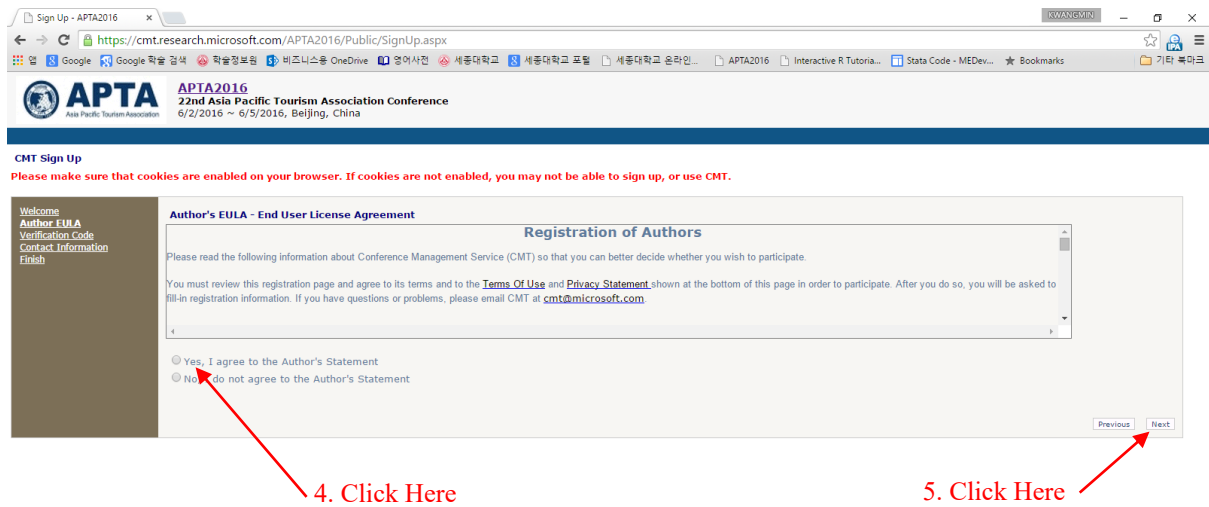
2. Click “New Users? [Sign up here](#)”



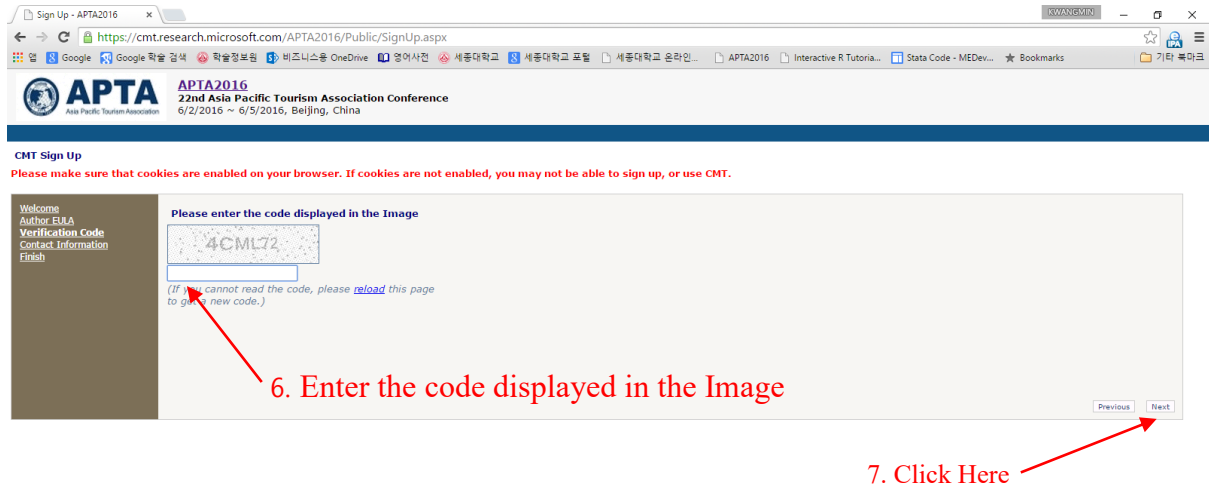
3. Click Here

3. Click “Next” button

4. Click “Yes, I agree to the Author's Statement”
5. Click “Next” button



6. Enter the code displayed in the Image
7. Click “Next” button



8. Insert your contact information
9. Click “Next” button

Sign Up - APTA2016

https://cmt.research.microsoft.com/APTA2016/Public/SignUp.aspx

APTA2016  
22nd Asia Pacific Tourism Association Conference  
6/2/2016 ~ 6/5/2016, Beijing, China

CMT Sign Up

Please make sure that cookies are enabled on your browser. If cookies are not enabled, you may not be able to sign up, or use CMT.

Welcome  
Author EULA  
Verification Code  
Contact Information  
Finish

**Contact Information**

Please complete this form and click 'Next' to create the account.

First/Given Name:  \* Required

Middle Initial:  \* Required

Last/Family Name:  \* Required

Organization:  \* Required

Phone Number:  \* Required

Email:  \* Required

Password:  \* Required

Confirm password:  \* Required

Alternate Email:

Note: we suggest you use a [strong password](#).

Previous Next



10. You finished the account sign-up. Click “Finish” button

Sign Up - APTA2016

https://cmt.research.microsoft.com/APTA2016/Public/SignUp.aspx

APTA2016  
22nd Asia Pacific Tourism Association Conference  
6/2/2016 ~ 6/5/2016, Beijing, China

CMT Sign Up

Please make sure that cookies are enabled on your browser. If cookies are not enabled, you may not be able to sign up, or use CMT.

Welcome  
Author EULA  
Verification Code  
Contact Information  
Finish

**Finish**

Success - you can now login and use CMT.

Click 'Finish' to complete this Wizard.

Previous Finish



11. Now you will be redirected to the sign in page.

## 12. Log-in using your E-mail and Password

The screenshot shows a web browser window with the URL <https://cmt.research.microsoft.com/APTA2016/Default.aspx>. The page header includes the APTA2016 logo and the text "22nd Asia Pacific Tourism Association Conference 6/2/2016 ~ 6/5/2016, Beijing, China". The main content area has a "Welcome to APTA2016's CMT Site" message. Below this is a login form titled "APTA2016 Login" with fields for "Email:" and "Password:", a "Login" button, and a "Login Help" link. There are also links for "Forgot your password? Reset here" and "New Users? Sign up here". To the right of the login form, there is a message: "CMT is a conference management service sponsored by Microsoft Research. CMT is a free service and its functionalities are fully accessible through its web based interfaces." The browser's address bar and taskbar are visible at the bottom.

## 13. For abstract submission, Click “Create a new Paper Submission”

The screenshot shows the "Author Console" page for APTA2016. The URL is <https://cmt.research.microsoft.com/APTA2016/Protected/Author/>. The page has a header with the APTA2016 logo and the text "22nd Asia Pacific Tourism Association Conference 6/2/2016 ~ 6/5/2016, Beijing, China". Below the header, there is a navigation bar with "Select Your Role: Author" and a "Go to Console" link. The main content area is titled "Author Console" and contains a link "Create a new Paper Submission" with a plus icon. Below this link, it says "No Submissions". A red arrow points from the text "13. Click Here" to the "Create a new Paper Submission" link. At the bottom of the page, there is a message: "Classic Console: You are currently using the new console. If you want to switch to the classic console please click here." The browser's address bar and taskbar are visible at the bottom.

14. Paper title should be inserted as text.

15. You should not insert abstract here: abstract should be uploaded at the later stage.

16. And then drag down.

14. Title is inserted here

15. You should not insert abstract here: abstract should be uploaded at the later stage

16. Drag down

17. If your paper has multiple authors, you can add your co-authors with click “Add Author” button.

18. You **MUST** upload your abstract here. But the attached file **MUST NOT** include any author information such as name and affiliation.

19. Type all authors’ full name, terminal degree (*i.e.*, Ph. D., MS), affiliation, position (*i.e.*, Associate Professor, Assistant Professor, Doctoral Student, Master Student), address, phone # and e-mail ONE by ONE.

20. Choose your submission type: Stand-up Presentation or Poster Presentation.

17. You can add your co-authors by clicking here

18. Click “Browse” button to find your abstract file, and then click “Upload” button

19. Please, type ALL AUTHORS’ full name, Terminal degree, affiliation, position, address, phone # and e-mail

20. Choose your submission type

21. Choose one of two subject areas

22. Choose one regarding your research progress status

23. To finalize, click “submit” button

21. Choose one of two subject areas: Tourism or Hospitality.
22. Choose one regarding your research progress status.
22. To finish your submission, you need to click “Submit” button.