Abstract Submission Guide
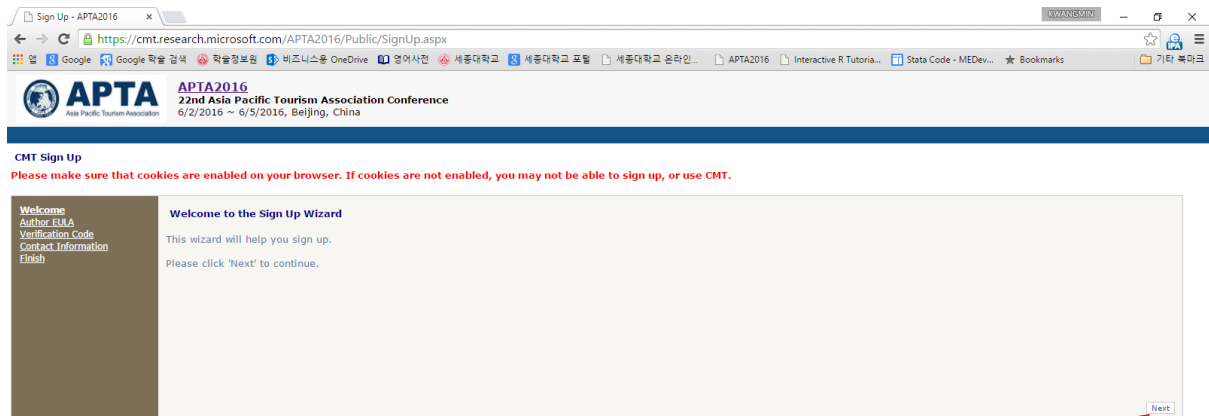
1. Go to the following web address:
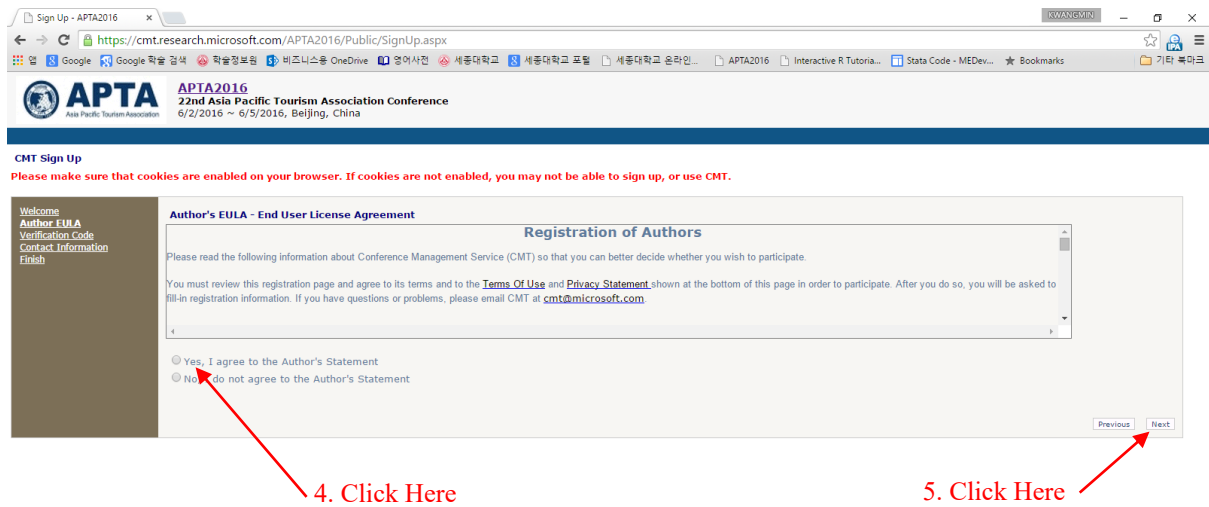   https://cmt.research.microsoft.com/APTA2016/
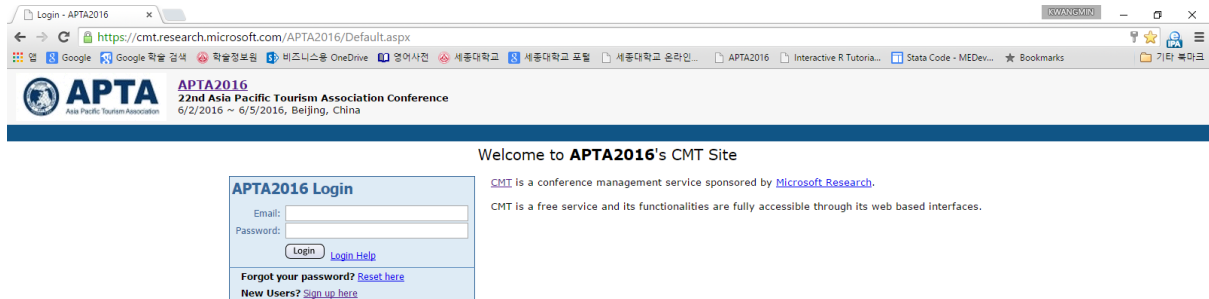
2. Click "New Users? Sign up here"

3. Click "Next" button

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

4. Click Here

5. Click Here

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

6. Enter the code displayed in the Image

7. Click Here
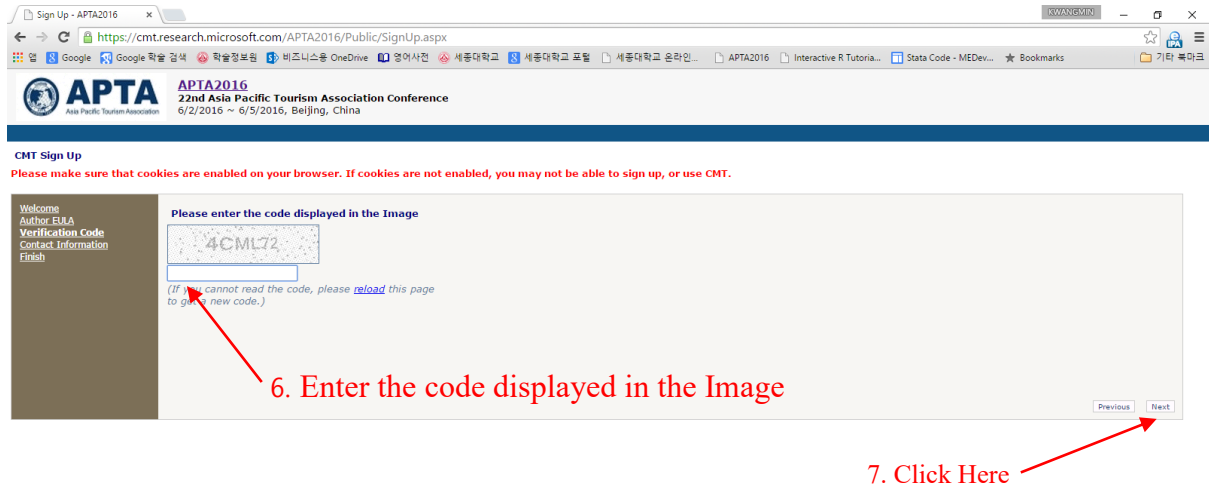
8. Insert your contact information
9. Click "Next" button

8. Insert your contact information

9. Click Here

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

10. Click Here

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

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

13. For abstract submission, Click "Create a new Paper Submission"

13. Click Here

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.

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.

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.