

HOW-TO: Author Submission

Access the Abstract Submission Platform

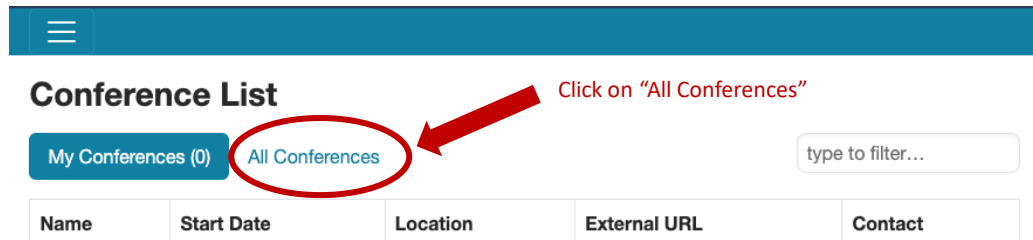
Registered users can access the Abstract Submission Platform (hosted by CMT) by using the following link:

<https://cmt3.research.microsoft.com/EuSPGSAC2024>

If you have an account, enter your credentials to access the site at log in. If you do not have an account, please visit [this link](#) for detailed instructions on how to register in the platform.

Search for EuSP2024|GSAC2024 in the submission platform

Once logged in, click on “All Conferences” to search for “3rd European Sample Preparation | 2nd Green and Sustainable Analytical Chemistry”.

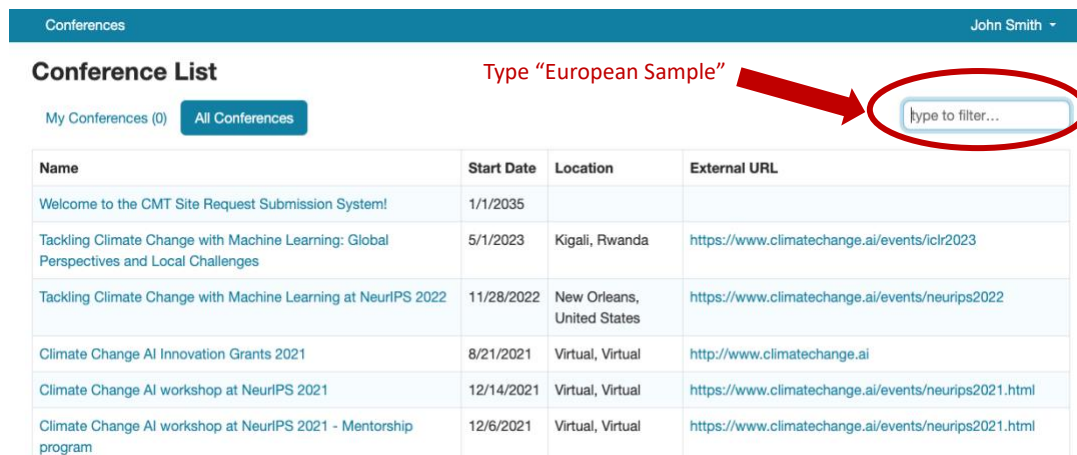


Conference List

My Conferences (0) **All Conferences**

Name	Start Date	Location	External URL	Contact
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Use the filter field in the upper right to search for the Conference you need. Type “European Sample Preparation” to find EuSP2024|GSAC2024 conferences.



Conferences John Smith ▾

Conference List

My Conferences (0) **All Conferences**

Name	Start Date	Location	External URL
Welcome to the CMT Site Request Submission System!	1/1/2035		
Tackling Climate Change with Machine Learning: Global Perspectives and Local Challenges	5/1/2023	Kigali, Rwanda	https://www.climatechange.ai/events/iclr2023
Tackling Climate Change with Machine Learning at NeurIPS 2022	11/28/2022	New Orleans, United States	https://www.climatechange.ai/events/neurips2022
Climate Change AI Innovation Grants 2021	8/21/2021	Virtual, Virtual	http://www.climatechange.ai
Climate Change AI workshop at NeurIPS 2021	12/14/2021	Virtual, Virtual	https://www.climatechange.ai/events/neurips2021.html
Climate Change AI workshop at NeurIPS 2021 - Mentorship program	12/6/2021	Virtual, Virtual	https://www.climatechange.ai/events/neurips2021.html

Once you find the Conference, click on the Conference Name link.

Conference List

My Conferences (0) **All Conferences**

Name	Start Date	Location	External URL
3rd European Sample Preparation Conference 2nd Green and Sustainable Analytical Chemistry Conference	9/15/2024	Chania-Crete, Greece	https://www.eusp-gsac2024.tuc.gr/

Create new submission

Once the Author Console page appears. Click on the “+ Create new submission” button.

Submissions **Help Center** Select Your Role : **Author** EuSPGSAC2024 John Smith

Author Console

+ Create new submission... 0 - 0 of 0 Show: 25 50 100 All Clear All Filters

Paper ID	Title	Track	Files	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>		

Select the conference track (EuSP2024 or GSAC2024) you want to submit your abstract. **EuSP2024 is selected here for demonstration. The same instructions apply for GSAC2024.**

Submissions **Help Center** Select Your Role : **Author** EuSPGSAC2024 John Smith

Author Console

+ Create new submission... 0 - 0 of 0 Show: 25 50 100 All Clear All Filters

[EuSP2024] 3rd European Sample Preparation Conference
[GSAC2024] 2nd Green and Sustainable Analytical Chemistry Conference

Paper ID	Title	Track	Files	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>		

In the **Create New Submission** all fields are required and marked with an <*> asterisk.

Title: The Title field is for the title of the paper.

Submissions **Help Center** Select Your Role : **Author** EuSPGSAC2024

Create New Submission

EuSP2024 Conference Submission Form

Welcome to the 3rd European Sample Preparation Conference (EuSP2024) management platform.

Please have your papers submitted by the deadline.

Track: [EuSP2024] 3rd European Sample Preparation Conference

TITLE

* Title

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

AUTHORS *
You may add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country/Region
<input checked="" type="radio"/>	[redacted]uc.gr	J [redacted]	S [redacted]	Technical University of Crete	<input type="button" value="x"/> <input type="button" value="↑"/> <input type="button" value="↓"/>

User was not found. Please enter collaborator information below and click Add button.

Enter email to add new author.

To add a co-author, enter the co-author's email address into the field (in yellow below) and click add. To add a new user, please enter information below and click Add Button.

AUTHORS *
You may add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country/Region
<input checked="" type="radio"/>	[redacted]ic.gr	J [redacted]	S [redacted]	Technical University of Crete	<input type="button" value="x"/> <input type="button" value="↑"/> <input type="button" value="↓"/>

User was not found. Please enter collaborator information below and click Add button.

Enter email to add new author.

If the co-author is already a user, the co-author will be added to the end of the Author list. If the co-author is not a user, you will see "User was not found". Enter the co-author's first and last names along with the Organization to which they belongs and the Country/Region where they reside. Then click the Add button.

AUTHORS *
You may add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country/Region
<input checked="" type="radio"/>	[redacted]uc.gr	J [redacted]	S [redacted]	Technical University of Crete	<input type="button" value="x"/> <input type="button" value="↑"/> <input type="button" value="↓"/>

User was not found. Please enter collaborator information below and click Add button.

Enter email to add new author.

First Name Last Name Organization Country/Region

IMPORTANT
Adding an unregistered email (an email that is not a valid account in CMT) as a co-author **will not** add the user to the conference; it only acts as a placeholder in the submission for the co-author.
The co-author is required to register their email in CMT.

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.

AUTHORS *
You may add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country/Region
<input checked="" type="radio"/>	[redacted]ic.gr	J [redacted]	S [redacted]	Technical University of Crete	<input type="button" value="x"/> <input type="button" value="↑"/> <input type="button" value="↓"/>
<input style="background-color: #fff9c4;" type="radio"/>	helennewman@tuc.gr	Helen	Newman	Technical University of Crete	Greece <input type="button" value="x"/> <input type="button" value="↑"/> <input type="button" value="↓"/>

Enter email to add new author.

Subject Areas: Authors can select **one Primary Subject Area** (Primary Topic) and **two optional Secondary Subject Areas** (Secondary Topics). The organizing committee reserves the right to decide on a final topic assignment upon abstract evaluation.

SUBJECT AREAS *

Primary		Secondary		Primary		Secondary
<input type="checkbox"/>	<input type="checkbox"/>	[EuSP2024] Bioanalysis and in-vivo analysis	<input type="checkbox"/>	<input type="checkbox"/>	[EuSP2024] Industrial applications	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	[EuSP2024] Biopharmaceuticals	<input type="checkbox"/>	<input type="checkbox"/>	[EuSP2024] Microfluidics/Lab-on-a-chip	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	[EuSP2024] Commercial developments and markets	<input type="checkbox"/>	<input type="checkbox"/>	[EuSP2024] Natural products, fragrance analysis	<input type="checkbox"/>

File: To upload file for your paper, drag and drop the file into the dotted region or click the “Upload from Computer” button.

IMPORTANT: Please note that the **uploaded file must be .doc. or docx and have a max. size of 10 Mb max size.** Uploaded file will not be saved unless the Submit button at the bottom of the form is clicked. **It is also important to note that no files uploaded will be saved unless the Submit button is clicked.**

FILES

You can upload from 1 to 1 files. Maximum file size is 20 Mb. We accept doc, docx formats.

Drop files here
-or-

Additional Questions: The type of presentation (oral, flash oral or poster) is to be selected here.

1. Type of presentation *

Please select one of the options

Oral presentation
 Flash presentation
 Poster

To **Submit your abstract**, click the corresponding button. If not use cancel.

IMPORTANT
It is important to note that no file uploaded will be saved unless the Submit button is clicked.