

Instructions for using the Microsoft Conference Management Toolkit to Submit a Paper for the GEOTEC Hanoi 2019

Visit the GEOTEC Hanoi 2019 website conference submission page (<https://geotechn.vn/paper-submission.html>). The Conference Management Toolkit site for the GEOTEC Hanoi 2019 conference and the login page will be displayed to you (Figure 1). On this page, select the **Create Account** option

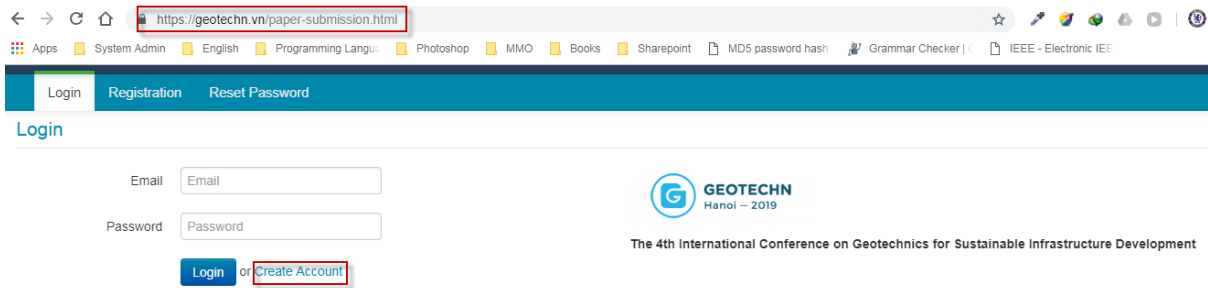


Figure 1: Login/Registration page of the Conference Management Toolkit Site

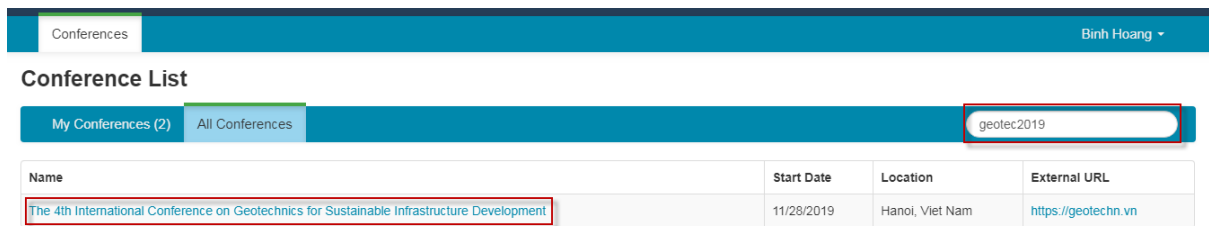
On clicking the **Create Account** option, you will be taken to the account creation page. You need to complete the registration form (Figure 2), providing all the required fields and creating a password for yourself. You should make note of this password as you will need this to log back in to the system to check the status of your proposal.

Once you have completed the form, enter the verification code displayed and click the Register button, ensuring that you have ticked the box to accept the Terms of Use and Authors' Statement

A screenshot of the 'Create New Account' registration form. The form is divided into three sections: 'Login information', 'Personal Information', and 'Verification'. The 'Login information' section includes fields for 'Email', 'Password', and 'Confirm Password'. The 'Personal Information' section includes fields for 'First Name', 'Middle Initial', 'Last Name', 'Organization Name', 'Phone Number', and 'Alternate Email'. The 'Verification' section shows a CAPTCHA image with the code '46RA2Y' and an 'Enter Code' field. At the bottom, there is a checkbox for 'I agree to the Microsoft CMT's Author's Statement, Terms Of Use and Privacy Statement' and a 'Register' button.

Figure 3: New account registration form

If registration is successful, the **Author Console** window. Click the **All Conferences** tab and type **geotec2019** to filter **The 4th International Conference on Geotechnics for Sustainable Infrastructure Development** (Figure 3) will appear .



The screenshot shows the 'Conferences' section of the Author Console. At the top, there is a search bar with 'geotec2019' entered. Below the search bar, there are two tabs: 'My Conferences (2)' and 'All Conferences'. A table below lists the search results.

Name	Start Date	Location	External URL
The 4th International Conference on Geotechnics for Sustainable Infrastructure Development	11/28/2019	Hanoi, Viet Nam	https://geotechn.vn

In **The 4th International Conference on Geotechnics for Sustainable Infrastructure Development** click the **Create new submission** button and select your subject area to submit your proposal. (Figure 4) will appear.

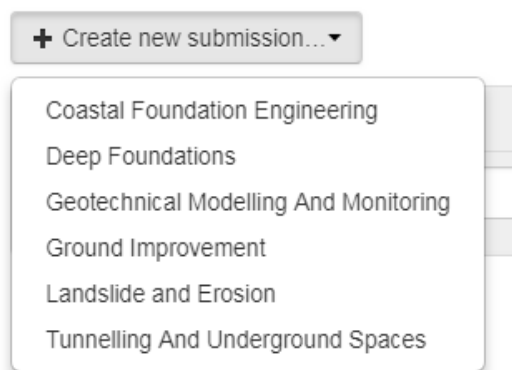
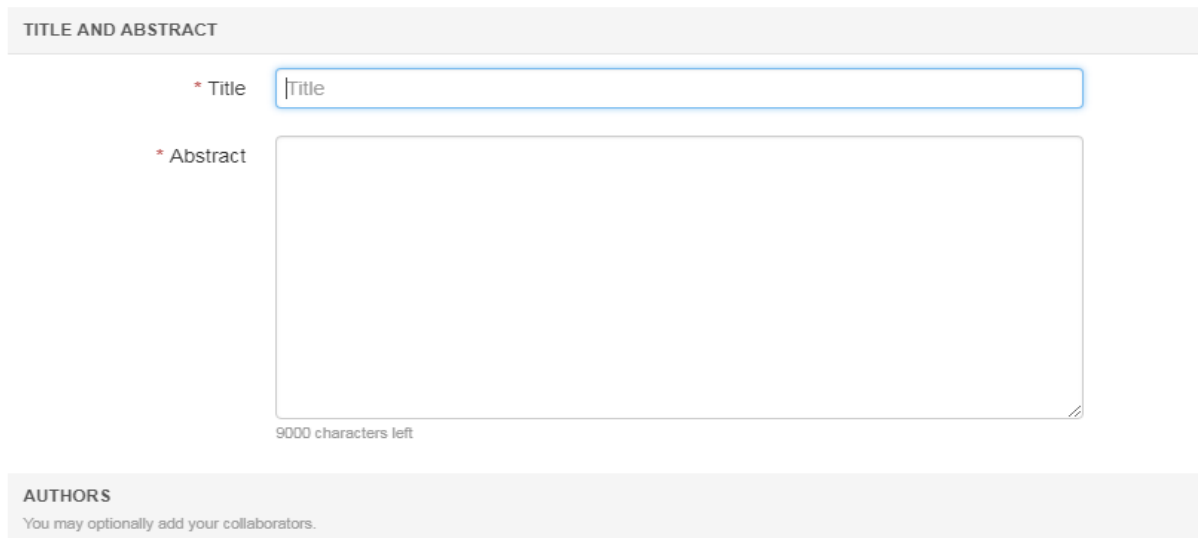


Figure 4: Chose subject area

The Create New Submission page (Figure 5) will appear. Complete the form on this page and click the Submit button at the foot of the page.

Track: Deep Foundations



The screenshot shows the 'Create New Submission' form. It has a header 'TITLE AND ABSTRACT' and a section for 'AUTHORS'. The form contains a 'Title' field and a large 'Abstract' text area. Below the abstract area, it says '9000 characters left'. The 'AUTHORS' section has a note: 'You may optionally add your collaborators.'

Figure 5 : Create New Submission page