

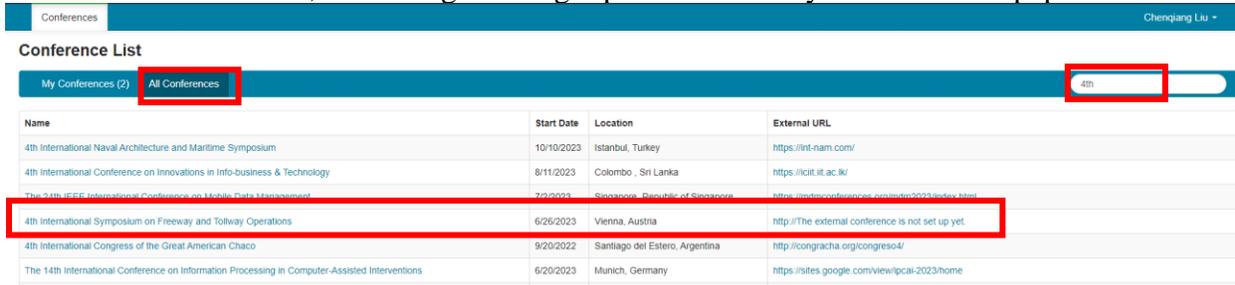
How to submit an abstract / paper

Step 1: Log into CMT

Navigate to the site: <https://cmt3.research.microsoft.com/4ISFO2023> and type in your account and password. You will get the “Submissions” window as below:

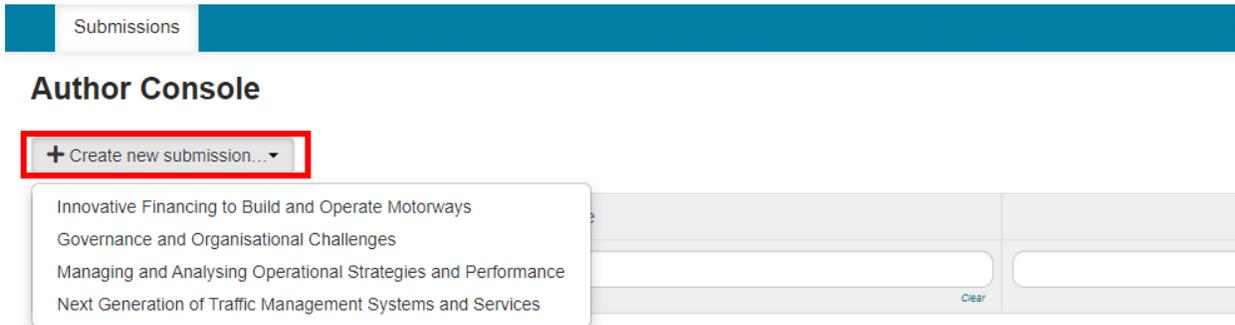


If you log into CMT not by the link above, you need to click on “All Conferences” to search for the 4th ISFO conference, and then get the right place to submit your abstract or paper.



Step 2: Submit to the conference

Click on the “+ Create new submission” and select one of the track



Step 3: Fill out the new submission form

This step you can edit:

- Title and abstract
- Authors
- Upload files

Submissions Search help articles Help Center - Select Your Role : Author - 4ISFO2023 - Chengqiang Liu -

Create New Submission

Track: Innovative Financing to Build and Operate Motorways

TITLE AND ABSTRACT

* Title

* Abstract

Please fill out this field.

2000 characters left

AUTHORS *

You may add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country/Region
<input checked="" type="checkbox"/>	liucheng@oregonstate.edu	Chengqiang	Liu	Oregon State University	<input type="text"/>

Email

Enter email to add new author.

FILES

You can upload from 1 to 3 files. Maximum file size is 10 Mb. We accept doc, docx, pdf formats.

Drop files here
 -or-

Step 4: Edit conflicts of interest

The window is shown as below:

Submissions Search help articles Help Center - Select Your Role : Author - 4ISFO2023 - Chengqiang Liu -

Edit Conflicts of Interest

Track Name: Innovative Financing to Build and Operate Motorways
 Paper ID: 3
 Paper Title: test

0 - 0 of 0 Show: All

First Name	Last Name	Organization	Selected Conflicts	Conflicts	Edit
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>	<input type="button" value="Edit"/>

0 - 0 of 0

Step 5: Submission summary

After you click on “Done” in the step 4, your abstract or paper is submitted.

Authors may also email a confirmation 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.

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Submission Summary

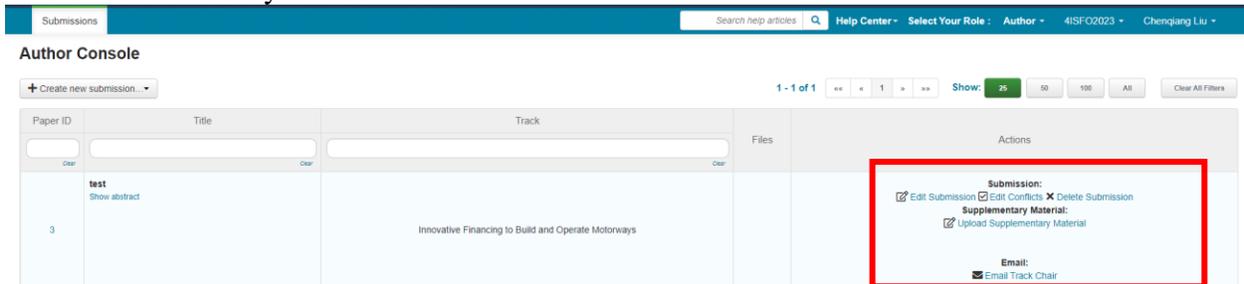
Conference Name	4th International Symposium on Freeway and Tollway Operations
Track Name	Innovative Financing to Build and Operate Motorways
Paper ID	3
Paper Title	test
Abstract	this is a test
Created on	12/7/2022, 3:43:35 PM
Last Modified	12/7/2022, 3:43:35 PM
Authors	Chengqiang Liu (Oregon State University) < liucheng@oregonstate.edu > Chengqiang Liu (Beijing University of Technology) < hesuyuming@gmail.com >

- Send Email to Me
- Send Email to All Authors
-

Note: CMT generates a confirmation email to all authors and co-authors, even co-authors without a CMT account. However, any Authors that do not register their email with CMT will not get any emails from the conference chairs or PC members.

Step 6: Edit a submission

You are able to edit your submission



The screenshot displays the 'Author Console' interface. At the top, there is a navigation bar with 'Submissions' selected, a search bar for help articles, and user information including 'Help Center', 'Select Your Role: Author', '4ISFO2023', and 'Chenqiang Liu'. Below the navigation bar, the 'Author Console' header includes a '+ Create new submission' button and pagination controls showing '1 - 1 of 1' items, a 'Show' dropdown set to '25', and a 'Clear All Filters' button.

Paper ID	Title	Track	Files	Actions
3	test Show abstract	Innovative Financing to Build and Operate Motorways		Submission: Edit Submission Edit Conflicts Delete Submission Supplementary Material: Upload Supplementary Material Email: Email Track Chair