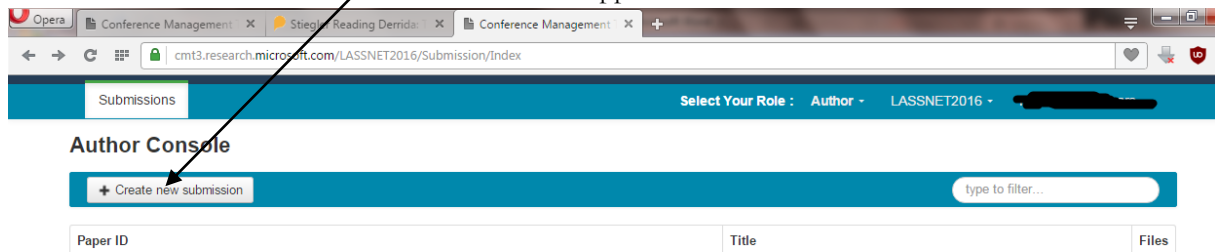


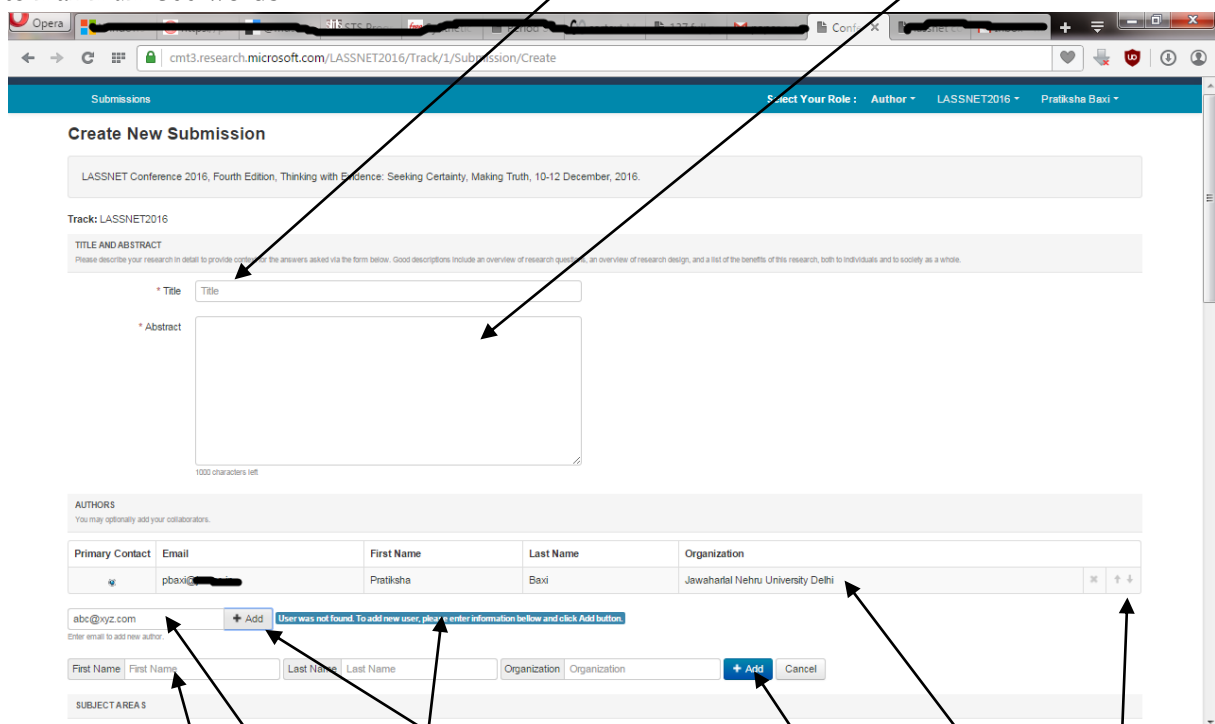
In order to submit your abstract you will have to login to the LASSNET submission website using credentials registered during the registration stage (refer to <http://lassnet.org/data/insauthreg.pdf>).

How to submit abstract as Author for LASSNET?

1. Go to <https://cmt3.research.microsoft.com/LASSNET2016>
2. Enter email id and password used during the registration stage.
3. You will see Author Console after successfully logging in to the website.
4. Click on Create new submission button on Left Upper Corner



5. A new screen will open. Enter paper title in the 'Title row', and **copy paste your abstract** in the 'Abstract textbox' (you also need to upload doc or pdf of the same – see below). Please limit your abstract to maximum **500 words**.



6. System will automatically add your email id and other details from your login information. However if there are co-authors, you will have to provide basic details about them. To add co-authors:
 - i. Fill in email id of co-author and click on 'Add' button. If your co-author is already registered with the website, their details will be automatically fetched; else a message "User was not found. To add new user, please enter information below and click Add button".
 - ii. Provide First, Last and Organization Name of the co-author and click Add.
 - iii. If you have more than one co-author, repeat the procedure.
 - iv. You can use up and down arrows in the last column of Authors table to correctly specify first, second author etc.

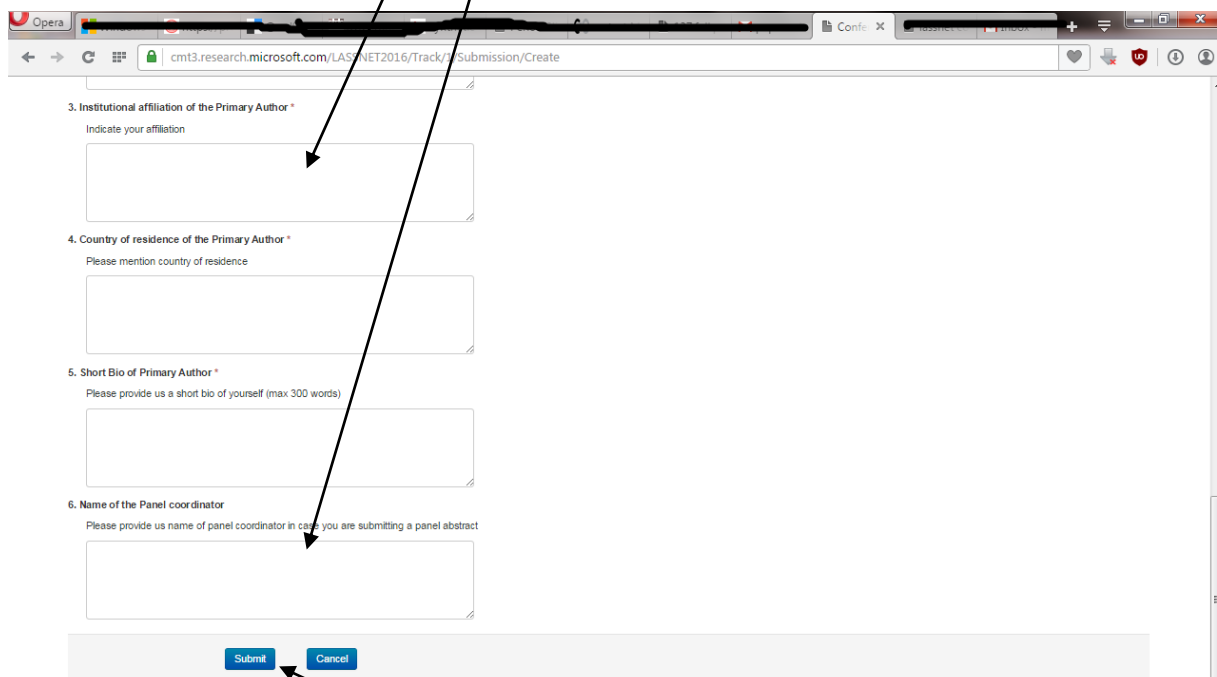
7. Now choose the **'Primary Subject Area'**, specified through conference theme list, to which your paper closely matches. It is also possible to specify a **'Secondary'** subject area/theme if your paper closely deals with an additional theme. However specifying **'Secondary'** subject area is not compulsory, and you can choose only one secondary subject area apart from **'Primary Subject Area'**.

8. Now upload a **'doc'** or **'pdf'** file of your abstract using **'Upload from Computer'** button. Maximum file size allowed is 1 MB.



The screenshot shows a web browser window with the URL cmt3.research.microsoft.com/LASSNET2016/Track/1/Submission/Create. The page is titled "SUBJECT AREA S" and contains two columns of subject areas, each with a "Primary" and "Secondary" checkbox. The "Primary" column lists 17 categories, and the "Secondary" column lists 9 categories. Below the subject areas is a "FILES" section with a dashed box for file uploads and an "Upload from Computer" button. At the bottom, there are "ADDITIONAL QUESTIONS" with a dropdown menu for "1. Type of submission:" (Individual abstract, Panel abstract) and a text input field for "2. Designation of the Primary Author:".

9. Please provide additional information about yourself. Questions 1-5 are mandatory. Question number 6 is only applicable to **'Panel Abstract'** submissions.



The screenshot shows the "ADDITIONAL QUESTIONS" section of the submission form. It includes five mandatory questions: "3. Institutional affiliation of the Primary Author:", "4. Country of residence of the Primary Author:", "5. Short Bio of Primary Author:" (with a 300-word limit), and "6. Name of the Panel coordinator:" (applicable to panel abstracts). At the bottom, there are "Submit" and "Cancel" buttons.

10. Finally click on **Submit** button. A **'Submission Summary'** page will open up after your successful submission.

11. Click on the 'Back to Author Console' and you should be able to see your paper id and other details. The authors will also receive a submission confirmation email from the system.
12. If you wish to make some changes to abstract or the additional information supplied by you or delete submission, you can do so from the 'Author Console'. Please note that this feature is available till 1st February 2016 i.e. last date of abstract submission.

