# Step-by-Step Abstract Submission Guide (CMT Portal)

## Step 1: Login / Create Account

1. Go to the CMT portal link provided on the conference website.
2. Click **"Login"** if you already have an account.
3. New users: click **"Register"** and fill in your details to create an account.

## Step 2: Select Conference

1. After logging in, click **"All Conferences"** in the top menu.
2. Search for **ICBAB-2026** in the list.
3. Click on the conference name to enter the submission dashboard.

## Step 3: Start New Submission

1. Click the **"Create New Submission"** button.
2. A form will open with fields for title and abstract.

## Step 4: Enter Title

1. Type your **paper title** (sentence case, max 20 words).

## Step 5: Upload Abstract Text

1. Copy-paste your abstract (max 300 words (max 3000 character) into the text box.
2. Ensure formatting: Times New Roman, 12-point font, single paragraph.
3. Add **3–5 keywords** in the designated field.

## Step 6: Add authors

1. Add all **authors** with full names, affiliations, and email addresses.
2. Make the **presenting author** at the top by clicking arrow to top in the box next to Country/Region.

## Step 7: Select the Subject Areas

- ☐ Agricultural Biotechnology
- ☐ Computational Biology & Bioinformatics
- ☐ Environmental Biotechnology
- ☐ Healthcare Biotechnology

## Step 8: Upload the file as per the abstract template (max file size: 10 Mb)

## Step 9: Give answer of Additional Questions

1.  **Select Presentation Preference**

    Choose one option:

    - ○ ☐ Short Oral (Faculty/Scientists)
    - ○ ☐ Rapid Oral (Students/Scholars under 35 years)
    - ○ ☐ Poster Presentation

    Tick the appropriate box.

2.  **Conflict of Interest**
3.  **Full Paper Publication**

## Step 7: Review and Submit

1. Double-check all details (title, authors, abstract text, keywords).
2. Click **"Submit"** to finalize.
3. You will receive a confirmation email from CMT.

## Step 8: Track Submission

1. Return to the dashboard anytime to view your submission status.
2. Notifications of acceptance will appear in your account and via email.