

# PRESENTATION SUBMISSION INSTRUCTIONS

77<sup>th</sup> SWCS International Annual Conference

**The instructions below will help guide authors in creating a new submission.**

View the call for presentations at [www.swcs.org/22AC](http://www.swcs.org/22AC) for full details.

If you have submitted a proposal with the Soil and Water Conservation Society in the past three years, login at <https://cmt3.research.microsoft.com/SWCS2022> using your email and password.

- Select “Forgot your password?” to reset, if needed

OR

If you have never submitted a proposal, or it has been over three years, follow the below prompts to create an account.

- Go to <https://cmt3.research.microsoft.com/SWCS2022>
- Select “Register” and fill out the requested information to register

**Once you are logged in, follow the below prompts to create your submission.**

1. Select “Create New Submission”

The screenshot shows the 'Author Console' interface. At the top, there is a navigation bar with 'Submissions', 'Help Center', 'Select Your Role: Author', 'SWCS2022', and 'FirstName LastName'. Below this, the 'Author Console' header is followed by a welcome message. A yellow circle highlights the '+ Create new submission...' button. To the right of this button are filters for '0 - 0 of 0' items, a 'Show:' dropdown set to '25', and buttons for '50', '100', and 'All'. Below the button area is a table with columns for 'Paper ID', 'Title', 'Track', 'Files', and 'Actions'. The 'Paper ID' column contains 'e.g. <3' and a 'Clear' button. The 'Title' column contains a 'filter...' input field with a 'Clear' button. The 'Track' column contains a 'click here...' input field with a 'Clear' button.

2. Select appropriate track from the drop-down
3. Enter the title and abstract
4. Select “Add” under the authors section to add additional authors, if any
5. Enter application subject areas, if required
6. Enter submission type
7. List all presenter names, organizations, and emails who will be participating in your live in person presentation
8. Answer additional questions
9. Once the information is complete, select “Submit”

The screenshot shows the 'AUTHORS' section of the submission form. It includes a table with columns for 'Primary Contact', 'Email', 'First Name', and 'Last Name'. The 'Email' column contains 'jody.thompson@swcs.org'. Below the table is an input field for 'Email' with the placeholder text 'Enter email to add new author.' and a yellow circle around the '+ Add' button. A yellow arrow points from the 'Add' button in the screenshot above to this '+ Add' button.