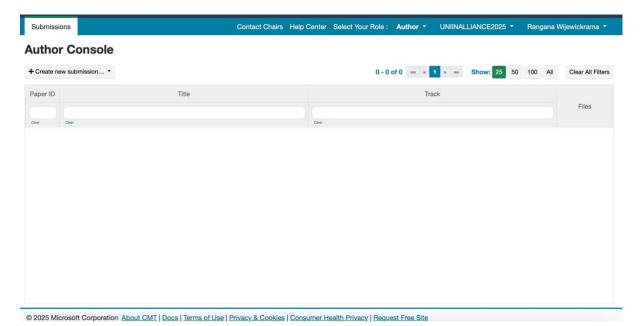# Step-by-Step Guide for Abstract Submission

The 11th Consecutive Annual Undergraduate Research Symposium
UNI-IN ALLIANCE – 2025

1st step: Click the following link and log in using your existing CMT account or register for a new account. (those who are new to the CMT system)
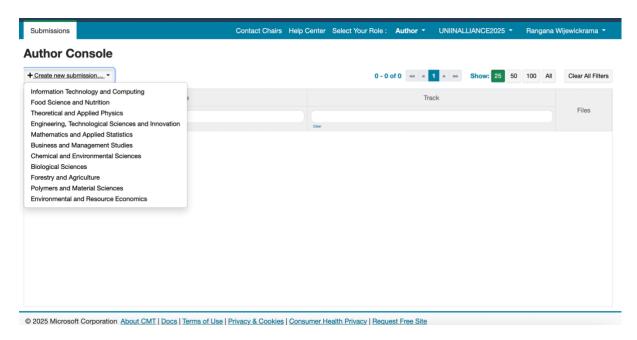
https://cmt3.research.microsoft.com/UNIINALLIANCE2025

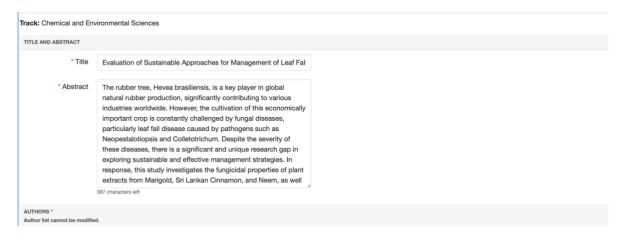**2nd step: Once you log in, you will see the author console window.**

3ʳᵈ Step: Click on "Create new Submission" and select the track (theme/session, which most suits your abstract content).

4ᵗʰ Step: Enter your Abstract Title and the Abstract (Not the extended version) in the space given.

5ᵗʰ Step: Answer the set of questions and upload the abstract into the portal. Strictly follow the instructions provided for the format.

File format: Title page, Abstract without the title page and the extended abstract should be submitted in Microsoft Word (.docx or .doc)
Declaration Form can be submitted either in word or Pdf format.
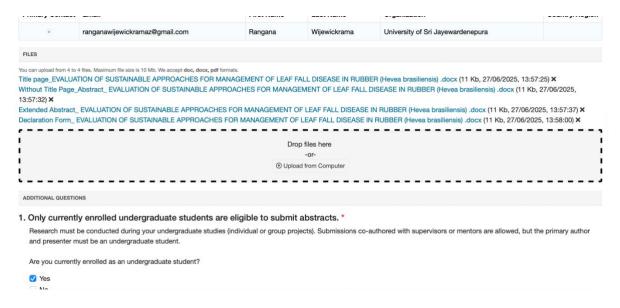Please submit four files.

1. **Title page**: Microsoft Word (.docx or .doc)
2. **Abstract without the Title page** : Microsoft Word (.docx or .doc)
3. **Extended Abstract** : Microsoft Word (.docx or .doc)
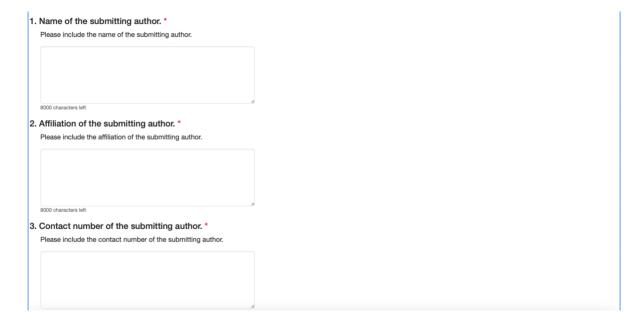4. **Declaration form (use the given format -word or pdf)**

Rename the files as follows before uploading them into the system.

1. Title page_Title of your abstract (Should contain all five pages, including cover page, one-page abstract, and the extended abstract)
2. Without Title page_Abstract _Title of your abstract (Should contain only one page)
3. Extended Abstract_Title of your abstract (Should contain only three pages; that is extended abstract)
4. Declaration Form_ Title of your abstract

Those who have submitted without renaming as requested will not be processed.

Primary Contact	Email	First Name	Last Name	Organization	Country/Region
○	ranganawijewickramaz@gmail.com	Rangana	Wijewickrama	University of Sri Jayewardenepura	

FILES

You can upload from 4 to 4 files. Maximum file size is 10 Mb. We accept **doc, docx, pdf** formats.

Title page_EVALUATION OF SUSTAINABLE APPROACHES FOR MANAGEMENT OF LEAF FALL DISEASE IN RUBBER (Hevea brasiliensis) .docx (11 Kb, 27/06/2025, 13:57:25) ✕
Without Title Page_Abstract_ EVALUATION OF SUSTAINABLE APPROACHES FOR MANAGEMENT OF LEAF FALL DISEASE IN RUBBER (Hevea brasiliensis) .docx (11 Kb, 27/06/2025, 13:57:32) ✕
Extended Abstract_ EVALUATION OF SUSTAINABLE APPROACHES FOR MANAGEMENT OF LEAF FALL DISEASE IN RUBBER (Hevea brasiliensis) .docx (11 Kb, 27/06/2025, 13:57:37) ✕
Declaration Form_ EVALUATION OF SUSTAINABLE APPROACHES FOR MANAGEMENT OF LEAF FALL DISEASE IN RUBBER (Hevea brasiliensis) .docx (11 Kb, 27/06/2025, 13:58:00) ✕

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Drop files here
-or-
⊕ Upload from Computer
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ADDITIONAL QUESTIONS

1. Only currently enrolled undergraduate students are eligible to submit abstracts. *

Research must be conducted during your undergraduate studies (individual or group projects). Submissions co-authored with supervisors or mentors are allowed, but the primary author and presenter must be an undergraduate student.

Are you currently enrolled as an undergraduate student?

☑ Yes
☐ No

6ᵗʰ Step : Answer to the additonal questoned asked and Click on Submit .

1. Name of the submitting author. *

Please include the name of the submitting author.

8000 characters left

2. Affiliation of the submitting author. *

Please include the affiliation of the submitting author.

8000 characters left

3. Contact number of the submitting author. *

Please include the contact number of the submitting author.

6th Step: Then, you will be directed to "Edit Conflict of Interest" window. Click on "Done" and can see the submission summary.

The submission process is now completed. You can logout from the system.

...END..