

## Step-by-Step Guide for Abstract Submission

### The 11<sup>th</sup> Consecutive Annual Undergraduate Research Symposium UNI-IN ALLIANCE – 2025

**1<sup>st</sup> 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>**

The screenshot shows the Microsoft CMT login interface. At the top, there is a blue navigation bar with links for 'About CMT', 'Help Center', and 'Docs'. The main content area features a white login box with a blue header 'Microsoft CMT'. Inside the box, there are input fields for 'Email' and 'Password', both marked with an asterisk. Below these fields is a blue 'Log In' button. Under the button, there are links for 'Forgot your password?' and 'New to CMT? Register'. At the bottom of the login box, there is a logo for the symposium and the text 'The 11th Consecutive Annual Undergraduate Research Symposium UNI-IN ALLIANCE 2025'. The footer of the page contains copyright information for 2025 Microsoft Corporation and links to 'About CMT', 'Docs', 'Terms of Use', 'Privacy & Cookies', 'Consumer Health Privacy', and 'Request Free Site'.

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

The screenshot displays the 'Author Console' interface. At the top, there is a blue navigation bar with links for 'Submissions', 'Contact Chairs', 'Help Center', 'Select Your Role : Author', 'UNIINALLIANCE2025', and 'Rangana Wijewickrama'. Below the navigation bar, the title 'Author Console' is prominently displayed. On the left, there is a button labeled '+ Create new submission...'. On the right, there is a status bar showing '0 - 0 of 0' and a 'Show' dropdown menu set to '25'. Below this, there is a table with four columns: 'Paper ID', 'Title', 'Track', and 'Files'. The 'Paper ID' and 'Track' columns have input fields with 'Clear' buttons. The 'Files' column is currently empty. The footer of the page contains copyright information for 2025 Microsoft Corporation and links to 'About CMT', 'Docs', 'Terms of Use', 'Privacy & Cookies', 'Consumer Health Privacy', and 'Request Free Site'.

**3<sup>rd</sup> Step: Click on “Create new Submission” and select the track (theme/session, which most suits your abstract content).**

The screenshot shows the 'Author Console' interface. At the top, there's a navigation bar with 'Submissions' selected, and links for 'Contact Chairs', 'Help Center', 'Select Your Role : Author', 'UNIINALLIANCE2025', and 'Rangana Wijewickrama'. Below the navigation bar, the 'Author Console' title is followed by a '+ Create new submission...' button. A dropdown menu is open, listing various tracks: Information Technology and Computing, Food Science and Nutrition, Theoretical and Applied Physics, Engineering, Technological Sciences and Innovation, Mathematics and Applied Statistics, Business and Management Studies, Chemical and Environmental Sciences, Biological Sciences, Forestry and Agriculture, Polymers and Material Sciences, and Environmental and Resource Economics. To the right of the dropdown, there's a 'Track' field with a 'Clear' button. Below the track field, there's a 'Files' section. At the bottom of the console, there's a footer with copyright information and links: '© 2025 Microsoft Corporation', 'About CMT', 'Docs', 'Terms of Use', 'Privacy & Cookies', 'Consumer Health Privacy', and 'Request Free Site'.

**4<sup>th</sup> Step: Enter your Abstract Title and the Abstract (Not the extended version) in the space given.**

The screenshot shows the 'Track: Chemical and Environmental Sciences' section. Below it, there's a 'TITLE AND ABSTRACT' section. The 'Title' field contains 'Evaluation of Sustainable Approaches for Management of Leaf Fal'. The 'Abstract' field contains a paragraph: 'The rubber tree, Hevea brasiliensis, is a key player in global natural rubber production, significantly contributing to various industries worldwide. However, the cultivation of this economically important crop is constantly challenged by fungal diseases, particularly leaf fall disease caused by pathogens such as Neopestalotiopsis and Colletotrichum. Despite the severity of these diseases, there is a significant and unique research gap in exploring sustainable and effective management strategies. In response, this study investigates the fungicidal properties of plant extracts from Marigold, Sri Lankan Cinnamon, and Neem, as well'. Below the abstract text, it says '387 characters left'. At the bottom, there's an 'AUTHORS' section with a note: 'Author list cannot be modified.'

**5<sup>th</sup> 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.**

	ranganawijewickramaz@gmail.com	Rangana	Wijewickrama	University of Sri Jayewardenepura	
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**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) ✕

Drop files here

-Or-

Upload from Computer

**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

**6<sup>th</sup> 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.

**6<sup>th</sup> 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**.....