

## Author's Guide to Microsoft Conference Management Toolkit (CMT) – paper submission

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## 1. Accessing the Submission Site

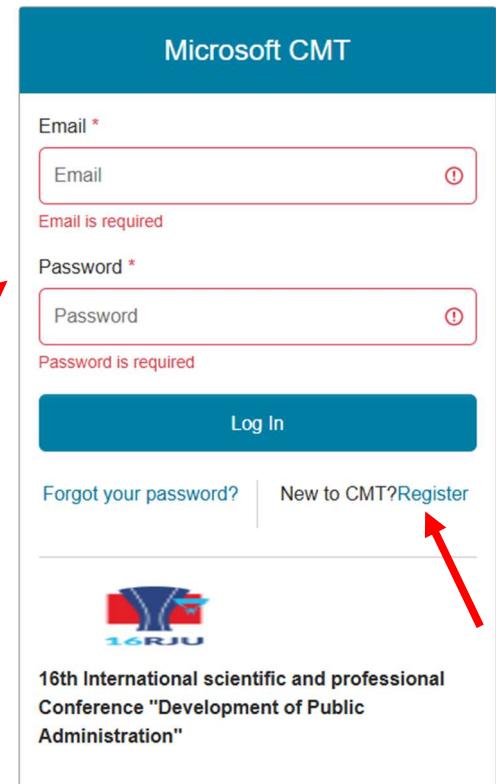
Click [here](#) to go to the RJJU2026 submission platform or use the following URL:

<https://cmt3.research.microsoft.com/RJJU2025>

If you already have an account with the Microsoft ConferenceManagement Toolkit (CMT), please enter your credential to login.

If not, please register by clicking the “register” button. Your login information and password will be emailed to you.

Note: It is important that you use your **institution's official email address** when registering on Microsoft CMT.



Microsoft CMT

Email \*

Email

Email is required

Password \*

Password

Password is required

Log In

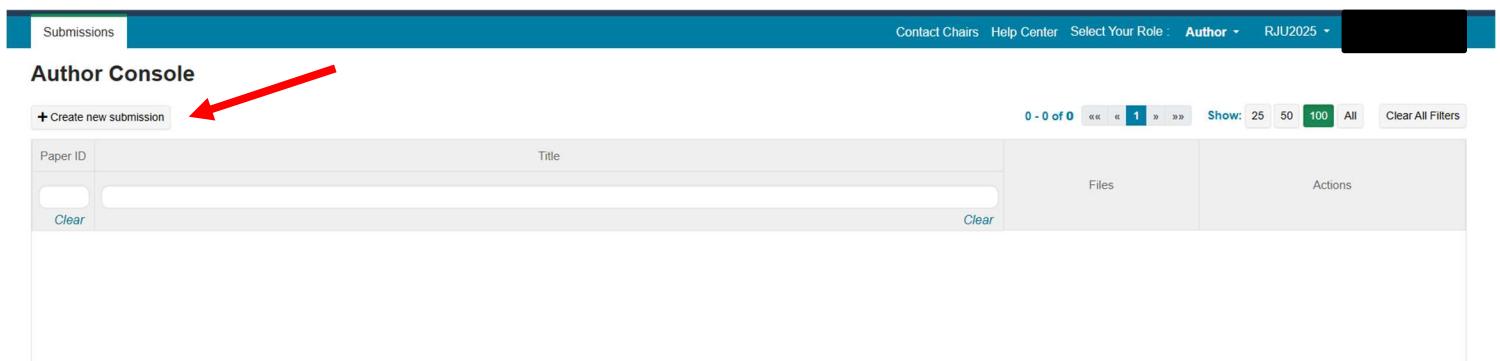
Forgot your password? | New to CMT? [Register](#)

 16RJJU

16th International scientific and professional Conference "Development of Public Administration"

## 2. Creating new submission

Once logged in, you will be taken to the Author Console. All your submissions will be listed on this page. Click [+ Create new submission](#) on the top-left corner of your screen to create a new submission as your intention-to-submit. **You will NOT be able to create a new submission after the intention-to-submit deadline.**



Submissions Contact Chairs Help Center Select Your Role: Author RJJU2025

[+ Create new submission](#)

Paper ID	Title	Files	Actions
<input type="button" value="Clear"/>	<input type="button" value="Clear"/>	<input type="button" value="Clear"/>	<input type="button" value="Clear"/>

### 3. Completing the Submission Form

You will be asked to fill in the title of your paper, the abstract and several other details. All fields can be modified up until the submission deadline.

For your intention-to-submit, we require the **title**, a **complete author list**, **paper subject areas**, and **an abstract of the paper**. **DO NOT** upload your abstract as a PDF file. Paste your abstract into the box provided. **Make sure to complete ALL required fields or your submission will not be saved.** All successful submissions will be listed on your author console.

Submissions Contact Chairs Help Center Select Your Role : Author RJJU2026

#### Create New Submission

Dear Author/s, Please make sure to complete all required fields, otherwise your submission will not be saved. You may submit either an abstract only or an abstract followed by a full paper. The deadline for full paper submission is March 16, 2026. Authors are requested not to submit the Abstract as a separate document. Please copy it directly from your paper and paste it into the designated field in the submission form (up to 200 words). Please note: Only authors listed in the paper submission before review will be accepted. Changes to the list of authors will not be permitted at later stages. / Poštovani autori, Molimo Vas da popunite sva obavezna polja, u protivnom Vaša prijava neće biti spremljena. Možete poslati samo sažetak ili sažetak praćen radom. Rok za predaju rada je 16. ožujka 2026. Ljubazno molimo da sažetak ne predajete kao zaseban dokument već da ga kopirate iz rada i zalijepite u predviđeno polje u obrascu za prijavu (do 200 riječi). Napomena: Prihvativat će se samo autori navedeni u prijavi rada prije recenzije. Promjene na popisu autora neće biti moguće u kasnijim fazama. Organizational Committee International Conference "Development of Public Administration" Šibenik University of Applied Sciences University of Applied Sciences "Lavoslav Ružička" in Vukovar

**TITLE AND ABSTRACT**

\* Title

\* Abstract

1000 characters left

**AUTHORS \***  
You may add your coauthors.

Primary Contact	Email	First Name	Last Name	Organization	Country/Region
<input checked="" type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Veleučilište u Šibeniku	<input type="text"/>

**+ Add** Add (co)authors

**SUBJECT AREAS\***

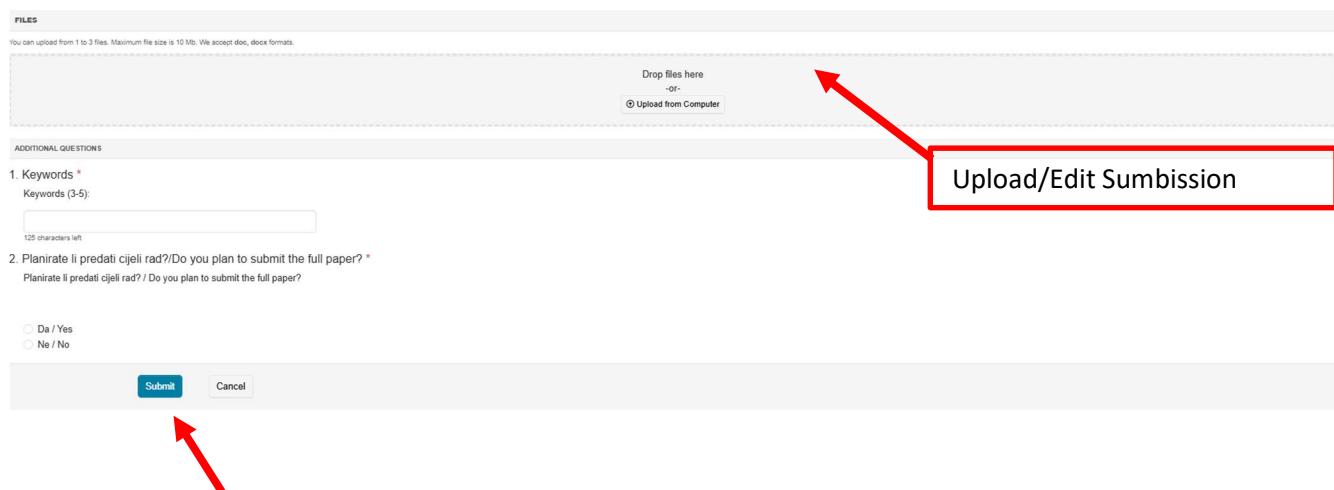
Administrative Procedures in Local and Regional Self-Government  Functioning within the European Economic Area  
 Amicable Dispute Resolution  Good Governance  
 Application of Artificial Intelligence in Public Administration  Normative Framework of the Higher Education and Scientific Activity System  
 Area Management in Times of Crisis  Personal Data Protection in Public Administration  
 Case Law of European Courts  Public Services – Principles, Procedures, Employment, New Pay System

See sections 7 to 9 below on adding co-authors. Make sure you click the **“Submit”** button at the bottom of the submission form.

## 4. Upload or Update Your Manuscript File

Upload your .doc or .docx file by either dragging your file to the box under the FILES section or by clicking the “Upload from Computer” button. Once the upload is completed, your file name, size of your file, and the date and time of your upload will appear on the left above the box.

To update your file with a new version, delete the old file first by clicking the “x” beside the filename then upload a new one. Use the timestamp beside the filename as an indication of whether the last upload was successful. Make sure you click the “Save Changes” button at the bottom of the submission form.



FILES  
You can upload from 1 to 3 files. Maximum file size is 10 Mb. We accept doc, docx formats.

Drop files here  
-or-  
 Upload from Computer

ADDITIONAL QUESTIONS

1. Keywords \*  
Keywords (3-5):  
  
125 characters left

2. Planirate li predati cijeli rad?/Do you plan to submit the full paper? \*  
Planirate li predati cijeli rad? / Do you plan to submit the full paper?  
 Da / Yes  
 Ne / No

**Upload/Edit Submission**

Submit Cancel

## 5. Submission Summary and Confirmation

Once you have clicked the “Submit” or “Save Changes” button, you will be taken to the Submission Summary page. A submission report will be automatically generated and emailed to all authors of your manuscript each time you updated your submission. You may return to the Author console to submit another paper by clicking “Back to Author Console” button or edit your submission by clicking “Edit Submission” at the bottom of the page.

**All communications will be sent via CMT**, please do not select the “Do not send me conference email” option in your User Profile setting to avoid missing important messages. An official confirmation email will be sent to the primary author of each paper via CMT **the day after the intention-to-submit deadline** confirming your paper registration. A final confirmation will be sent to all authors **the day after the submission deadline** to confirm your paper submission.

## 6. Adding Co-authors

You must enter all co-authors of the paper by the submission deadline. Note: Co-author with a registered CMT account can edit your submission. Only the primary author can delete a submission.

Order the list of authors using the arrows on the right. **You will not be able to change the order or add co-authors after the submission deadline. Adding a new co-author to your manuscript after acceptance requires permission from the program chairs and may be declined. Any changes to the author list after acceptance (including changing the order, adding co-authors, or removing co-authors) also requires written permission from all co-authors.**

If your co-author's email address is not in the CMT database, CMT will prompt you to enter personal information on the co-author's behalf. If you believe that your co-author already has a CMT account but they are not found in the database then it may be because they have registered using a different email address. **Make sure the names entered on CMT are spelled correctly. Data entered on CMT will be used to creating the final program and in the Conference Proceedings.** If you have misspelled your co-author's details, you can remove the mistyped entry by clicking the "x" and re-add the co-author.

Note: Co-authors are not required to register for a CMT account to receive your submission report. However, if your co-author wishes to access or edit your submission, your co-author must register for an account.

Primary Contact	Email	First Name	Last Name	Organization	Country/Region
<input checked="" type="radio"/>	[REDACTED]	[REDACTED]	[REDACTED]	Šibenik University of Applied Sciences	<input type="button" value="x"/> <input type="button" value="↑"/> <input type="button" value="↓"/>

Enter email to add new author.

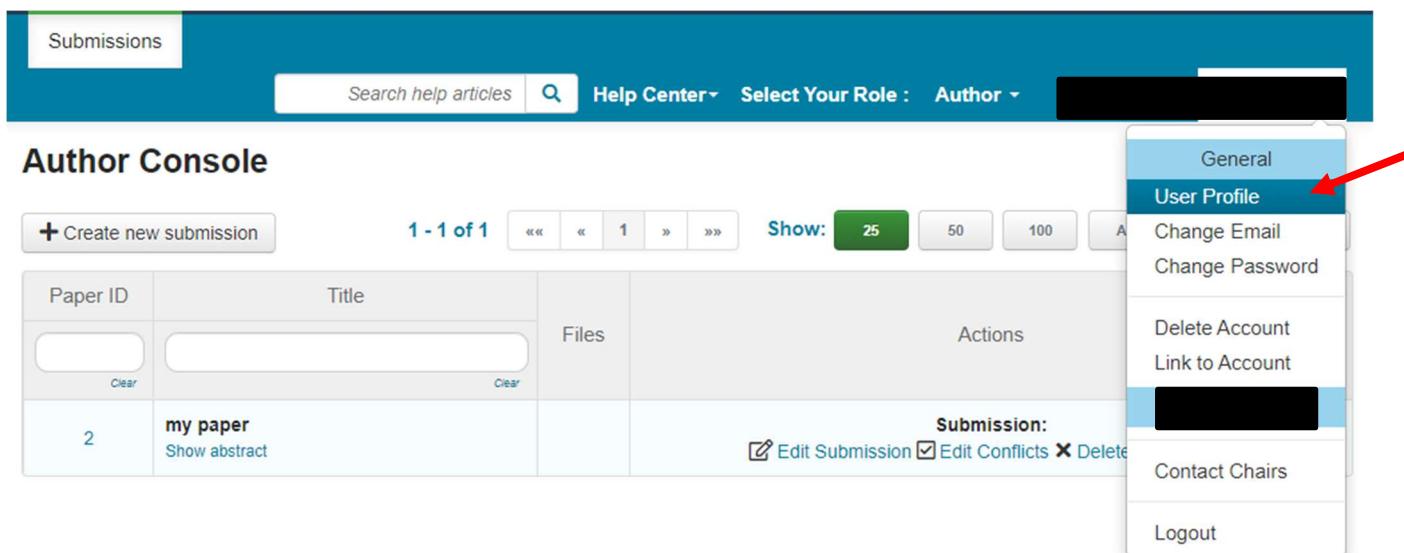


## 7. Editing your co-author's name and details

If your co-author has an account with CMT, your co-author must login to their own CMT account to make those changes. Once logged in, use the arrow beside the username to access the menu shown below to update personal information.

## 8. Google Scholar ID and Semantic Scholar Id

If you are a reviewer, please add your Google Scholar ID and/or your Semantic Scholar ID to your userprofile. This is to aid Area chairs when suggesting reviewers for papers.



The screenshot shows the CMT Author Console interface. At the top, there is a navigation bar with 'Submissions', a search bar, 'Help Center', 'Select Your Role : Author', and a user profile icon. Below the navigation bar, the title 'Author Console' is displayed. On the left, there is a table with columns for 'Paper ID', 'Title', 'Files', and 'Actions'. The table contains one row with a Paper ID of '2', a title of 'my paper', and a 'Show abstract' link. In the 'Actions' column, there is a 'Submission:' section with options: 'Edit Submission' (unchecked), 'Edit Conflicts' (checked), and 'Delete' (unchecked). On the right, a vertical dropdown menu is open, showing the following options: 'General', 'User Profile' (which is highlighted with a red arrow), 'Change Email', 'Change Password', 'Delete Account', 'Link to Account', 'Contact Chairs', and 'Logout'.

## 9. Contact Us

If you have any inquires related to your submission and your CMT account, please contact Submission Platform Manager at [riu@vus.hr](mailto:riu@vus.hr). Make sure you include your paper ID in your subject line.