16RJU

16th International Conference
"DEVELOPMENT OF PUBLIC ADMINISTRATION"
ŠIBENIK
21st – 22nd May 2026

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

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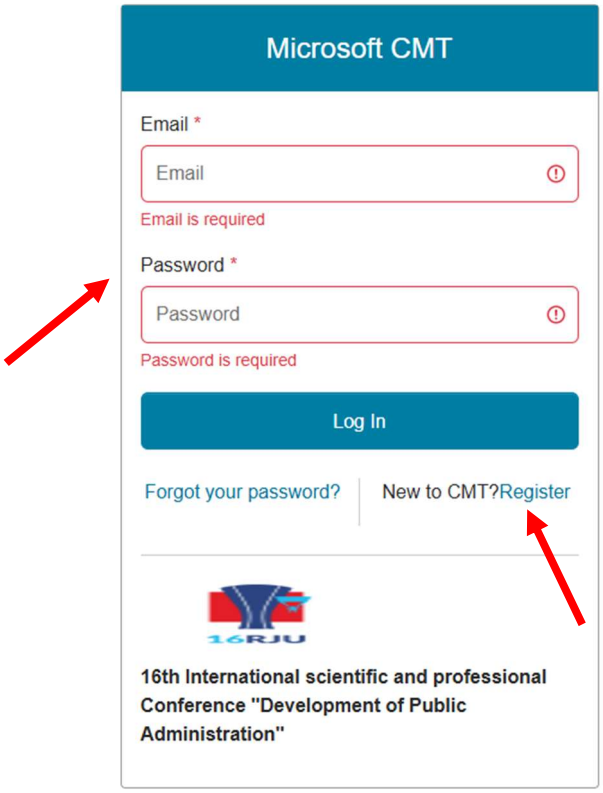
1. Accessing the Submission Site

Click **here** to go to the RJU2026 submission platform or usethe following URL:

https://cmt3.research.microsoft.com/RJU2025

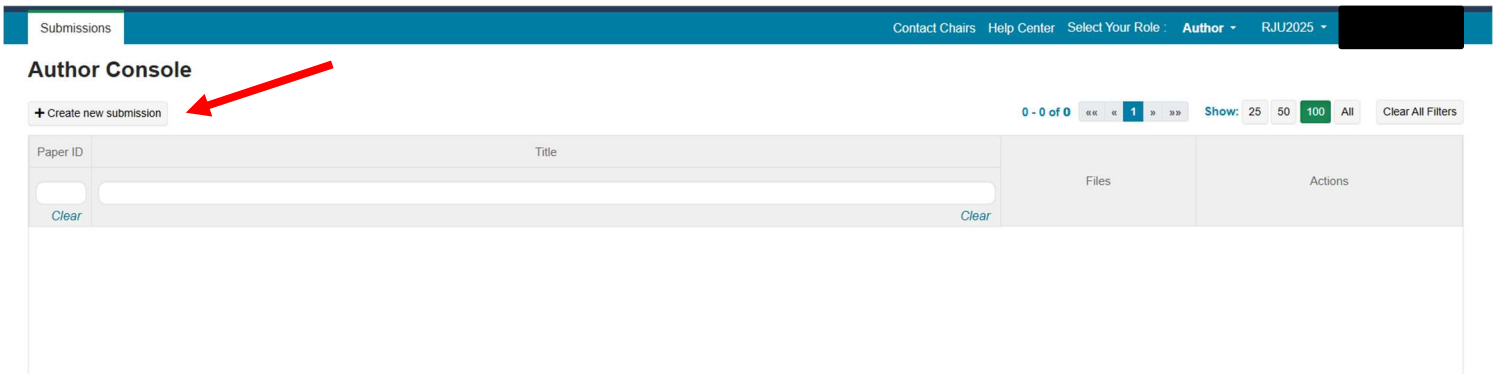
If you already have an account with the Microsoft ConferenceManagement Toolkit (CMT), please enter your credential to login.
If not, please register by clicking the “register” button. Your login information and password will be emailed to you.

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



2. Creating new submission

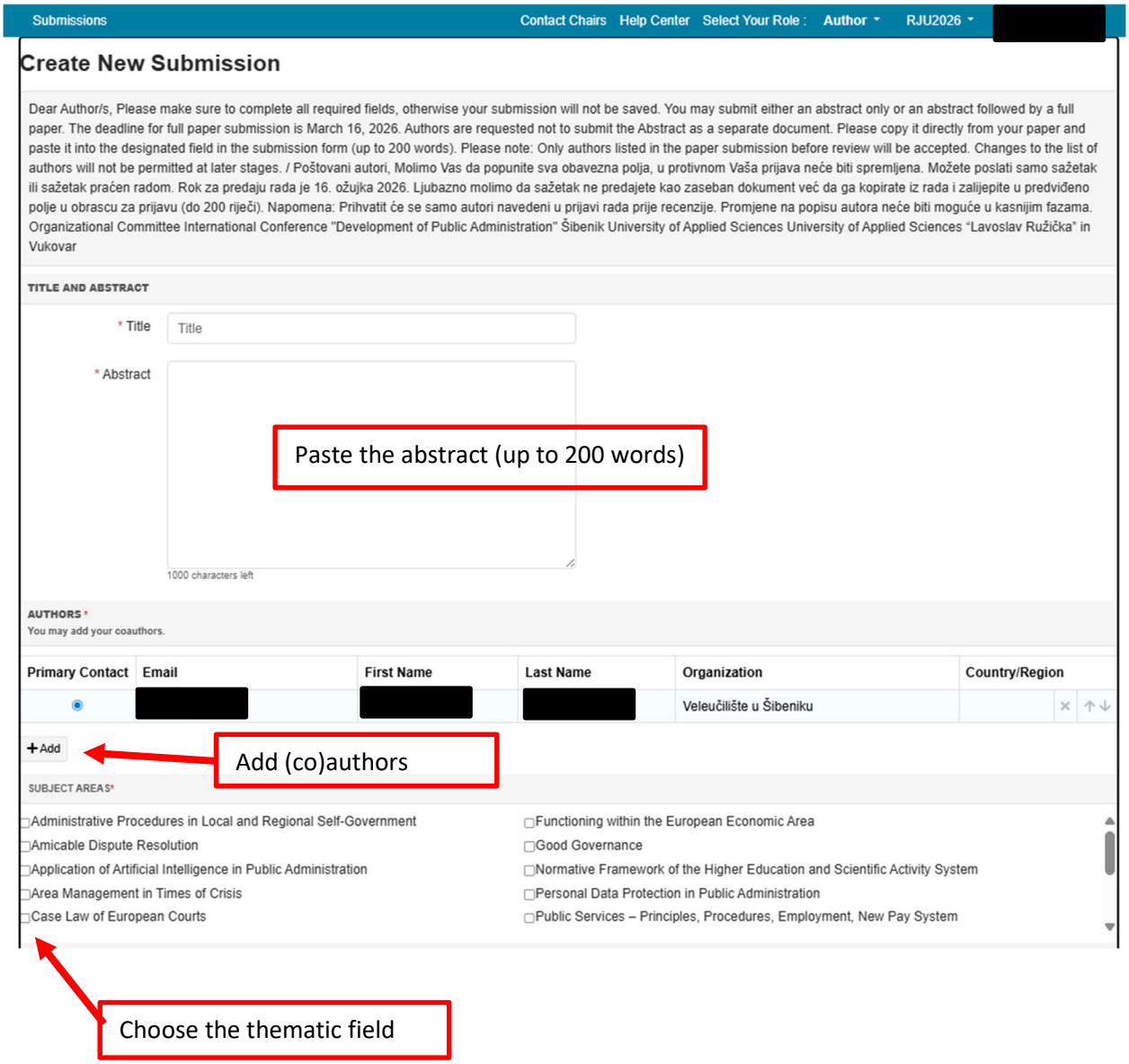
Once logged in, you will be taken to the Author Console. All your submissions will be listed on this page. Click + Create new submission on the top-left corner of your screen to create a new submission as your intention-to-submit. ***You will NOT be able create a new submission after the intention-to-submit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



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.

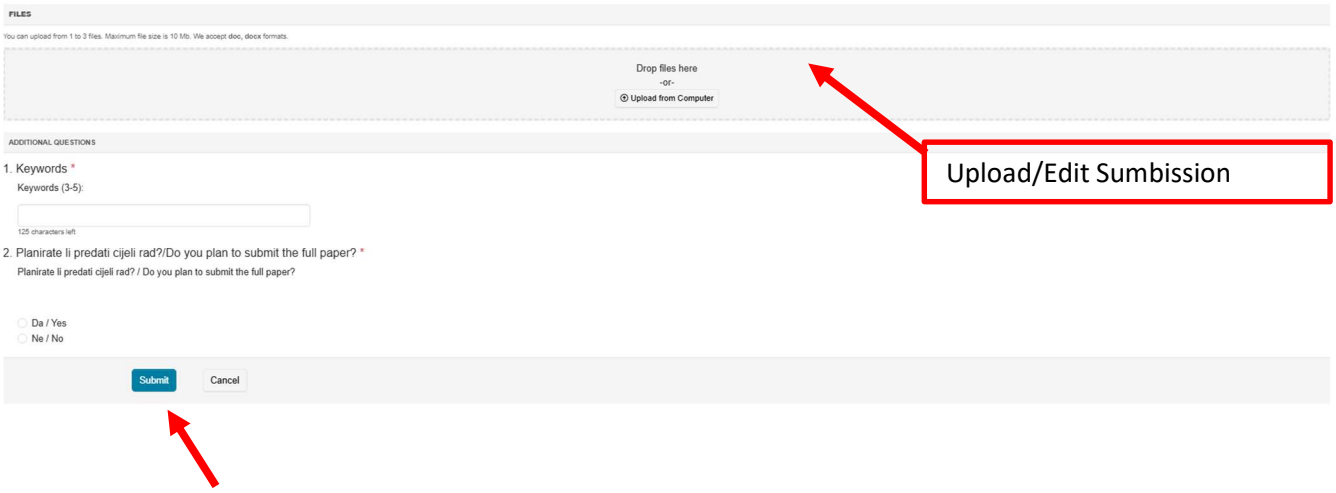


See sections 7 to 9 below on adding co-authors. Make sure you click the **"Submit"** button at the bottom of the submission form.

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 filenamethen 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.



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 emailwill 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 dayafter the submission deadline** to confirm your paper submission.

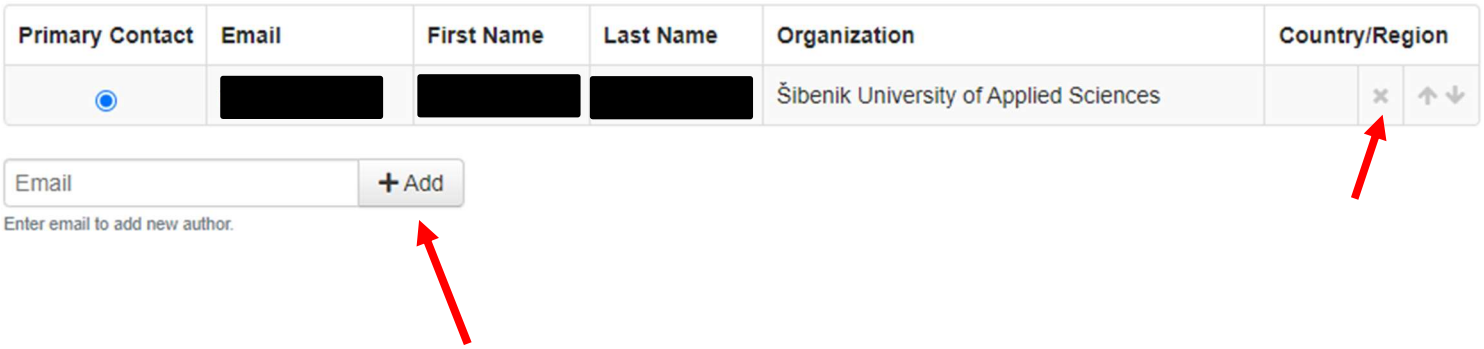
6. Adding Co-authors

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.

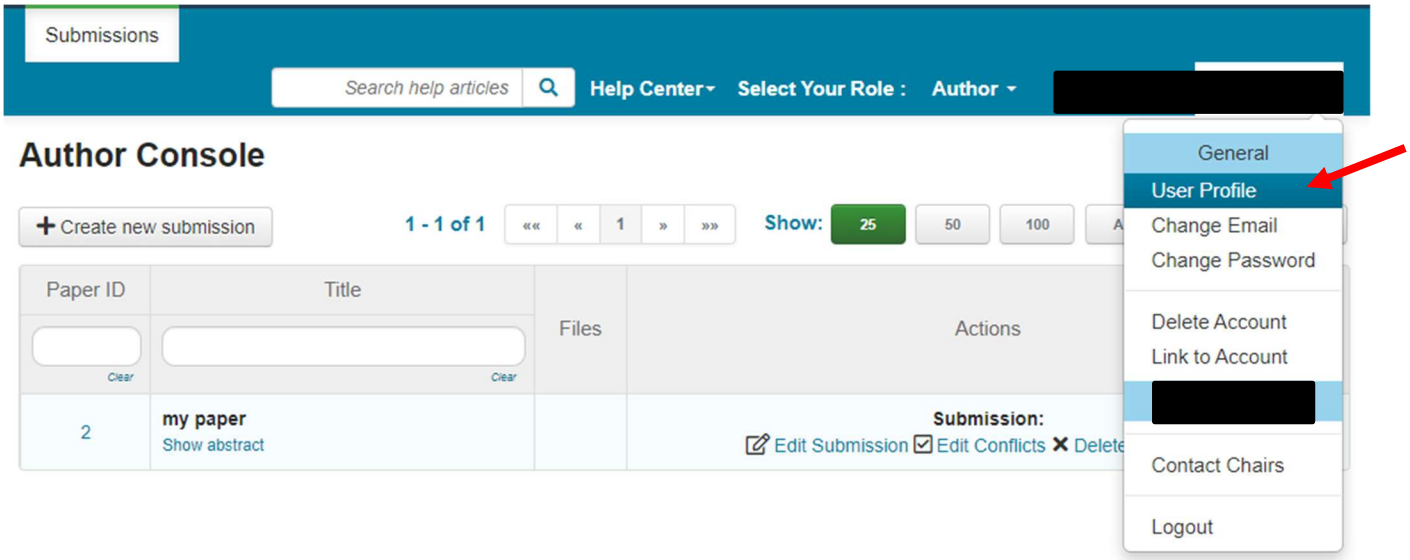


7. Editing your co-author's name and details

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 shownbelow 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.



9. Contact Us

If you have any inquires related to your submission and your CMT account, please contact Submission Platform Manager at rju@ vus.hr. Make sure you include your paper ID in your subject line.