

Steps for submitting a paper...

First, create a new profile—fill in the boxes:

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## Create New Account

### Login information

\* Email:  This email will be used to login into CMT

\* Password:

\* Confirm Password:

### Personal Information

\* First Name:

Middle Initial:

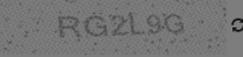
\* Last Name:

\* Organization Name:

Phone Number:

Alternate Email:

### Verification



I agree to the Microsoft CMT's Author's Statement, Terms Of Use and Privacy Statement

Second—go to the author console and push the button to create a new submission:

Third—enter your title and abstract, enter any additional authors, and 2 keywords in the Primary/Secondary boxes:

## Fourth—Select the type of proposal, then, upload your PDF

Submissions Select Your Role : Author - RUME2017 - Megan Wawro -

### Create New Submission

Welcome to the proposal submission system for the 20th SIGMAA on RUME conference. When submitting a proposal for review, please (a) ensure that you have not included author information in the text, (b) save and submit the proposal in pdf, (c) follow the blinding procedure found in the RFP, and, (d) include the title and abstract in the saved document. The system will not let you upload supplementary materials—make sure everything that you need is in the one pdf that you upload! You'll note that I've asked you to give some subject-classification for your paper, can you give me two broad areas that you're addressing? It helps me assign reviewers. As a reminder, I'm going to close the submission system for a few days after the CRV/TRV/PreimR report deadline, I'll have poster submissions re-opened by September 4th. Finally-->indicate anyone who should not review your paper in the 'conflicts' section (e.g., it's my advisor, we're romantically involved, whatever)

Track: No

#### TITLE AND ABSTRACT

\* Title

\* Abstract

2965 characters left

#### AUTHORS

You may optionally add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization
<input checked="" type="checkbox"/>	mawawro@vt.edu	Megan	Wawro	Virginia Tech

Enter email to add new author.

#### SUBJECT AREAS

You may select up to 1 secondary subject areas.

PrimarySecondary

#### FILES

You can upload up to 1 files. Maximum file size is 10 Mb. We accept pdf formats.  
Test Paper.pdf (28 Kb, June 28, 2016 at 2:13:42 PM EDT)

Drop files here

#### ADDITIONAL QUESTIONS

1. Type of proposal \*

Please indicate the type of proposal that you are submitting

- Theoretical Report
- Contributed Report
- Preliminary Report
- Poster Report

## Fifth—add anyone that shouldn't review your proposal:

Submissions Select Your Role : Author - RUME2017 - Megan Wawro -

### Edit Conflicts of Interest

Paper ID 3  
Paper Title Test paper

Name ↑	Email	Organization	Conflict Reason
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# Sixth—review your submission!

Submissions Select Your Role : [Author](#) - [RUME2017](#) - [Megan Wawro](#) -

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### Submission summary

Conference Name	The 20th Annual Conference on Research on Undergraduate Mathematics Education
Paper ID	3
Paper Title	Test paper
Abstract	This is a test to use the website.
Created on	June 28, 2016 at 2:14:28 PM EDT
Last Modified	June 28, 2016 at 2:14:28 PM EDT
Authors	<b>Megan Wawro</b> - <a href="mailto:mwawro@vt.edu">mwawro@vt.edu</a>
Primary Subject Area	linear algebra
Submission Files	<a href="#">Test Paper.pdf</a> (28 Kb, June 28, 2016 at 2:13:42 PM EDT)
Submission Questions Response	1. Type of proposal Theoretical Report

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