1. Log in or create a new account at https://cmt3.research.microsoft.com

2. Once logged in, search conferences. Enter “Marketing Educators’” in the search bar. Then select the conference for the correct year and location. The below example is for a previous conference, so location and year will vary.

3. You should now be in the “Author Console” where you can submit your paper. Select “+Create new submission”
4. You will be prompted to answer some questions and upload your paper. Once you are done doing so, hit “Submit” at the bottom. Once your paper is submitted, you can review your submission and make edits up until **March 1st**. After that date, no edits can be made. Simply go to the Author Console and select “edit” to make edits.

If you have any questions, e-mail us at info@marketingeducators.org

We are happy to help!