

Step 1: Create an account

- 1.1. Go to <https://cmt3.research.microsoft.com/FSAES2025/Submission/Index>, then Click **Register**

/Login?ReturnUrl=%2FFSAES2025%2FTrack%2F1%2FSubmission%2FCreate

Microsoft CMT

Email *

Email


Password *

Password

Log In

Forgot your password?

New to CMT?Register



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- 1.2. Once the Create new Account page opens, **Enter** all the required information (*), scroll down enter **Verification characters**, **Agree** to T&C, then click **Register**.

← ↻ <https://cmt3.research.microsoft.com/User/Register?ReturnUrl=%2FFSAES2025%2FTrack%2F1%2FSubmission%2FCreate>

Login Registration Reset Password

Create New Account

Login information

* Email

Lucy@unizulu.ac.za

* Password

.....

✓

Passwords are required to contain 12 characters and each of the following: lowercase letters, uppercase letters, numbers, and symbols. Valid symbols are: ~!@#\$\$%^&*()-_+=+{}[]:;'"<>.,?/

* Confirm Password

.....

✓

Personal Information

* First Name

Lucy

✓

Middle Initial

Initial

* Last Name

Jackson

✓

Nickname

Lucy

✓

* Organization Name

University of Zululand

* Country/Region

South Africa

▼

External Profile Information

External Profile Information

Google Scholar Id	<input type="text" value="Google Scholar Id"/>
Semantic Scholar Id	<input type="text" value="Semantic Scholar Id"/>
DBLP Id	<input type="text" value="DBLP Id"/>
ORCID Id	<input type="text" value="ORCID Id"/>
OpenReview Id	<input type="text" value="OpenReview Id"/>

Verification

Enter the characters you see*

New | Audio



☒ I agree to the Microsoft CMT's Author's Statement, Terms Of Use, Data Access and Retention Policy

Register

No, thanks

1.3. Verify your account. Check your emails for the activation link and click it.

Login Registration Reset Password

Welcome to CMT !

Your account has been registered, please verify it by clicking the activation link that has been sent to this email address.

If you do not receive the activation link

If you do not receive our mail to activate account, the following are some of the possible reasons for the problem.

1. You typed in an incorrect email address.
2. Slow mail processing at your email server.
3. Your mailbox has exceeded quota.
4. Spam filters configured at your mailbox or email server have marked the email as spam.
5. There are connection issue with your email server.

CMT could not address issues related to your mailbox or mail server. You could probably try to use an email account such as Hotmail, Outlook, Gmail, or Yahoo! Mail. You will be able to change email address with your account later.

Step 2: Login and Submit your Abstract

2.1. Go to <https://cmt3.research.microsoft.com/FSAES2025/Submission/Index>, Enter Login details and click **Log In**


Microsoft CMT

Email *

Password *

Log In

Forgot your password? | New to CMT? Register

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2.2. After Login, **Select** the conference (**FSAE2025**), then Click **Create new Submission**

The screenshot shows the 'Author Console' interface. At the top, there is a navigation bar with 'Submissions', 'Contact Chairs', 'Help Center', 'Select Your Role : Author', and 'FSAE2025'. Below this, the 'Author Console' title is displayed. On the left, there is a button labeled '+ Create new submission'. In the center, there is a table with columns 'Paper ID', 'Title', 'Files', and 'Actions'. The table is currently empty. On the right, there is a dropdown menu for 'Conferences' with 'FSAE2025' selected. Below the dropdown, there is a button labeled '1. Conference' and a button labeled 'Clear All Filters'. An orange arrow points from the '1. Conference' button to the 'FSAE2025' dropdown. Another orange arrow points from the '+ Create new submission' button to the '2. New Submission' label in the table header.

2.3. Create a New Submission. Once the **Create New Submission** page is open, enter the **Title** and your **Abstract** in the **Textbox**, and add more **Authors** if required.

The screenshot shows the 'Create New Submission' page. At the top, there is a navigation bar with 'Submissions', 'Contact Chairs', 'Help Center', 'Select Your Role : Author', and 'FSAE2025'. Below this, the 'Create New Submission' title is displayed. The page is divided into three main sections: 'TITLE AND ABSTRACT', 'AUTHORS', and a table for authors. In the 'TITLE AND ABSTRACT' section, there is a text input field for 'Title' with the value 'Translating African Research into Action'. Below it, there is a text area for 'Abstract' with the text 'Africa is home to a wealth of scientific knowledge and innovation, yet the translation of this research into tangible societal, economic, and environmental impact remains a major challenge. The theme "Translating African Research into Action" addresses the urgent need to bridge the gap between academic inquiry and practical implementation. This conference aims to spotlight research that is not only grounded in African realities but also designed for direct application in policy, industry, and communities. By showcasing case studies, interdisciplinary approaches, and partnerships that have successfully moved'. Below the abstract text area, it says '743 characters left'. In the 'AUTHORS' section, there is a table with columns 'Primary Contact', 'Email', 'First Name', 'Last Name', and 'Organization'. The table has one row with the following values: '©', '[redacted]', '[redacted]', '[redacted]', and 'University of Zululand'. Below the table, there is a button labeled '+ Add'. An orange arrow points from the '1. Abstract Title' label to the 'Title' input field. Another orange arrow points from the '2. Abstract Text' label to the 'Abstract' text area. A third orange arrow points from the '3. Add Authors' label to the '+ Add' button.

2.3. Scroll down and **Select Subject Area, Upload file (Attach Abstract in Word Document)**, select **Presentation Type (Poster/Oral)**, and **Study Level**.

+ Add

SUBJECT AREAS*

☐ Agriculture

☐ Biochemistry and Microbiology

☐ Botany

☐ Chemistry

☐ Computer Science

☐ Hydrology

☐ Mathematical Sciences

☐ Nursing Science

☐ Other

☐ Physics

Drop files here

-or-

Upload from Computer

☐ Poster

☐ Oral Presentation

☐ Undergraduate

☐ Honours

☐ Masters

☐ Doctoral

☐ Researcher

Submit

Cancel

2.4. Once submitted, you will get a notification via your email (with **Paper ID and Title**), click **Done**.

Submissions Contact Chairs Help Center Select Your Role: Author FSAES2025

Edit Conflicts of Interest

Paper ID

8

Paper Title

Translating African Research into Action

1. Click Done

Done