Guideline of Paper Submission using Microsoft CMT System
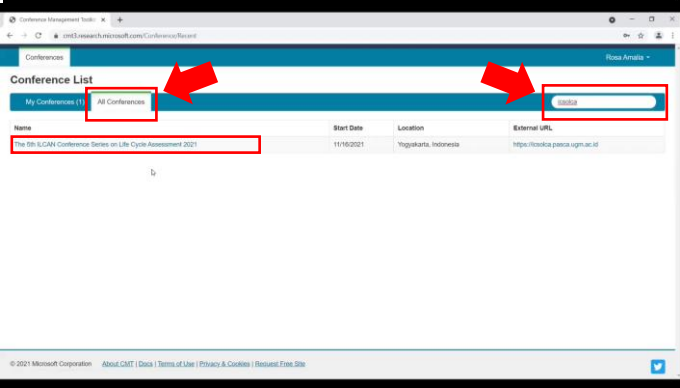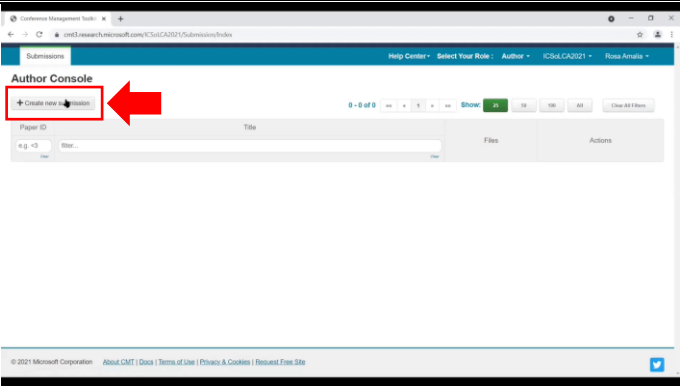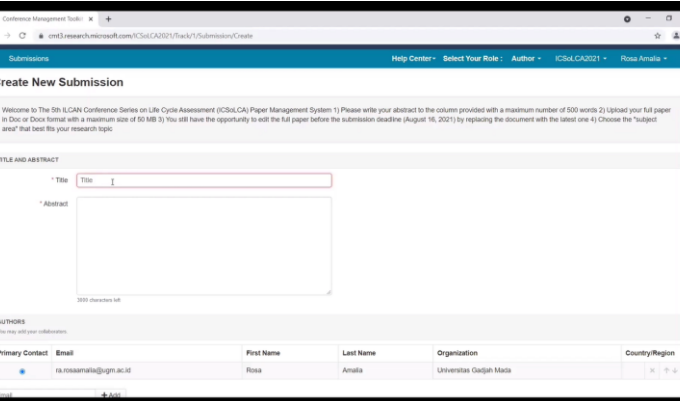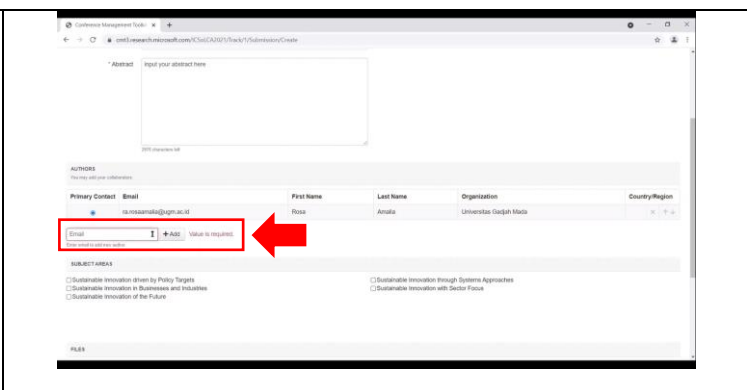
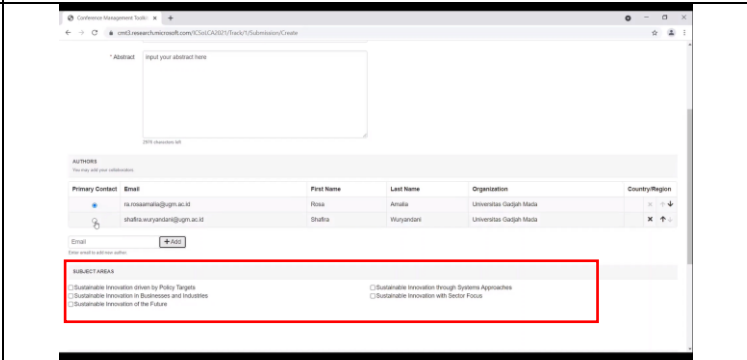|	
1. Go to cmt3.research.microsoft.com Enter email and password of your CMT account (If you are new to Microsoft CMT please **register first**) and click **"Log in"**.	
2. Go to **"All Conference"** tab Filter the conference by typing "icsolca" on the search bar Find the "**5th ILCAN Conference Series on Life Cycle Assessment"** page address	
3. Now you are in the Author Console of ICSoLCA page Click **"Create New Submission"** to start your submission process	
4. Fill the title and abstract of your paper	

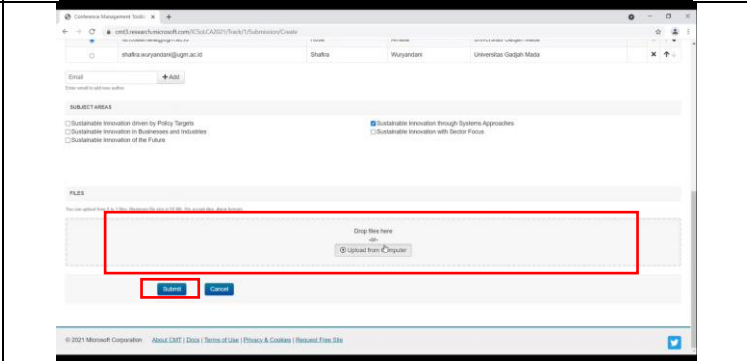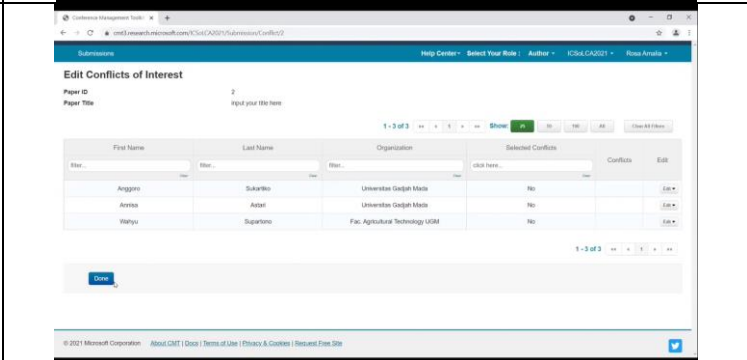| **5.** Please add email and personal information (First Name, Last Name, and Organization) of other authors. The email address **does not have to registered** to CMT system (This feature will send email about the submission information to all authors you added to the CMT system)	
6. Choose the subject area of your paper (only one subject allowed)	
7. Upload your full paper to the files box. Only doc and docx format are accepted Check again all your work and click **"Submit"**	
8. Please edit the conflict of interest out of the name listed. Click **"Done"**	
9. Your submission has completed. You are still allowed to edit your submission page before the full paper deadline. If you have any problems regarding the submission process, please contact us by email to **icsolca2021@gmail.com**	