



Bonita Springs, FL

## Author Submission Instructions

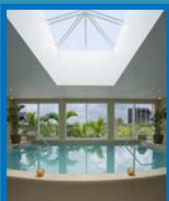
### *Competitive Papers/Best Practices/Workshops*

To submit a paper, workshop, and/or best practice for the **2011 Small Business Institute® Conference**, please follow the procedures below:

- 1) Log into CMT and create an account (<https://cmt2.research.microsoft.com/SBI2011/Default.aspx>)
- 2) Click on 'Create a New Paper Submission'
- 3) Select the appropriate track (best practices, competitive papers or workshop)
- 4) Once you have clicked on the appropriate track, please read the 'Message from the Chair' and follow the instructions provided. The information and directions for each submission includes:
  - a) Title
  - b) Abstract
  - c) Authors (you can add co-authors by clicking on "Add Author")
  - d) Appropriate subject area
  - e) Upload the correct submission file (in 2007 Word format)
  - f) Answer 'Author Identification' question
  - g) Click on 'Submit'
- 5) You will have the opportunity to indicate any reviewer conflicts when you submit your paper. You are welcome to do so, but you can skip this question if there are no conflicts. The Chairs for the Best Practices, Competitive Papers, and Workshops tracks will also check for any conflicts during the reviewer assignment process.
- 6) Once you complete the submission process, your paper, workshop and/or best practice will be assigned an ID number and will show up under your Author console. You will also receive a confirmation from the CMT Submission System.

Please contact **Dianne Welsh** ([dhwelsh@uncg.edu](mailto:dhwelsh@uncg.edu)) or **Michael Harris** ([harrismi@ecu.edu](mailto:harrismi@ecu.edu)) if you have any questions or encounter any problems.

*\*Please refer to the 2011 Submission Guidelines link for questions about format and general conference rules.*



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