

## How to submit an abstract through ProMPT

Please review this guide before submitting an abstract to the University of Alberta for Paste 2023 via the Australian Centre for Geomechanics' (ACG) ProMPT website. If you have any questions on the abstract submission process or ProMPT, please contact the University of Alberta at [jen.stogowski@ualberta.ca](mailto:jen.stogowski@ualberta.ca)

1. Go to [papers.acg.uwa.edu.au/prompt](https://papers.acg.uwa.edu.au/prompt) and click "Register as new user" to create a ProMPT account or login to your existing ProMPT account if you have one.

The screenshot shows a web form titled "Login". At the top right, it says "\*Required Fields". There are two input fields: "Email\*" and "Password\*". Below the "Password\*" field is a link that says "forgot password?". At the bottom of the form are two buttons: "Login" and "Register as new user". A red arrow points from the "Password\*" field to the "Register as new user" button, which is enclosed in a red rectangular box.

2. If creating a new account, you will be presented with a user registration form. Please fill out the form, click to agree with Terms & Conditions, click "I'm not a robot", and then click "Register".
3. You will see a notification as per the below, and an email verification request will be emailed to you from [prompt-acg@uwa.edu.au](mailto:prompt-acg@uwa.edu.au). **If you do not receive the email within a few minutes, please check your junk email folder.**
4. Click the link in the email to verify your email address.
5. You will be taken to a web page similar to the below. Click "Back to Account" to go to the ProMPT login page.
6. Enter your email address and password, and click "Login".
7. You will be presented with the ProMPT home page. Under "Submit an Abstract", you will see a list of ACG conferences open for abstract submission. Click on the conference you'd like to submit an abstract for.

- Complete the abstract submission form. Please ensure you select two to three themes related to your abstract. Note that you can click “Add a coauthor” to add coauthor details. You can also express your interest in being a sponsor or paper reviewer for the conference. Once you have completed the abstract submission form, click “Submit Abstract”.

**PROMPT**  
Progressing professionals of excellence

Papers Conferences

Caving 2022

Please download the following documents as you will be required to complete and submit them if your paper is accepted:

- Author: Sign & Confirm
- Author: Submission Agreement
- Author: Authorisation
- Author: Authorisation
- Author: Authorisation

**Submit Abstract**

Title

Abstract

Keywords

Themes

- Cave mapping
- Cave control and management
- Mine planning and design
- Cave front tracking
- Cave support
- Safety
- Subsurface
- Geotechnical monitoring
- Numerical modelling

**Add a coauthor** You can add coauthor details after your abstract has been approved. You do not have them on hand now.

I am interested in being a sponsor for this conference.

I am interested in being a reviewer for this conference.

**Submit Abstract**

- You will be taken back to the ProMPT home page where you will see a message confirming submission of your abstract. Under “Your Pending Abstracts” you will see a list of the abstracts you have submitted and their status. Your newly submitted abstract will be listed as “In Queue” until University of Alberta publishing staff review your abstract and forward the abstract for editor review.

Papers Conferences

Tom Smith

Abstract Submitted. We will process your submission as soon as possible.

Welcome Tom Smith

**Submit an Abstract**

There are conferences open for abstract submission.  
[Submit an abstract for Caving 2022](#)

**Your Pending Abstracts**

You have recently submitted the following abstracts. They will be processed soon and you will soon see them progress to the Pending Papers section when verified and accepted.

Abstract	Status
A paper all about cave mining Submitted 2022-09-01 11:54 for Caving 2022	In Queue

10. Once the University of Alberta publishing staff have passed your abstract to the editor for review, your abstract will appear on the ProMPT home page under “Your Pending Papers”. It will also appear under “Coauthor Papers”, along with any other abstract/paper submissions you are a coauthor of. You will also see that the status has changed to “Editor Abstract Review”.

**Your Pending Papers**  
You have 1 pending papers (for which you are the corresponding author).

Paper	Status
<a href="#">A paper all about cave mining</a> Caving 2022	<a href="#">Editor Abstract Review</a>

**Coauthor Papers**  
You have 1 pending papers (for which you are a coauthor). You can track their progress here.

Paper	Status
<a href="#">A paper all about cave mining</a> Caving 2022	<a href="#">Editor Abstract Review</a>

11. Once the editor has reviewed your abstract, you will be notified via email that your abstract has either been accepted, rejected, or requires a rework. You will also see these status updates if you login to ProMPT. The University of Alberta publishing team will advise you of the next steps in the process.