ICISAT'2023 guide - CMT Conference Management System

The submission and review of papers for the ICISAT 2023 will be managed through an online conference management system called CMT. You can upload your paper, change details, check on the review status of your paper etc. using CMT conference management system.

Click the following link to access Microsoft CMT for ICISAT2023

https://cmt3.research.microsoft.com/User/Login

If you have an account, enter your CMT credentials to access the site at login.

Microsoft CMT
Email
Password
Log In
Forgot your password? New to CMT? Register
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If you do not have an account in CMT, please refer to '<u>create an account</u>' section of this document.

Create an account

Step 1 : Navigate to site: <u>https://cmt3.research.microsoft.com/User/Login</u> Click "Register".

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	Microsoft CMT
	Email
	Email
	Password
	Password
	Log In
	Forgot your password? New to CMT? Register

Step 2 : Enter your information in the 'Create New Account Page.' Fields with an <*> asterisk are required. (Note: the Google Scholar ID, Semantic Scholar ID and DBLP IDs are not required, however Chairs may require some users to have one or more.)

Login	Registration	Reset Password
Create	New Acc	count
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	Nickname	Nickname
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Step 3 : Enter the captcha characters, check the 'Agree to Terms of Use' checkbox and click 'Register.'

* Country/Region	Select	~		
Google Scholar Id	Google Scholar Id			
Verification				
Enter the characters you so New Audio MCC/		off CMT's Author's Statement, Terms Off	Turn and Datasets & American	
	Register	No, thanka		
© 2019 Microsoft Corporation	About CMT Terms	of Use Privacy & Cookies Request Free	CMT Ste	CMT Support

The "Welcome to CMT" page appears notifying you that an email was sent to you with a verification link.

Velcome to CM	r!
Your account email address.	has been registered, please verify it by clicking the activation link that has been sent to this
you do not receive the ac	tivation link
you do not receive our mail t	o 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 yo	our email server.
3. Your mailbox has exceede	d quota.
	your mailbox or email server have marked the email as spam.
There are connection issues	e with your email server.
	related to your mailbox or mail server. You could probably try to use an email account such as Hotmail, Outloc be able to change email address with your account later.

The email will look like this:

Hello John,
Please click the following link to complete email verification:
https://cmt3.research.microsoft.com/User/VerifySignup/?email=P
295e5fdd433d 277ba741c3&returnUr1=/
Thanks,
CMT Support
Microsoft respects your privacy. To learn more, please read our Privacy Statement.
Microsoft Corporation
One Microsoft Way
Redmond, NA 98052

Step 4 : Once you click on the link in the email, you will see the Account Verification page. You can then use the "click here" link to log into CMT.

has been verified, click here to log into CMT.	
	has been verified, click here to log into CMT.

Make a Submission

Step 1 : After login, click on "All Conferences" to search for the **Open University Research Sessions 2023** to which you will submit your paper.

Conference	IS .	1		Hessiro
Conferer	nce List			
My Confei	rences (0) All Conferen	nces		type to filter
Name	Start Date	Location	External URL	Contact

Step 2 : Use the filter field in the upper right to search for the International Conference on Information Systems and Advanced Technologies

Conferences			H ro •
Conference List			
My Conferences (0) All Conferences			type to fifter
Name	Start Date	Location	External URL
Polske Porozumienie na Rzecz Rozwoju Sztucznej Inteligencji (Polish Alliance for Artificial Inteligence Development)	10/16/2019	Wroclaw, Polska	"http://pp-rai.pwr.edu.pV
Welcome to the CMT Site Request Submission System	1/1/2023		
EEE International Symposium on Circuits and Systèms	5/23/2021	Daegu, South Korea	
international Hypoxia Symposia	2/14/2021	Englewood, Colorado, USA	http://www.hypoxia.net
Smart Grids and Energy Systems	1/2/2019	Astana, Kazakhstan	https://moodle.nu.edu.kz/mod/page /view.php?id=62312
International Conference for Joint Research and Development Laboratory	12/17/2020	Beijing, China	

Step 3 : Once you find the Conference, click on the Conference Name link.

Conteiences			
Conference List			
My Conferences (0) All Conferences			International Open University Re
Name	Start Date	Location	External URL
International Conference on Information Systems and Advanced Tech	12/22/2023	Colombo, Bri Lanka	http://ours.ou.ad.fk

The Author Console page appears.

SUBMIT TO THE CONFERENCE

Click on the "+ Create new submission" button.

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The 'Create New Submission' page appears.

CREATE NEW SUBMISSION

Create New Submission page will look like the image below.

The sections are:

Welcome message

- Title and Abstract
- Authors
- Subject Areas
- Files
- Submit and Cancel buttons

It is important to note that no files uploaded will be saved unless the Submit button is clicked.

Submissions	Help Center - Select Your Role : Author - iOURS2022 -
Create New Su	bmission
Welcome to the Internation	onal Open University Research Sessions 2022. Please have your papers submitted on or before the deadline.
TITLE AND ABSTRACT	
* Title	Title
* Abstract	
	2000 characters left

TITLE AND ABSTRACT

The Title field is for the title of the paper.

The Abstract field is where you put the summary of your paper. Note, You need to upload one word file including Abstract and Extended Abstract.

Create New Su	bmission	
Welcome to the Contoso	Conference. Please have your papers submitted by the deadline.	
TITLE AND ABSTRACT		
* Title * Abstract	Tite	
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AUTHORS

The Author section is prepopulated with your profile information and you are preselected as the Primary Contact.

Primary Contact	Email		First Name	Last Name	Organization	Country
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To add a co-author, enter the co-author's email address into the field (in yellow below) and click add.

Primary Contact	Email	First Name	Last Name	Organization	Country
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If the co-author you wish to add is not a user in CMT, you will see "User was not found. To add a new user, please enter information below and click Add Button." If the co-author is already a user, the co-author will be added to the end of the Author list.

Primary Contact	Email			First Name	Last Name	Organization	Co	untry	e
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damant@contoso	com 4	+ Add	User was not fo	und. To add new user, i	please enter information below	and click Add button.	1		
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Enter the co-author's first and last names along with the Organization to which he or she belongs and the Country/Region where they reside. Then click the Add button.

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sdamant@contoso	com	+ Add	User was not fo	und: To add new user; j	please enter information belo	w and click Add button.			
riter service to post here public	9)								

Once added, the co-author's profile will appear in the list.

You may change the Primary Contact to the co-author by clicking Primary Contact radio button in co-author's row. The 'X' and 'arrow' icons on the end of the rows are there so you may delete the entry and/or move it up in hierarchy.

Primary Contact	Email	First Name	Last Name	Organization	Country	-	
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0	adamant@contoso.com	Adam	Ant	Contoso	United States	×	+ -

FILES

To upload file for your paper, drag and drop the file into the dotted region or click the "Upload from Computer" button. Please note the number of files you may upload, the size and the type of documents allowed. Uploaded file will not be saved unless the Submit button at the bottom of the form is clicked.

Note: It's Compulsory to upload one word file including Abstract and Extended Abstract.

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	Drop files here	
	Upload from Computer	
	grophad ruin computer	

SUBMIT AND CANCEL BUTTONS

Once the form is filled out with all the required information, click Submit.

EDIT CONFLICTS OF INTEREST PAGE

If the Chair enabled the 'Edit Conflicts of Interest' page, this page will appear after clicking Submit. If it is not enabled, the Submissions Summary page will appear. Edit this page by clicking on the "Edit" dropdown on the right and selecting all the appropriate boxes and click 'Done.' The Submission Summary page will then appear.

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CONFIRMATION EMAIL

Authors may also email a confirmation manually by clicking on the "Email" button on the right. You have the option to send it to yourself or all authors. Click send Email.

Submission Summary		🍦 Print 🖉 Email -
Conference Name	Test Site for Guide	Send Email to Me Send Email to All Author
Paper ID	9	Send Email
Paper Title	g455g4	Seno Eman
Abstract	35lg345lg34lg	
Created on	5/18/2019, 2:49:55 PM	
Last Modified	5/18/2019, 2:49:55 PM	
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Submission Files	Scientific Paper docx (14 Kb; 6/18/2019; 2:49 50 PM)	
Back to Author Console		

The email that the system sends to the Author(s) looks like this:

Paper 4 summary 🦻 Inbox 🛪			ø	Ø
Microsoft CMT <email@msr-cmt.org></email@msr-cmt.org>	12:19 PM (9 minutes ago)	☆	*	:
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Here is submission summary.				
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Paper Title: Scientific Paper Number 1				
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Last Modified: Fri, 07 Jun 2019 19:00:08 GMT				
Authors:				
John Doe(Primary)				
Secondary Subject Areas:				
Submission Files:				
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Submission Questions Response:				
Thanks,				
CMT Team.				