

# Conference Management Toolkit

## (Using Microsoft CMT)

A Step-by-Step Guide for Authors

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## **CMT ACCOUNT CREATION**

This document is a step-by-step guide for authors who are interested in submitting their research work to **ICSSL 2023**.

### **1.1 If you already have a CMT Account:**

please use the following link to submit your paper to ICSSL2023:

<https://cmt3.research.microsoft.com/ICSSL2023>

OR

### **1.2 If you are new to CMT,**

Follow the guidelines to make a new account and add your submission.

## NAVIGATION

### 2.1 Registration Link

Click on the following link and navigate to “Register” page of the CMT.

<https://cmt3.research.microsoft.com/ICSSL2023>

OR

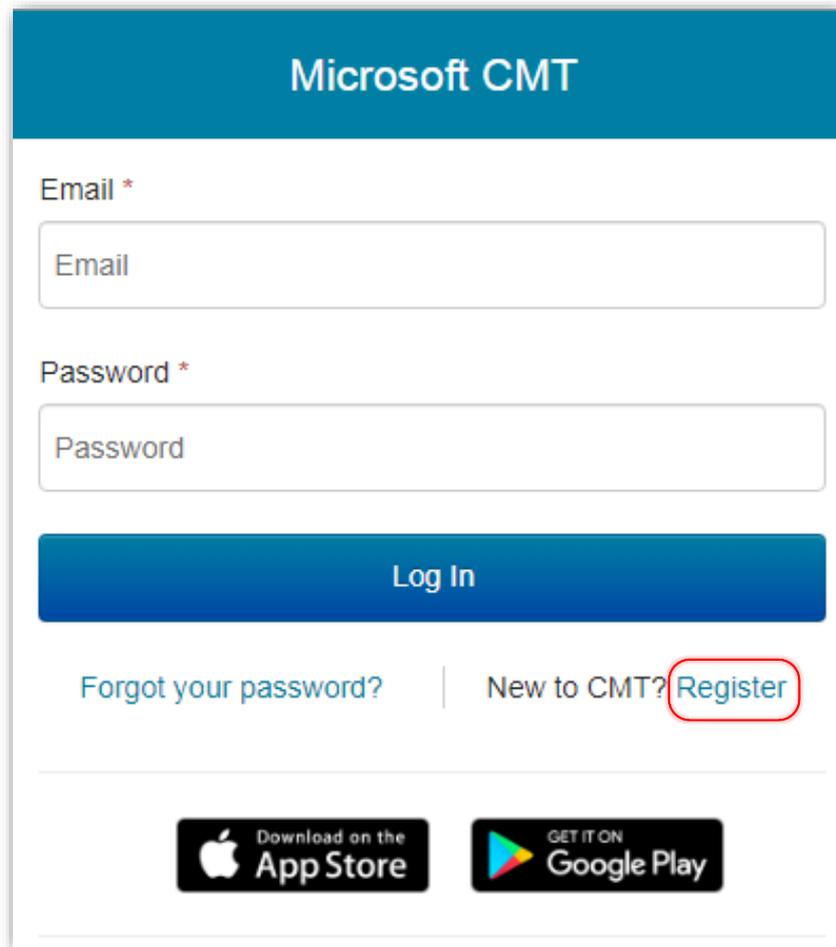
### 2.2 Scan QR Code



Figure 2.1 : Registration Link QR Code

## REGISTRATION IN CMT

Here, Click the [Register](#) Button since you are newly registering an account.



Microsoft CMT

Email \*

Email

Password \*

Password

Log In

[Forgot your password?](#) | [New to CMT? Register](#)

Download on the App Store

GET IT ON Google Play

Figure 3.1: CMT Registration Window

Then you will see a create account window in next step.

## CREATING A NEW ACCOUNT

- Fill out the “**Create New Account**” page with your relevant information.
- Fields with an asterisk “\*” are required while the others are optional.
- After completion, click on the “**Register**” button at the bottom of the page.

**Create New Account**

**Login information**

\* Email  This email will be used to login into CMT

\* Password

\* Confirm Password

**Personal Information**

\* First Name

Middle Initial

\* Last Name

Nickname

\* Organization Name

\* Country/Region

**External Profile Information**

Google Scholar Id

Semantic Scholar Id

DBLP Id

**Verification**

Enter the characters you see\*

New | Audio



I agree to the Microsoft CMT's Author's Statement, Terms Of Use and Privacy & Cookies

**Register** No, thanks

Figure 4.1: Creating New Account

## REGISTRATION COMPLETION

- Once you complete your registration correctly, the page will appear like this,

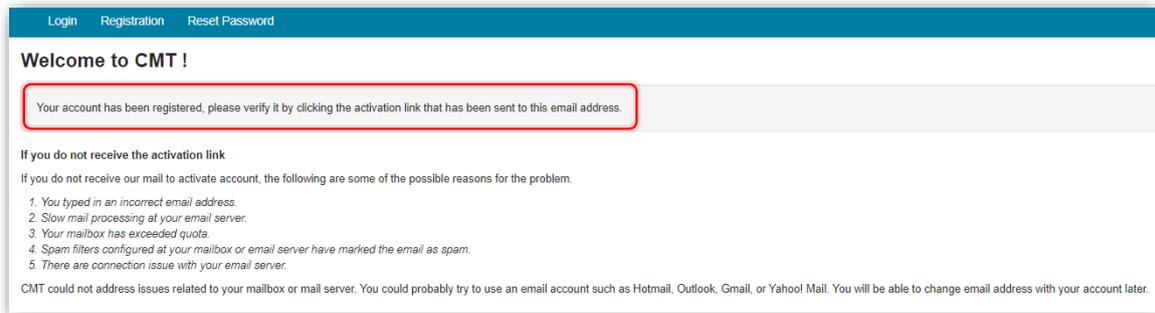


Figure 5.1: Registration Complete

- Now, you will receive an account verification email from Microsoft CMT to your given email address.
- Log in to your email account and click on the email verification link to verify your email address.
- If needed, you can update your email address and account details with your CMT account.

**You have successfully created a Microsoft CMT Account!**

## PAPER SUBMISSION

### 6.1 Author Console

- First, log in to your CMT account.
- Then you will see the “Author Console Page”. Click on “Create new submission” button

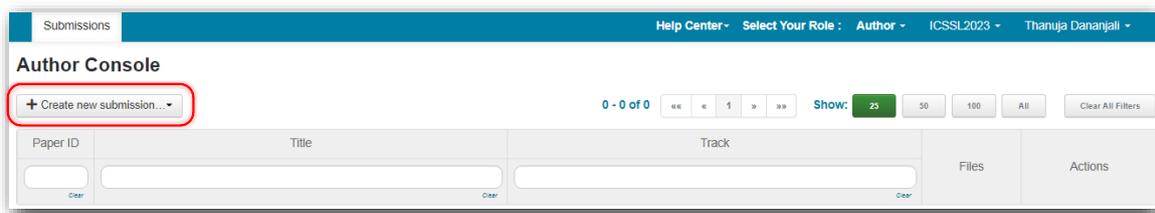


Figure 6.1: Adding New Submission

### 6.2 Selecting Track

- Since the ICSSL 2023 has six conference tracks, the track relevant to your research paper needs to be selected before submission

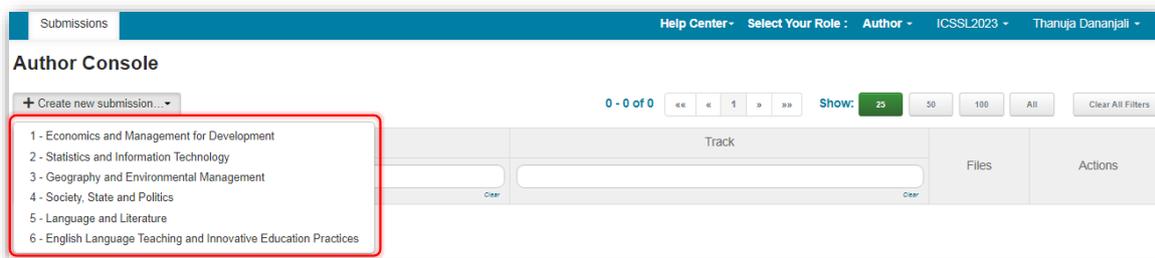


Figure 6.2 : Selecting Track

## 6.3 New Submission

- Once you select a track, it will move to “Create New Submission” page

Submissions Help Center Select Your Role : Author ICSSL2023 Thanuja Dananjali

### Create New Submission

Welcome to the First International Conference on Social Sciences and Languages (ICSSL 2023), Sabaragamuwa University of Sri Lanka

Please read the "Guidelines for Extended Abstract" on the ICSSL website (<https://www.sab.ac.lk/icssl/author-guide>) before submission.  
Please fill all authors' details under the following 'AUTHORS' section separately during the initial paper submission.

Track: 1 - Economics and Management for Development

TITLE AND ABSTRACT

\* Title

\* Abstract

2000 characters left

Enter your research title in the "Title" Filed

In the "Abstract" field, enter the summary of your research work (Abstract of the research). It allows maximum 2000 characters only.

Figure 6.3: Adding Title and Abstract

## 6.4 Adding Co-Authors

- To add a co-author, enter the email address of the co-author in the “enter email to add new author” field and click on “Add”.
- Here, you have to add all the co-authors of your research. It is not compulsory for all co-authors to have a CMT account. If a co-author already has a CMT account, the details pertaining to that co-author will appear automatically. If not, you can insert the details manually.

AUTHORS \*  
You may add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country/Region
<input checked="" type="radio"/>	dananjali@ccs.sab.ac.lk	Thanuja	Dananjali	Sabaragamuwa University of Sri Lanka	Sri Lanka

Email  + Add

Enter email to add new author

Figure 6.4 : Adding Co- Authors

## 6.5 Changing Corresponding Authors

- You can change the primary contact (Corresponding Author) by clicking on the Primary Contact radio button in the co-author's field.
- If you need to change order of the list of authors, use up and down arrows in the right corner.

Primary Contact	Email	First Name	Last Name	Organization	Country/Region
<input checked="" type="radio"/>	dananjali@ccs.sab.ac.lk	Thanuja	Dananjali	Sabaragamuwa University of Sri Lanka	Sri Lanka
<input type="radio"/>	hiruni@ssl.sab.ac.lk	Hiruni	Rupasingha	Sabaragamuwa University of Sri Lanka	

Email  + Add  
Enter email to add new author.

Figure 6.5 : Changing Co- Author List Order

## 6.6 Uploading Files

- To upload file/s to your research, click on the “Upload from Computer” button and select the file/s you needed to upload. CMT allows you to upload a maximum of five (05) files in Word and PDF file formats.

OR

- You can drag and drop your file/s into the dotted region here

FILES

You can upload from 1 to 5 files. Maximum file size is 10 Mb. We accept doc, docx, pdf formats.

Drop files here  
-or-

Figure 6.6 : Dragging and Dropping Files

## 6.7 Changing Uploaded Files

- Uploaded file/s are visible and editable

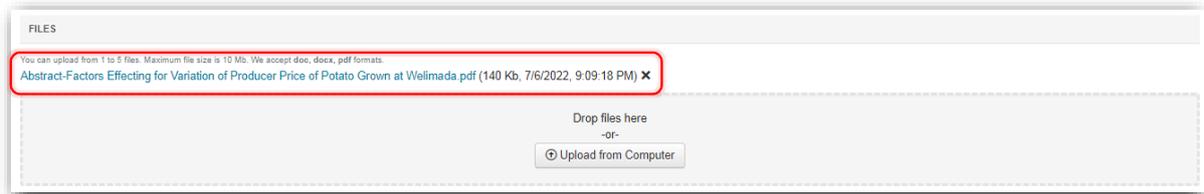


Figure 6.7 : Changing Uploaded Files

## 6.8 Author Declaration and agreement

- Then click on the “I agree” check box for the author declaration and then click on “Submit” button to complete your submission



Figure 6.8 : Author Declaration

- Then, the page will move to “Submission Summary” page.
- All the details about the submission of your paper will appear here. If necessary, you can edit your submission using the “Edit Submission” button given at the bottom of the page

OR

- You are able to move into Author Console page by click on “[Back to Author Console](#)” button



Figure 6.9 : Back to Author Console

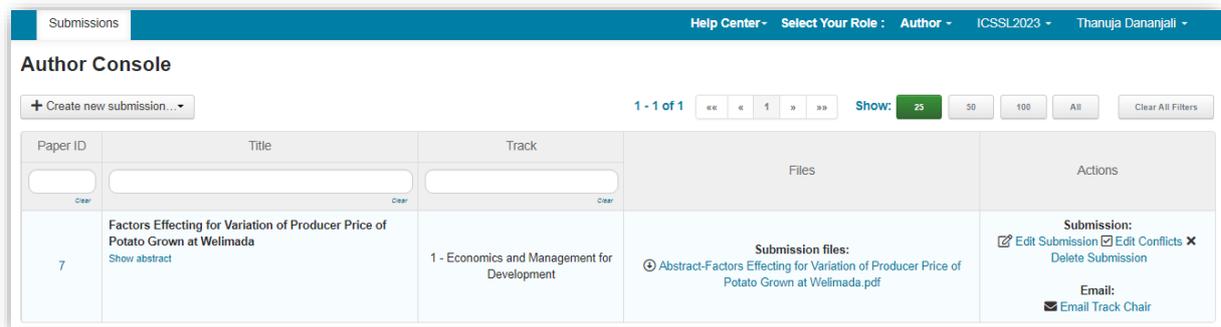


Figure 6.10 : Author Console

- You have successfully completed your submission for ICSSL 2023.
- You will receive emails from the organizers of ICSSL 2023 with updates about your submission. You can check your Author Console at any time to get to know about the latest updates on your submission.

**Thank you!**