# Microsoft Conference Management Toolkit (CMT)

*A Step-by-Step guide for Authors*

International Conference on Social Sciences and Languages –ICSSL 2024

Faculty of Social Sciences and Languages

Sabaragamuwa University of Sri Lanka

This document is a Step-by-Step Guide for the authors who are going to submit their research work to **ICSSL2024**.

If you already have a CMT account, please use the following link to submit your paper to ICSSL2024:

https://cmt3.research.microsoft.com/ICSSL2024
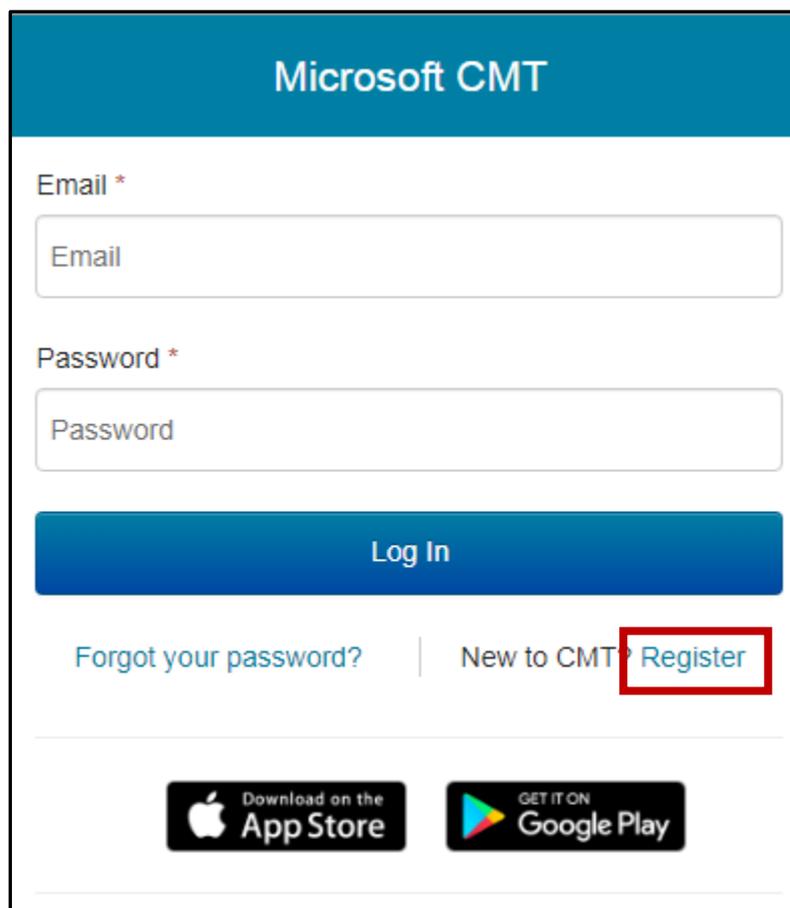
    OR

Are you new to CMT?

Then, first create a CMT account, following the steps below.

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## CMT Registration Process

Click on the following link and navigate to "Register".

https://cmt3.research.microsoft.com/ICSSL2024

Fill out the "Create New Account" page with your information.

Fields with an asterisk "*" are required while others are not compulsory. After completing the fields, click on the "Register" button at the bottom of the page.

## External Profile Information

| | |
|---|---|
| Google Scholar Id | Google Scholar Id |
| Semantic Scholar Id | Semantic Scholar Id |
| DBLP 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

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Once you complete your registration correctly, the page will appear as below.

Login     Registration     Reset Password

**Welcome to CMT !**

Your account has been registered, please verify it by clicking the activation link that has been sent to this email address.

**If you do not receive the activation link**

If you do not receive our mail to 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 your email server.
3. Your mailbox has exceeded quota.
4. Spam filters configured at your mailbox or email server have marked the email as spam.
5. There are connection issue with your email server.

CMT could not address issues related to your mailbox or mail server. You could probably try to use an email account such as Hotmail, Outlook, Gmail, or Yahoo! Mail. You will be able to change email address with your account later.

Now, you will receive an account verification email from Microsoft CMT to your given email address. Log into your email account and click on the email verification link to verify your

email address.  If needed, you are able to update your email address and the account details with your CMT account.

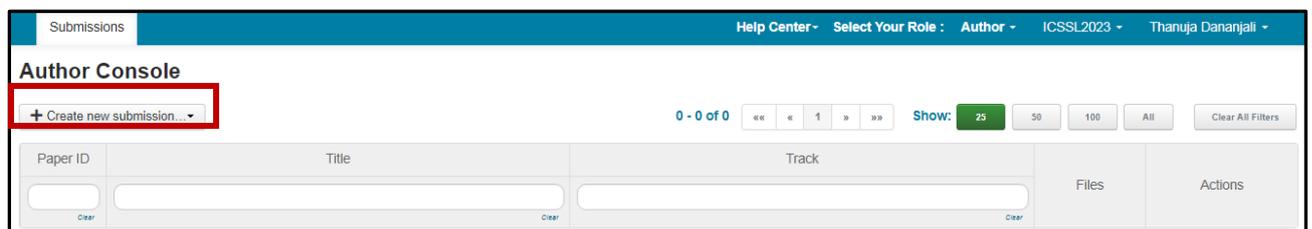*You have successfully created a Microsoft CMT Account!*

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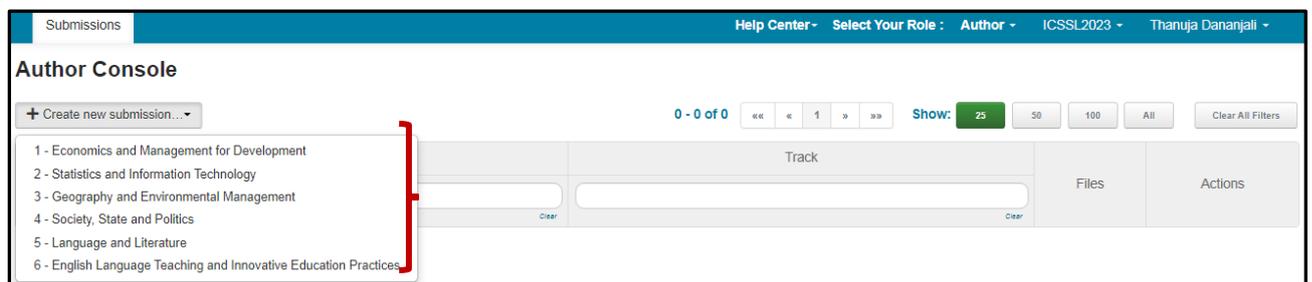# Paper Submission

Use the following link to submit your paper:

https://cmt3.research.microsoft.com/ICSSL2024

First, you must log into your CMT account.

Then you will see the "Author Console Page". Click on "Create new submission".



Since ICSSL2024 has six conference tracks, the relevant track to your research work needs to be selected before the submission



Once you select a track, it will move to "Create New Submission" page.

To add co-author/s, enter the email address of the "enter email to add new author" field and click on "Add".

You have to add all the co-authors of your research work here. If the co-author already has a CMT account, the details will appear here automatically. Otherwise, you are able to insert the details manually. It is not compulsory to have a CMT account for all the co-authors.



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



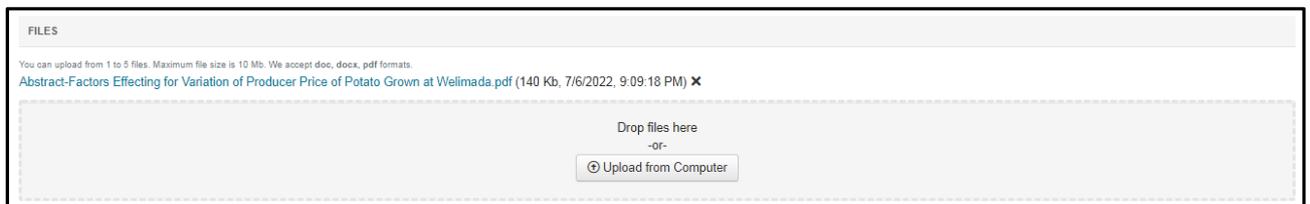To upload file/s of your research, click on the "Upload from Computer" button and select the file/s to upload. It allows files to be uploaded in both Word and PDF formats. A maximum of five (05) files can be uploaded.

OR

You are able to drag and drop your files 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-
⊕ Upload from Computer
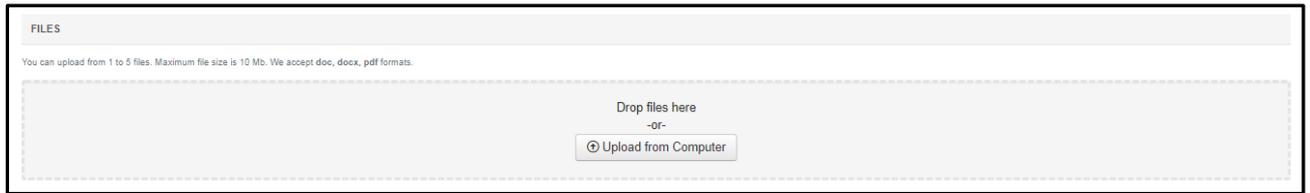
Uploaded file/s are visible and editable.

**FILES**

You can upload from 1 to 5 files. Maximum file size is 10 Mb. We accept **doc, docx, pdf** formats.
Abstract-Factors Effecting for Variation of Producer Price of Potato Grown at Welimada.pdf (140 Kb, 7/6/2022, 9:09:18 PM) ✕

Drop files here
-or-
⊕ Upload from Computer

Then click on the "I agree" check box for the author declaration and click on "Submit" button to complete your submission.

**ADDITIONAL QUESTIONS**

**1. Author Declaration** *
I declare that the work submitted has not been published previously or is not under consideration for publication elsewhere.
☐ I agree

**Submit**    **Cancel**

The page will move to "Submission Summary" page.

All the details of your paper submission will appear at this point. You can edit your submission using the button given in the bottom of the page.

OR

You can move into Author Console page by click on "Back to Author Console" button.

**Submission Questions Response**     **1. Author Declaration**
*I declare that the work submitted has not been published previously or is not under consideration for publication elsewhere.*
Agreement accepted

**Edit Submission**    **Back to Author Console**

International Conference on Social Sciences and Languages (ICSSL 2024) – Faculty of Social Sciences and Languages, Sabaragamuwa University of Sri Lanka



You have successfully completed your submission to ICSSL2024.

You will receive emails from ICSSL 2024 updating you about your submission. Further, you can check your Author Console at any time to know about the latest updates of your submission.

***Thank you!***