

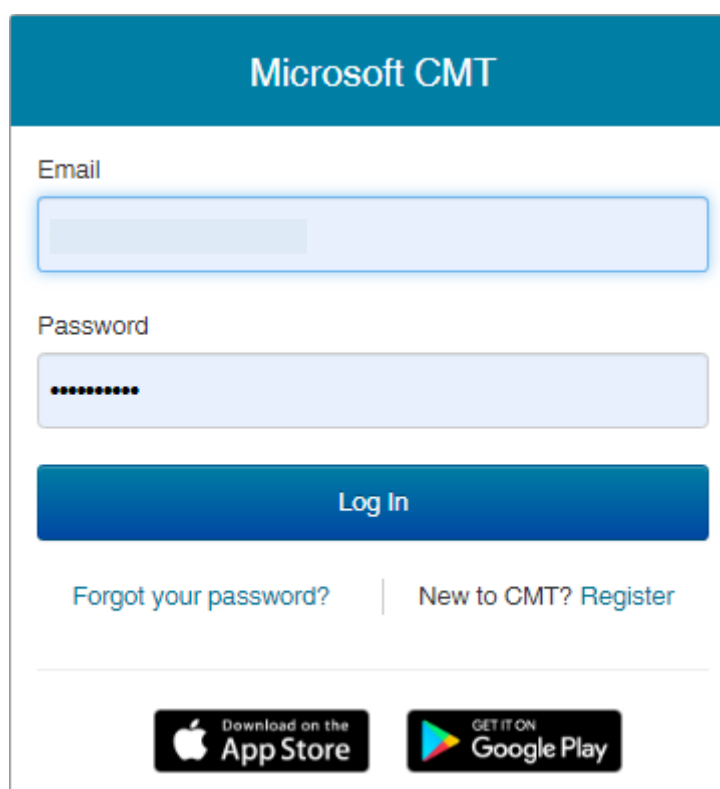
ICISAT guide - CMT Conference Management System

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>

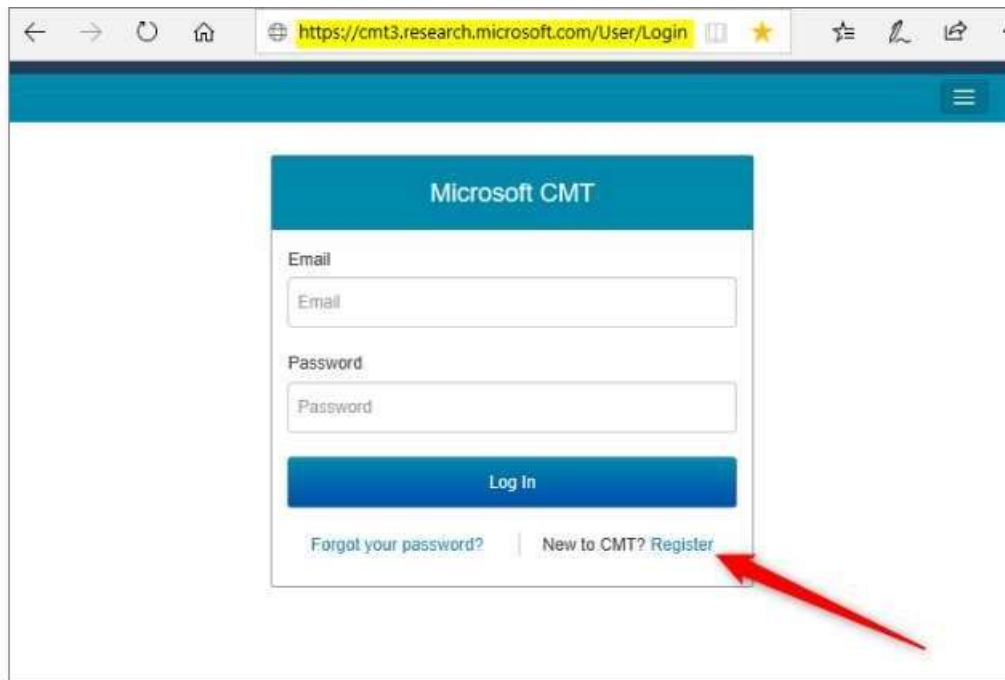
If you have an account, enter your CMT credentials to access the site at login.



If you do not have an account in CMT, please refer to '[create an account](#)' section of this document.

Create an account

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



The screenshot shows a web browser window with the URL <https://cmt3.research.microsoft.com/User/Login>. The page features a blue header with the text "Microsoft CMT" and a hamburger menu icon. Below the header is a white box containing a login form. The form has two input fields: "Email" and "Password". Below these fields is a blue button labeled "Log In". At the bottom of the form are two links: "Forgot your password?" and "New to CMT? Register". A red arrow points to the "New to CMT? Register" link.

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 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:

Google Scholar Id:

Semantic Scholar Id:

DBLP Id:

Step 3 : Enter the captcha characters, check the 'Agree to Terms of Use' checkbox and click 'Register.'

* Country/Region:

Google Scholar Id:


Verification


Enter the characters you see

New | Audio

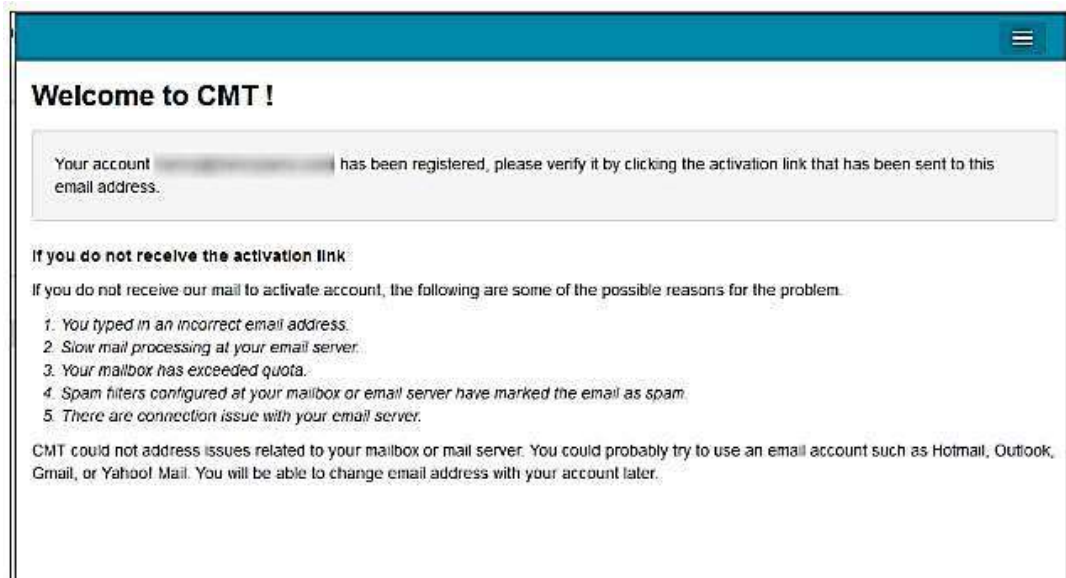
YGGH4
SLP5

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

 [No, thanks](#)

© 2019 Microsoft Corporation | [About CMT](#) | [Terms of Use](#) | [Privacy & Cookies](#) | [Request Free CMT Site](#) |  [CMT Support](#)

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



The email will look like this:



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.

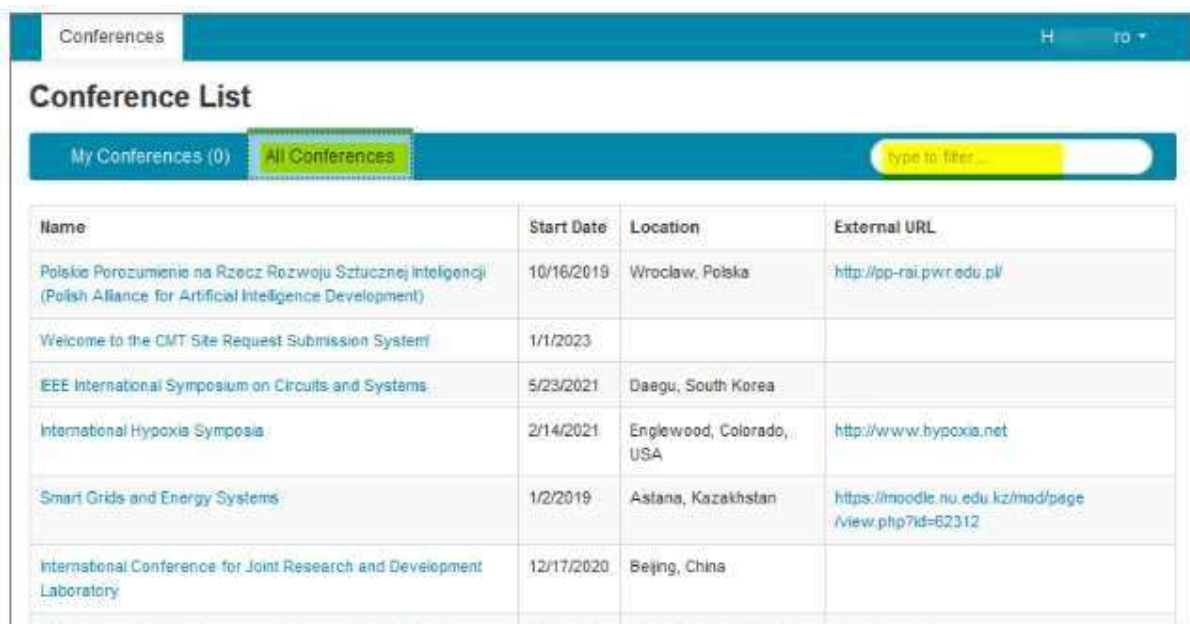


Make a Submission

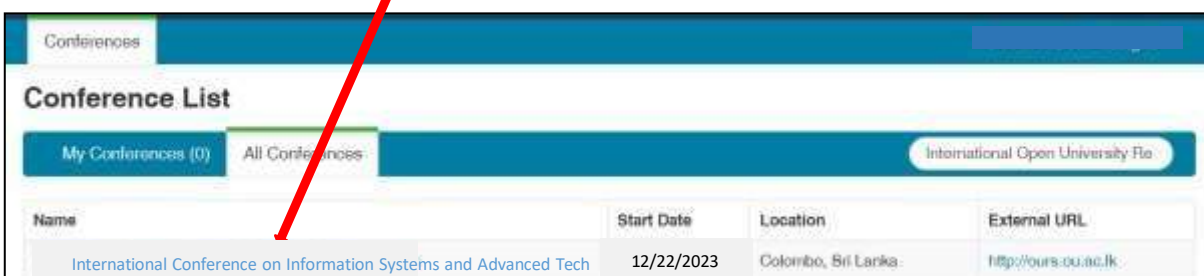
Step 1 : After login, click on “All Conferences” to search for the **Open University Research Sessions 2023** to which you will submit your paper.



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



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



The Author Console page appears.

SUBMIT TO THE CONFERENCE

Click on the “+ Create new submission” button.



The 'Create New Submission' page appears.

CREATE NEW SUBMISSION

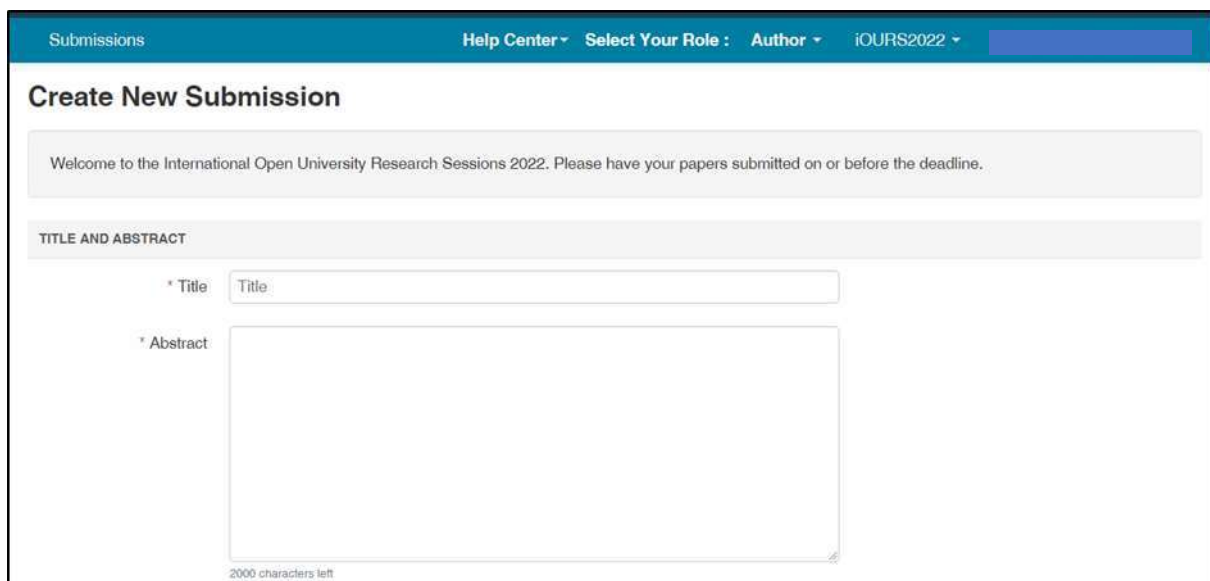
Create New Submission page will look like the image below.

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.

A screenshot of the 'Create New Submission' page. The page has a blue header with 'Submissions', 'Help Center', 'Select Your Role: Author', and 'iOURS2022'. Below the header, the title 'Create New Submission' is displayed. A welcome message reads: 'Welcome to the International Open University Research Sessions 2022. Please have your papers submitted on or before the deadline.' The main section is titled 'TITLE AND ABSTRACT' and contains two input fields: '* Title' with a text box containing 'Title' and '* Abstract' with a larger text area. At the bottom of the abstract field, it says '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 Submission

Welcome to the Contoso Conference. Please have your papers submitted by the deadline.

TITLE AND ABSTRACT

Title

Abstract

200 characters left

AUTHORS

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

AUTHORS
You may optionally add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country
<input checked="" type="radio"/>	...@ft.com	L...	S...	CMT-Test	X ↑ ↓

Value is required

Enter email to add new author

To add a co-author, enter the co-author's email address into the field (in yellow below) and click add.

AUTHORS
You may optionally add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country
<input checked="" type="radio"/>	...@microsoft.com	L...	S...	CMT-Test	X ↑ ↓
<input type="radio"/>	edamant@contoso.com				

Enter email to add new author

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.

The screenshot shows the 'AUTHORS' section with a table of authors. The first row is the primary contact. Below the table, there is an input field for 'adamant@contoso.com' with an '+ Add' button. A red box highlights a blue error message: "User was not found. To add new user, please enter information below and click Add button." Below this, there are input fields for 'First Name', 'Last Name', 'Organization', and 'Country/Region', along with '+ Add' and 'Cancel' buttons.

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.

This screenshot shows the same 'AUTHORS' form, but the input fields are now filled with the co-author's information: 'First Name' is 'Adam', 'Last Name' is 'Ant', 'Organization' is 'Contoso', and 'Country/Region' is 'United States'. A red arrow points to the '+ Add' button.

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.

The screenshot shows the 'AUTHORS' table with two rows. The first row is the primary contact, and the second row is the co-author 'Adam Ant' from 'Contoso' in the 'United States'. The co-author's 'Primary Contact' radio button is highlighted in yellow. A red box highlights the 'X' and arrow icons at the end of the second row.

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.



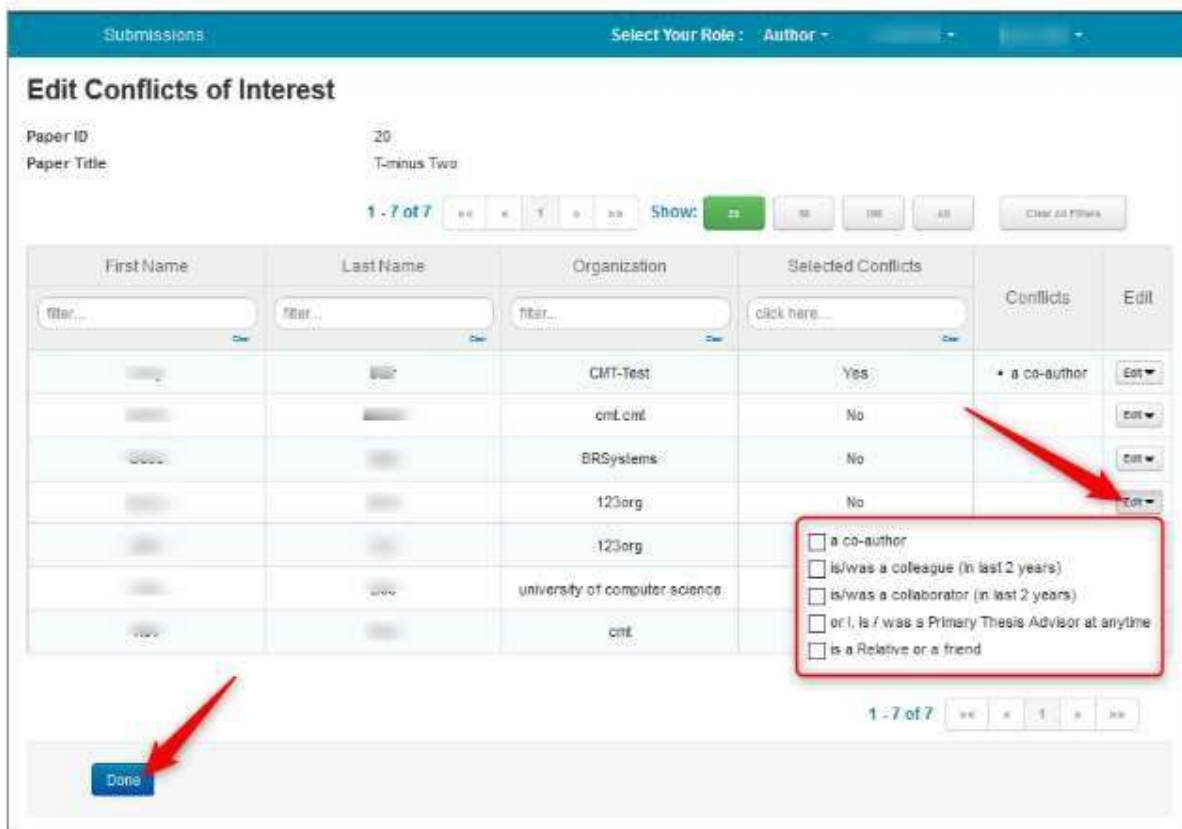
SUBMIT AND CANCEL BUTTONS

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



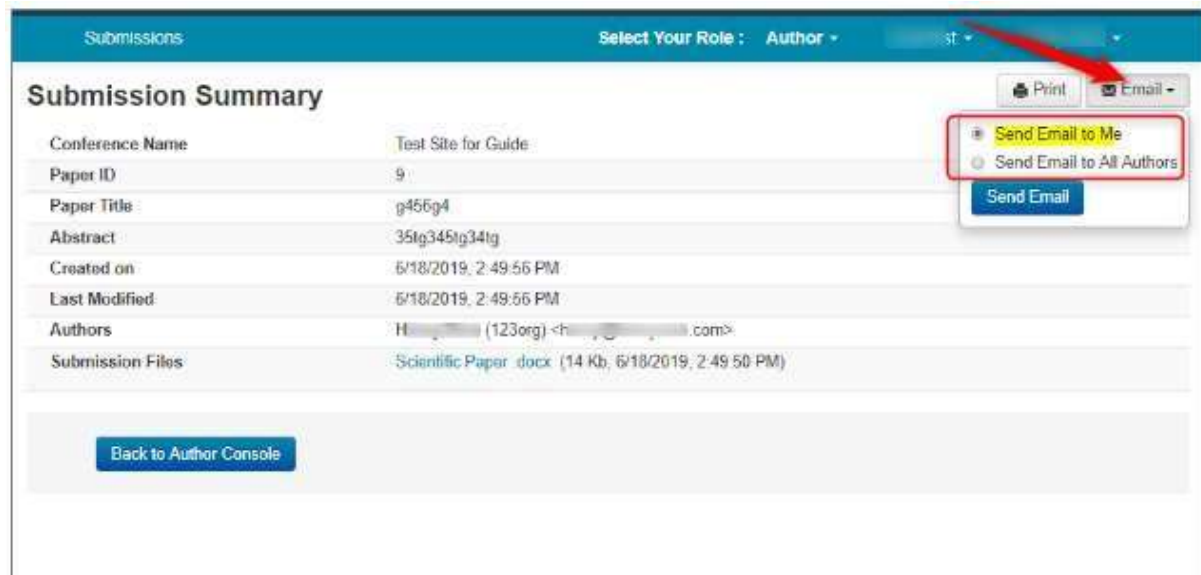
EDIT CONFLICTS OF INTEREST PAGE

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.



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.



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

Paper 4 summary  Inbox x



Microsoft CMT <email@msr-cmt.org>
to John ▾

12:19 PM (9 minutes ago) ☆ ↶ ⋮

Hello,

Here is submission summary.

Track Name: Test

Paper ID: 4

Paper Title: Scientific Paper Number 1

Abstract:

Lorem ipsum dolor sit amet, ei brute molestie occurreret nam. Et munere contentiones eam. An malis definitionem vel, et pro simul cetero voluptaria. Ea nec elit reprimique, dicta evertitur vix ne.

Created on: Fri, 07 Jun 2019 19:00:00 GMT

Last Modified: Fri, 07 Jun 2019 19:00:00 GMT

Authors:

John Doe - .com (Primary)

Secondary Subject Areas:

Submission Files:

Scientific Paper .docx (13 Kb, Fri, 07 18:58:00 GMT) /api/ /Files/4

Submission Questions Response:

Thanks,
CMT Team.