

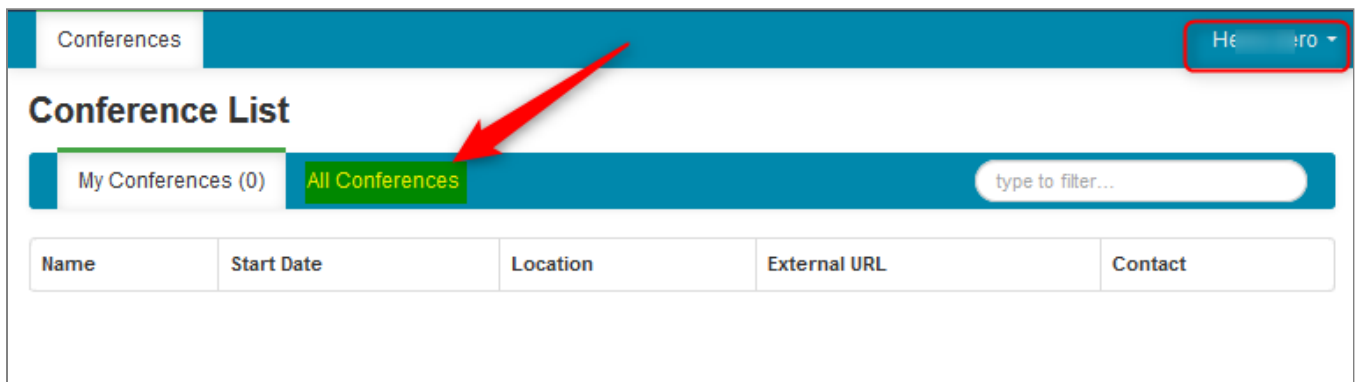
# HOW-TO: Author Submission

## USE KNOWN CONFERENCE URL

- Most users access CMT Conferences with a link provided by the Chair in the Call for Papers. Click on the link or copy it and paste it in a browser. If you do not have a link from a Chair or Call for Papers, you may search for the conference in CMT.
- If you have an account, enter your CMT credentials to access the site at log in. If you do not have an account in CMT, please refer to 'HOW-TO: Account Creation.'

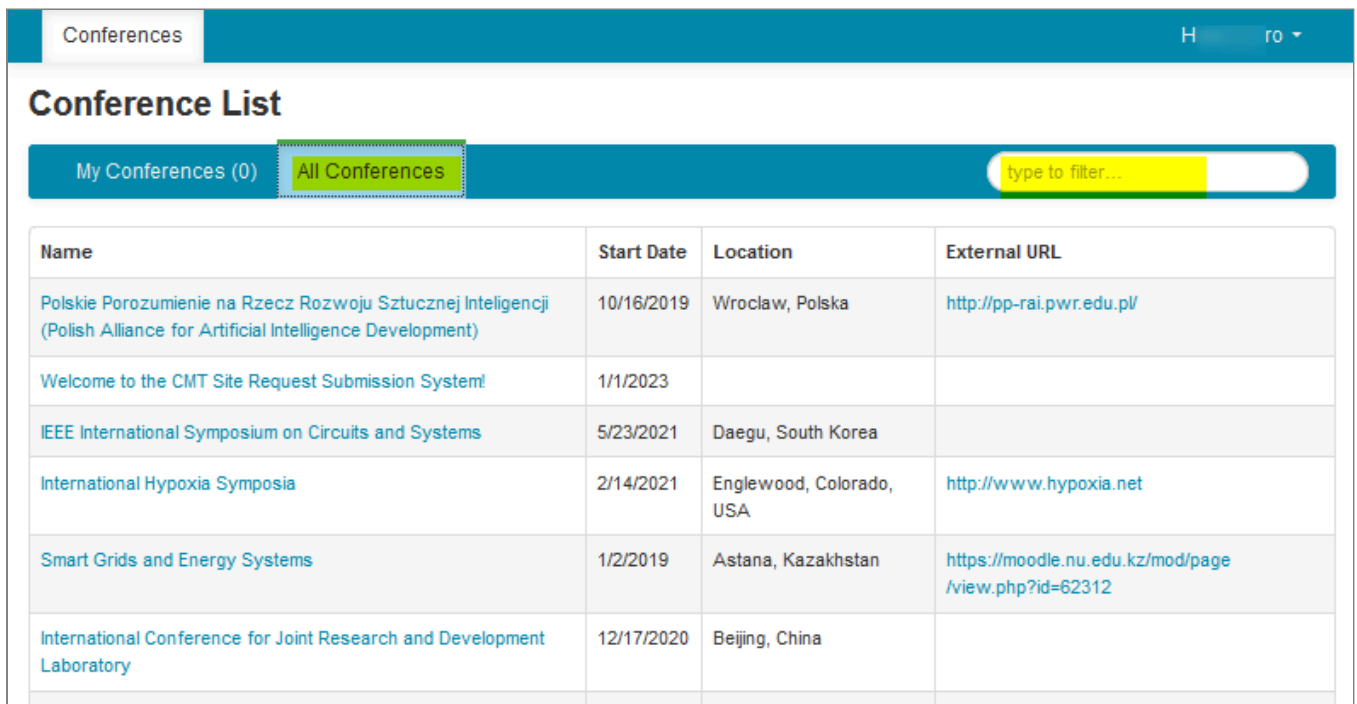
## SEARCH FOR CONFERENCE URL IN CMT

- Log into CMT and click on All Conferences to search for the Conference to which you will submit your paper.



The screenshot shows the 'Conferences' page in the CMT system. The 'All Conferences' tab is highlighted in green, and a red arrow points to it. The page includes a search filter field and a table with columns for Name, Start Date, Location, External URL, and Contact.

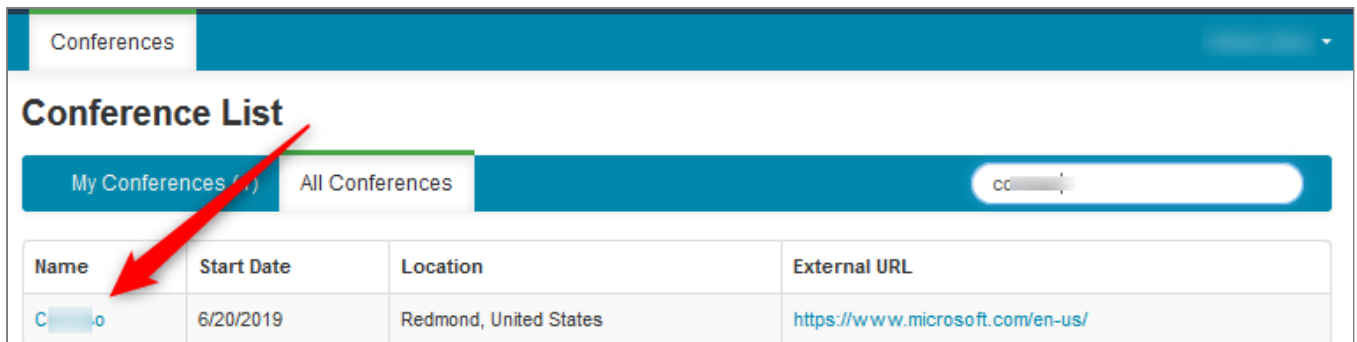
- Use the filter field in the upper right to search for the Conference you need.



The screenshot shows the 'Conferences' page with a list of conferences. The 'All Conferences' tab is selected. The table below lists several conferences with their details.

Name	Start Date	Location	External URL
<a href="#">Polskie Porozumienie na Rzecz Rozwoju Sztucznej Inteligencji (Polish Alliance for Artificial Intelligence Development)</a>	10/16/2019	Wroclaw, Polska	<a href="http://pp-rai.pwr.edu.pl/">http://pp-rai.pwr.edu.pl/</a>
<a href="#">Welcome to the CMT Site Request Submission System!</a>	1/1/2023		
<a href="#">IEEE International Symposium on Circuits and Systems</a>	5/23/2021	Daegu, South Korea	
<a href="#">International Hypoxia Symposia</a>	2/14/2021	Englewood, Colorado, USA	<a href="http://www.hypoxia.net">http://www.hypoxia.net</a>
<a href="#">Smart Grids and Energy Systems</a>	1/2/2019	Astana, Kazakhstan	<a href="https://moodle.nu.edu.kz/mod/page/view.php?id=62312">https://moodle.nu.edu.kz/mod/page/view.php?id=62312</a>
<a href="#">International Conference for Joint Research and Development Laboratory</a>	12/17/2020	Beijing, China	

- Once you find the Conference, click on the Conference Name link.



Name	Start Date	Location	External URL
C...o	6/20/2019	Redmond, United States	<a href="https://www.microsoft.com/en-us/">https://www.microsoft.com/en-us/</a>

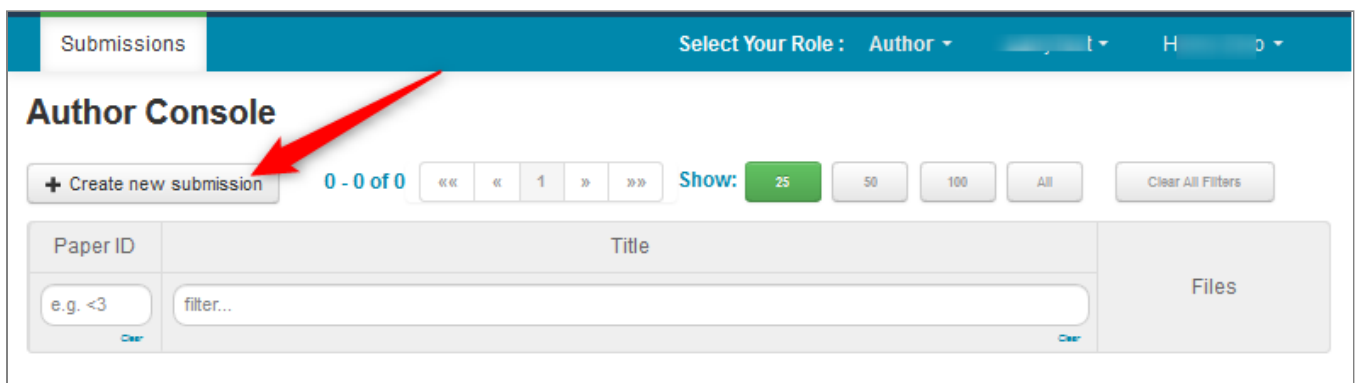
The Author Console page appears.

## SUBMIT TO A SINGLE TRACK CONFERENCE

### **i** NOTE

If there is no '+ Create new submission' button, that means the Chairs have not enabled this phase of the conference. Please contact the Chairs.

- In a single track conference, click on the "+ Create new submission" button.



Submissions Select Your Role : Author

### Author Console

+ Create new submission 0 - 0 of 0 Show: 25 50 100 All Clear All Filters

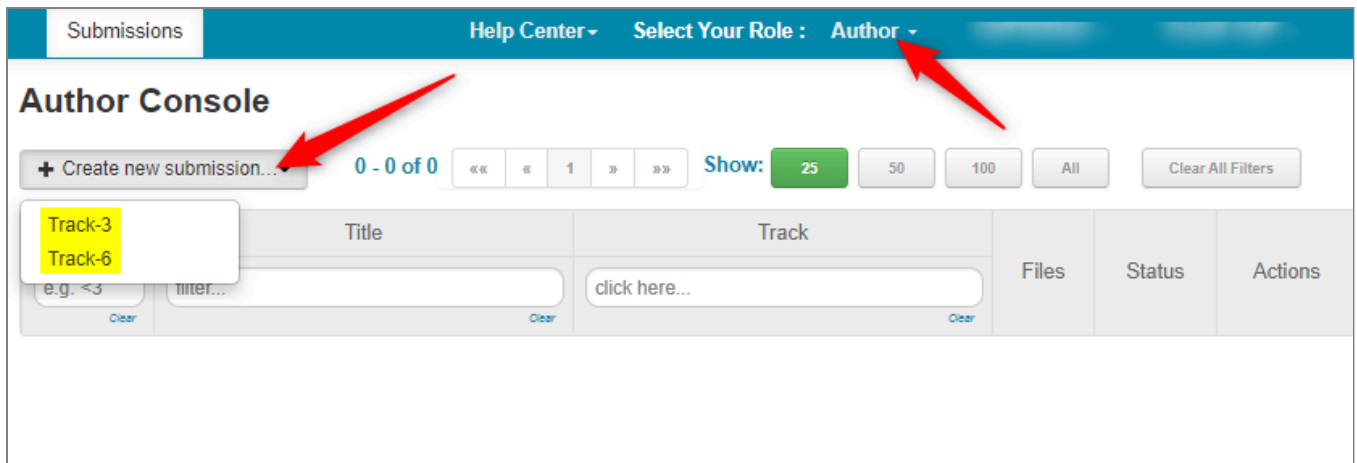
Paper ID	Title	Files
e.g. <3	filter...	

## SUBMIT TO A MULTI-TRACK CONFERENCE

### **i** NOTE

If there is no '+ Create new submission' button or the specific track to which you want to submit is not in the dropdown list, that means the Chairs have not enabled this phase on your specific track of the conference. Please contact the Chairs.

- A multi-track conference works the same way, only the track desired will need to be selected before the 'Create New Submission' page appears.



The 'Create New Submission' page appears. Depending upon how it is set up by the Chair, this page will take on different looks.

## CREATE NEW SUBMISSION

When all sections are enabled, the Create New Submission page will look like the image below. Note the image is for demonstration purposes; the actual page will vary. Required fields are marked with an <\*> asterisk.

The sections are:

- Welcome message
- Title and Abstract
- Authors
- Domain Conflicts
- Subject Areas
- Files
- Additional Questions
- Submit and Cancel buttons

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

## WELCOME AND INTRUCTIONS

- Chairs may have a message and/or instruction for all authors. This will appear at the top of the Create New Submission page.

Submissions Select Your Role : Author ▾

## Create New Submission

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

**TITLE AND ABSTRACT**

\* 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 are allowed to submit the Title and Abstract without uploading file(s) when creating a submission. You can edit the submission subsequently to upload file(s) before paper deadline.

**Create New Submission**

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

**TITLE AND ABSTRACT**

\* Title

\* Abstract

2000 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			CMT-Test	x ↑ ↓

Email  + Add 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			CMT-Test	x ↑ ↓

adamant@contoso.com + Add  
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.

**AUTHORS**  
You may optionally add your collaborators.

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

adamant@contoso.com + Add User was not found. To add new user, please enter information below and click Add button.

Enter email to add new author.

First Name  Last Name  Organization

Country/Region  + Add Cancel

**⚠ IMPORTANT**  
Adding an unregistered email (an email that is not a valid account in CMT) as a co-author **will not** add the user to the conference; it only acts as a placeholder in the submission for the co-author.  
**The co-author is required to register their email in CMT.**

- 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.

**AUTHORS**  
You may optionally add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country
<input checked="" type="radio"/>	.....t.com	L.....	.....	CMT-Test	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

adamant@contoso.com  User was not found. To add new user, please enter information below and click Add button.

Enter email to add new author.

First Name  Last Name  Organization   
Country/Region

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.

**AUTHORS**  
You may optionally add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country
<input checked="" type="radio"/>	.....ft.com	.....	.....	CMT-Test	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="radio"/>	adamant@contoso.com	Adam	Ant	Contoso	United States <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Email

Enter email to add new author.

## DOMAIN CONFLICTS

- Domain Conflicts is a required field. You will need to fill out all known Domain Conflicts. As noted in the instructions, do not enter public webmail providers as institution domains.

**DOMAIN CONFLICTS**

Please enter the domain of each institution (semicolon separated) that authors have a conflict of interest with (example: mit.edu; ox.ac.uk; microsoft.com). More specifically, please list domains of all institutions authors worked for, or have had very close collaboration with, within the last 3 years.

**Note:** It is important that you enter authors current institution's domain here since CMT does not automatically add it to conflicting domains. **Please DO NOT enter the domain of email providers such as gmail.com, yahoo.com, hotmail.com and 163.com as institution domains.**

\*Domain Conflicts

## SUBJECT AREAS

- If Chairs have included the Subject Areas section on submission form, Authors can select a Primary Subject Area and optional Secondary Subject Areas. Note the image Subject Areas are for demonstration purposes. Actual Subject Areas will vary.

**SUBJECT AREAS**

You may select up to 4 secondary subject areas.

Primary	Secondary	
<input type="checkbox"/>	<input type="checkbox"/>	AUTOMOBILES
<input type="checkbox"/>	<input type="checkbox"/>	Chassis
<input type="checkbox"/>	<input type="checkbox"/>	Engines
<input type="checkbox"/>	<input type="checkbox"/>	Transmissions
<input type="checkbox"/>	<input type="checkbox"/>	MARINE VESSELS

Primary	Secondary	
<input type="checkbox"/>	<input type="checkbox"/>	Above 40-feet
<input type="checkbox"/>	<input type="checkbox"/>	Hull
<input type="checkbox"/>	<input type="checkbox"/>	Under 40-feet
<input type="checkbox"/>	<input type="checkbox"/>	None Of Above

## 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.

**FILES**

You can upload from 1 to 3 files. Maximum file size is 10 Mb. We accept doc, docx, pdf formats.

Drop files here

-or-

## iThenticate AUTHOR AGREEMENT REQUIRED

**i NOTE**

Authors will see the iThenticate Agreement Section in the Submission Form only when iThenticate is enabled for the conference.

- If iThenticate is enabled, Authors will then need to agree to the use of iThenticate. The Author will check the required checkbox in the iThenticate Agreement Section on the Submission Form.

Drop files here

-or-

**ITHENTICATE \***

I authorize conference program chairs to use iThenticate to ensure the originality of written work before publication. I understand that this requires CMT to send an electronic copy of my submission to iThenticate. In addition, I hereby represent and warrant that I have all rights necessary to agree to such terms.

agree

ADDITIONAL QUESTIONS

## ADDITIONAL QUESTIONS

- Chairs may require qualifying questions to be answered. These may be required fields (marked by an asterisk <\*>). They could consist of questions of agreement, multiple choice, or limited-character text

field types. Note the image is for demonstration purposes. Actual questions will vary.

**ADDITIONAL QUESTIONS**

**1. Q1 \***

Is this research xxxx?

Yes

No

Unsure

**2. Q2 \***

Is this confidential research?

**3. Q3 \***

Where was the study done?

8000 characters left

## 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.

Submissions Select Your Role : Author

### Edit Conflicts of Interest

Paper ID: 20  
Paper Title: T-minus Two

1 - 7 of 7 « « 1 » » Show: 25 50 100 All Clear All Filters

First Name	Last Name	Organization	Selected Conflicts	Conflicts	Edit
filter...	filter...	filter...	click here...		
		CMT-Test	Yes	• a co-author	Edit
		cmt.cmt	No		Edit
		BRSystems	No		Edit
		123org	No		Edit
		123org			
		university of computer science			
		cmt			

a co-author  
 is/was a colleague (in last 2 years)  
 is/was a collaborator (in last 2 years)  
 or I, is / was a Primary Thesis Advisor at anytime  
 is a Relative or a friend

1 - 7 of 7 « « 1 » »

Done

## CONFIRMATION EMAIL

### NOTE

**CMT generates a confirmation email to all authors and co-authors**, even co-authors without a CMT account. However, any **authors that do not register** their email with CMT **will not get any emails** from the conference Chairs or PC members.

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

Submissions Select Your Role : Author

### Submission Summary

Conference Name: Test Site for Guide  
Paper ID: 9  
Paper Title: g456g4  
Abstract: 35tg345tg34tg  
Created on: 6/18/2019, 2:49:56 PM  
Last Modified: 6/18/2019, 2:49:56 PM  
Authors: H (123org) <h@123org.com>  
Submission Files: Scientific Paper .docx (14 Kb, 6/18/2019, 2:49:50 PM)

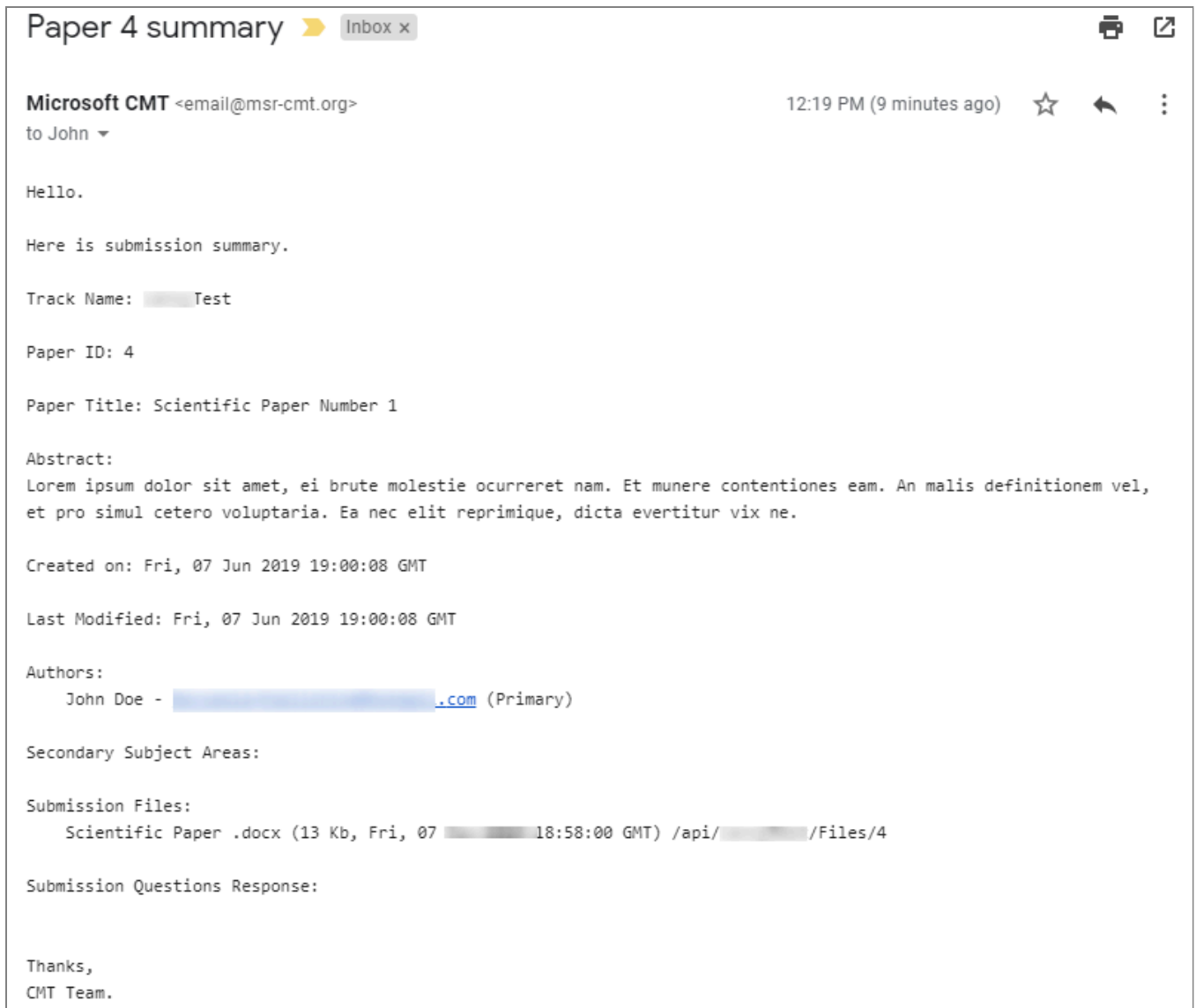
Print Email

Send Email to Me  
 Send Email to All Authors

Send Email

Back to Author Console

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



## SUBMISSION ERROR

If you encounter an error that says 'Trying to access resource not allowed' it is likely you are accessing the 'Create New Submission' page via an external website link or from an email.

You must use this link ONLY: <https://cmt3.research.microsoft.com> (<https://cmt3.research.microsoft.com>)

Once in your 'Conference List' page, you must search for the conference (<https://cmt3.research.microsoft.com/docs/help/author/author-submission-form.html#search-for-conference-url-in-cmt>) as noted above.

## EDIT A SUBMISSION

### **i** NOTE

A confirmation email will be sent by CMT when authors modify their paper.

- When the 'Edit Submission' phase is enabled, authors will be able to edit their submission by clicking the link.

Submissions Help Center Select Your Role : Author

## Author Console

1 - 1 of 1 «« « 1 » » Show: 25 50 100 All Clear All Filters

Paper ID	Title	Files	Actions
e.g. <3 <small>Clear</small>	filter... <small>Clear</small>		
1	<b>Mercury</b> <a href="#">Show abstract</a>	Submission files: <a href="#">Artifact ABCD.pdf</a>	Submission: <a href="#">Edit Submission</a> <a href="#">Edit Conflicts</a> <a href="#">Delete Submission</a>

The 'Edit Submission' page opens and the author can modify various sections depending upon how the chair configured the settings. Some will allow adding/modifying co-authors, some will not. We suggest your contacting the chair of the conference to clarify what can and cannot be edited.

Submissions Help Center Select Your Role : Author

## Edit Submission

Paper ID: 1

**TITLE AND ABSTRACT**

\* Title

\* Abstract

1877 characters left

**AUTHORS**  
You may add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country/Region
<input checked="" type="radio"/>				cmt.cmt	Germany <span>✕</span> <span>↑</span> <span>↓</span>

Enter email to add new author.

**FILES**

You can upload from 1 to 3 files. Maximum file size is 10 Mb. We accept doc, docx, pdf formats.

[Artifact ABCD.pdf](#) (49 Kb, 3/10/2022, 4:42:41 PM) ✕

Drop files here  
-or-

## DELETE A SUBMISSION

### **i** NOTE

No confirmation email will be sent by CMT when authors delete or withdraw a paper.

- When the 'Edit Submission' **phase** is enabled, authors will be able to delete their submission by clicking the 'Delete Submission' link.

The screenshot shows the 'Author Console' interface. At the top, there is a navigation bar with 'Submissions', 'Help Center', and 'Select Your Role : Author'. Below this, the 'Author Console' title is displayed. A pagination bar shows '1 - 1 of 1' and 'Show: 25' (selected), with options for 50, 100, and All. A 'Clear All Filters' button is also present. The main content area is a table with columns: Paper ID, Title, Files, and Actions. The first row shows Paper ID '1', Title 'Mercury' (with a 'Show abstract' link), and Files 'Submission files: Artifact ABCD.pdf'. The Actions column contains three links: 'Edit Submission', 'Edit Conflicts', and 'Delete Submission'. The 'Delete Submission' link is highlighted in yellow and pointed to by a red arrow.

## WITHDRAW A SUBMISSION

### **i** NOTE

No confirmation email will be sent by CMT when authors delete or withdraw a paper.

- If the chair enables the setting 'Allowing author to withdraw submission paper after the deadline' then the author can then click the 'Withdraw Submission' link (once it appears after the deadline). We suggest your contacting the chair of the conference to clarify if and when the paper can be withdrawn.

The screenshot shows the 'Author Console' interface, similar to the previous one. The 'Delete Submission' link is replaced by a 'Withdraw Submission' link, which is highlighted in yellow and pointed to by a red arrow. The rest of the interface, including the navigation bar, pagination, and table structure, remains the same.

### **i** NOTE

If there is no 'Withdraw Submission' link and the Authors want to withdraw their paper, they must contact the Chairs (<https://cmt3.research.microsoft.com/docs/help/faq/mfaq-all.html#how-do-i-email-chairs>) directly.

## Restore a Withdrawn Paper

**The Author must contact the Chairs directly** if they want the withdrawn paper restored. Only Chairs can restore a withdrawn submission.