

How to submit an abstract on IPRC2016 System ([Conference Management Toolkit 2016](#))

1. Click on banner picture of the official IPRC Site to open log in page of the CMT (see Figure 01)



Figure 01

2. Click on 'New User Sign up here' (see Figure 02)

A login form with a light blue background and a dark blue border. At the top, it says 'IPRC - 2016 Login'. Below that are two input fields: 'Email:' and 'Password:'. To the right of the password field is a 'Login' button and a 'Login Help' link. At the bottom, there are two links: 'Forgot your password? Reset here' and 'New Users? Sign up here'.

Figure 02

3. Click on the 'Next' button on the 'CMT Sin Up' interface. (before that, You need to enable cookies of your browser, For that, please refer Enabling cookies section below)

4. You have to accept 'End User License Agreement' by checking 'Yes, I Agree to the Author's Statement' and click on Next
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5. Type the code in the picture and click on Next (see Figure 03)

A form with a light yellow background. At the top, it says 'Please enter the code displayed in the Image'. Below that is a rectangular image containing a distorted code '3Z37N'. Underneath the image is an empty text input field. At the bottom, there is a note: '(If you cannot read the code, please reload this page to get a new code.)' with 'reload' as a blue link.

Figure 03

6. Fill the information in the interface. You should fill information which are marked as required. (see Figure 04)

Contact Information

Please complete this form and click 'Next' to create the account.

First/Given Name:

Middle Initial:

Last/Family Name:

Organization:

Phone Number:

Email:

Password:

Confirm password:

Alternate Email:

Note: we suggest you use a [strong password](#).

Figure 04

7. You can see successful message (see figure 05)

Finish

Success - you can now login and use CMT.

Click 'Finish' to complete this Wizard.

Figure 05

8. Now you can login and upload papers to the CMT System Using (see figure 06)

IPRC - 2016
International Postgraduate Research Conference – 2016
 Dec 8 , 2016 - Dec 9 , 2016, University of Kelaniya, Colombo, Sri Lanka

Select Your Role: [Go to Console](#)

Manage Submissions	View Conference Status	Manage Notes
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Author Console

 [Create a new Paper Submission](#)

No Submissions

Classic Console: You are currently using the [new console](#). If you want to switch to the classic console please click [here](#).

Figure 06

9. To submit a paper please click on the link [Create a new Paper Submission](#)

10. Please fill your Title, Abstract, select primary and secondary subject areas using appropriate places in the 'New submission interface'. If you wish to add more authors other than you click on 'Add Author...' button. Upload e-version (.docx, .doc, .pdf) of your abstract using 'Choose file' and 'Upload' buttons. Finally click on the 'Submit' button to complete the paper submission. (see figure 07)

Title and Abstract

Title : (256 characters maximum)

Abstract : (2000 characters maximum)

Authors

Authors : X

Primary Contact : •

Add Author :

Subject Areas

Select one primary subject area.

Primary: Commerce and Management Science
 Computing and Technology Social Sciences
 Humanities None of the above
 Medicine

Select any number of secondary subject areas (including none). Note that secondary subject area cannot be same as primary subject areas.

Secondary: Commerce and Management Medicine
 Computing and Technology Science
 Humanities Social Sciences

File Upload

Please note: Unless you press "Submit" at the bottom of the page the uploaded file will **not** be saved in the system.

File: No file chosen

Max file size: 3 MB Allowed file types: doc, docx, pdf

Figure 07

Enabling Cookies

- If you use Google chrome, go to setting, click on 'show advance settings', click on 'content setting' of Privacy, check on 'Allow local data to be set (recommended)', finally click on Finish.
- If you use Firefox browser, click on menu privacy, use customs setting for history of 'History' area. Set your privacy setting as the figure 08 underneath

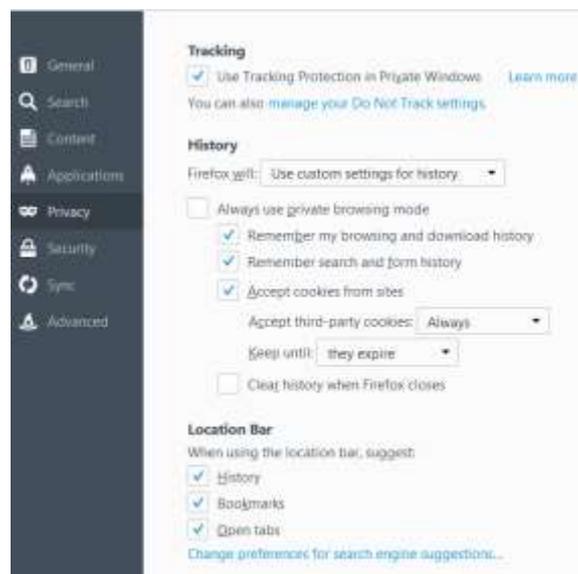


Figure 08