<u>User guide for Conference Management Toolkit (CMT) 2024</u>

<u>Step 1</u>

Click on the '**Abstract Submission**' button to open the Abstract Submission Guidelines page of the AyurEx 2024 website (see Figure 1A) **[1A]**.
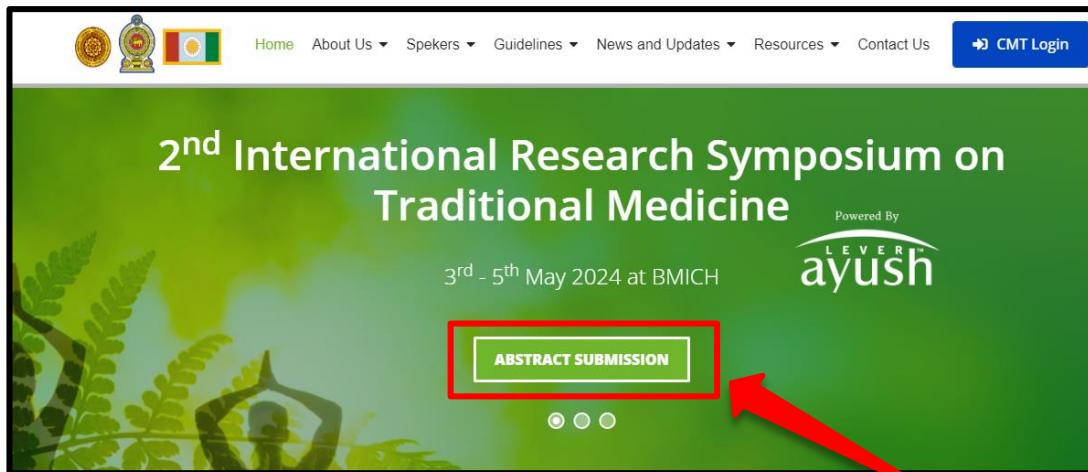

Figure 1A

Or you can log in to the abstract submission system by clicking the following link **(1B) (2B)**.
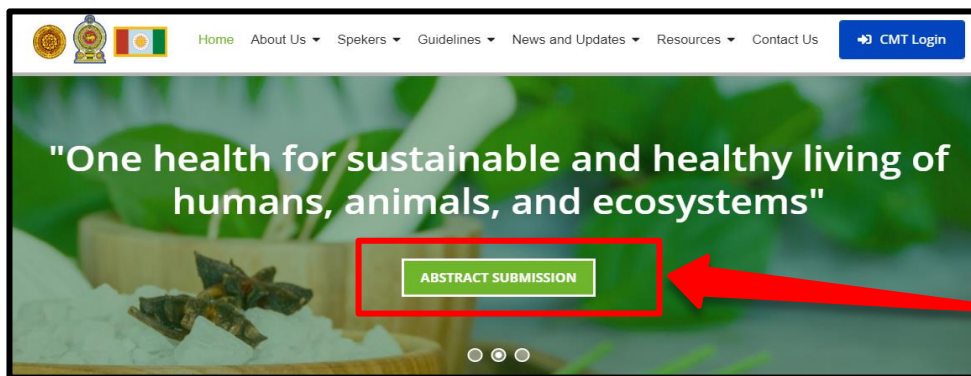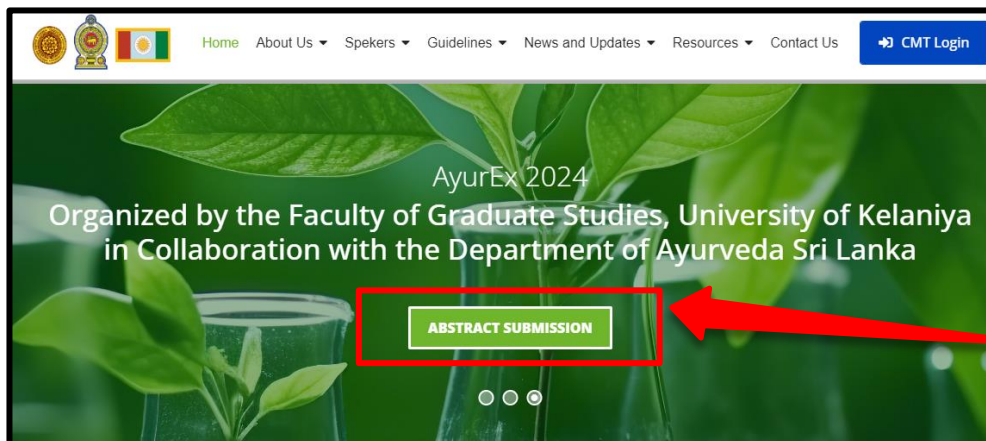

Figure 1B

Figure 2B

Step 2

Then you will be directed to the page that displays **'Abstract Submission Guidelines' (Figure 2)**. Authors should follow the Abstract submission guidelines **(2)** (pdf on right side) and use the provided downloadable MS Word template to prepare the abstract in both Sinhala and English **(3)**.

Figure 2

CMT Registration and Login Process

Step 3

Click on **'Microsoft's Conference Management Toolkit (CMT)'** login button to open the login page of the CMT **[4]**. (See Figure 3)

Figure 3

Abstract submissions and reviews are made through the CMT website. In order to submit your abstract for the conference, it is mandatory to register in CMT using the website link: https://cmt3.research.microsoft.com/User/Login?ReturnUrl=%2FAyurEx2024%2FSubmission%2FManage (Figure 4).
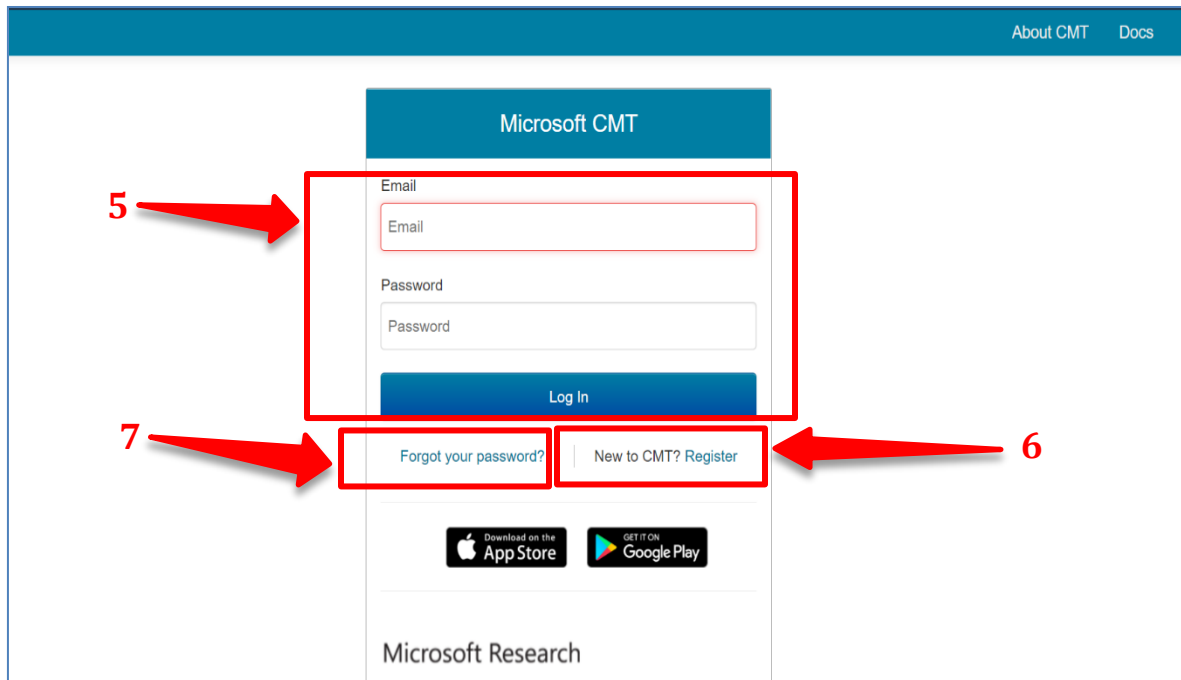
Figure 4
Image Courtesy: Microsoft CMT

If you already have an account, please log into CMT using your login credentials **(5)**. If not, please create a new one by clicking on the **'Register'** link **(6)**.

1) If you already have a CMT account, you can log in with your username and password **(5)**.
2) If you do not have a Microsoft CMT account, click on the link **'New to CMT? Register' (6)**.
3) If you have forgotten your password, click on **'Forgot your password?' (7)** and enter your email address in the specified field, and the system will send you a new password.

Create New CMT Account

Figure 5
Image Courtesy: Microsoft CMT

Fill out **'Create New Account'** Page. Fields with an asterisk **(*)** are required. (Note: the Google Scholar ID, Semantic Scholar ID, and DBPL IDs are not required, chairs may have one or more accounts.)

Figure 6
Image Courtesy: Microsoft CMT

Enter the captcha characters, check the **'Agree to Terms of Use'** checkbox and please fill out the form and click on **'Register' [8]**. Please type the email address correctly as all the announcements regarding your abstract status will be sent to the email submitted by you.

WELCOME TO CMT PAGE

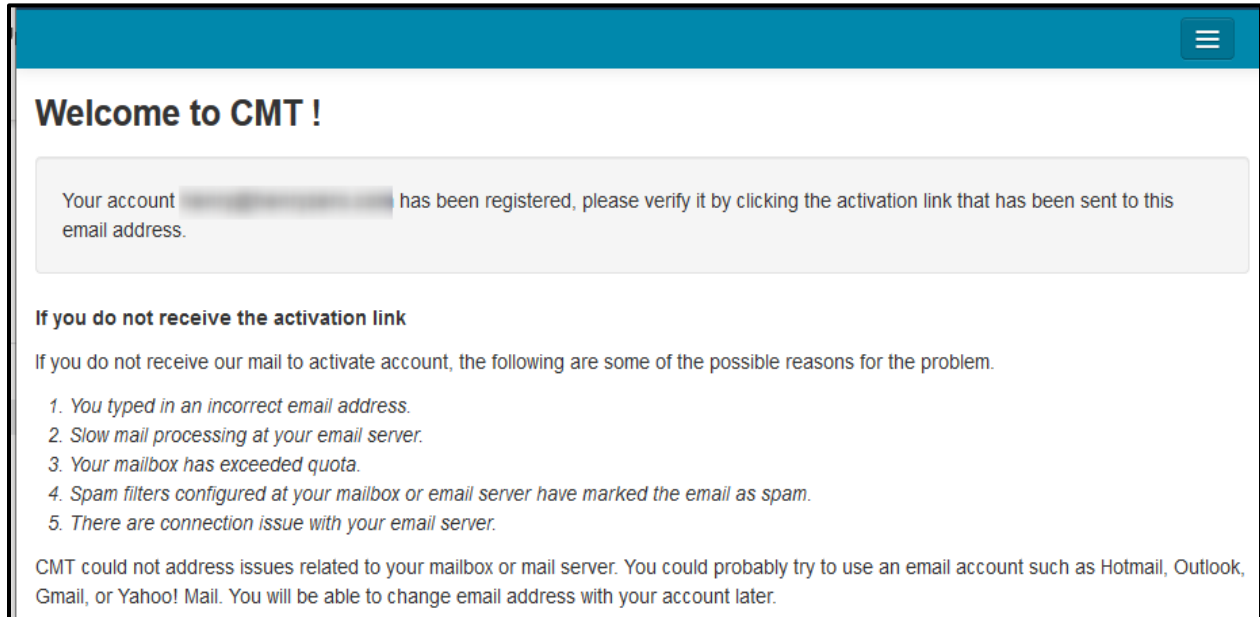The **'Welcome to CMT'** page appears notifying you that an email was sent to you with a verification (activation) link.

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.

Figure 7
Image Courtesy: Microsoft CMT

VERIFICATION EMAIL

IMPORTANT
1. If no verification email is received, please check the spam/junk folder. There are some universities/workplaces which have strict firewalls and CMT emails do not get through. We suggest contacting the IT dept and asking them to whitelist '@msr-cmt.org'.
2. **Most importantly - make sure your browser is up-to-date.** Typing **'edge://settings/help'** into Microsoft Edge will let you know if your browser is current, and it will automatically update if it is not.
3. For web-based emails like **GMAIL**, please clear the cache.
4. Make sure the email used for your account was ***not misspelled*** in any way.
5. If there is still no verification email with the link, contact CMT Support directly.
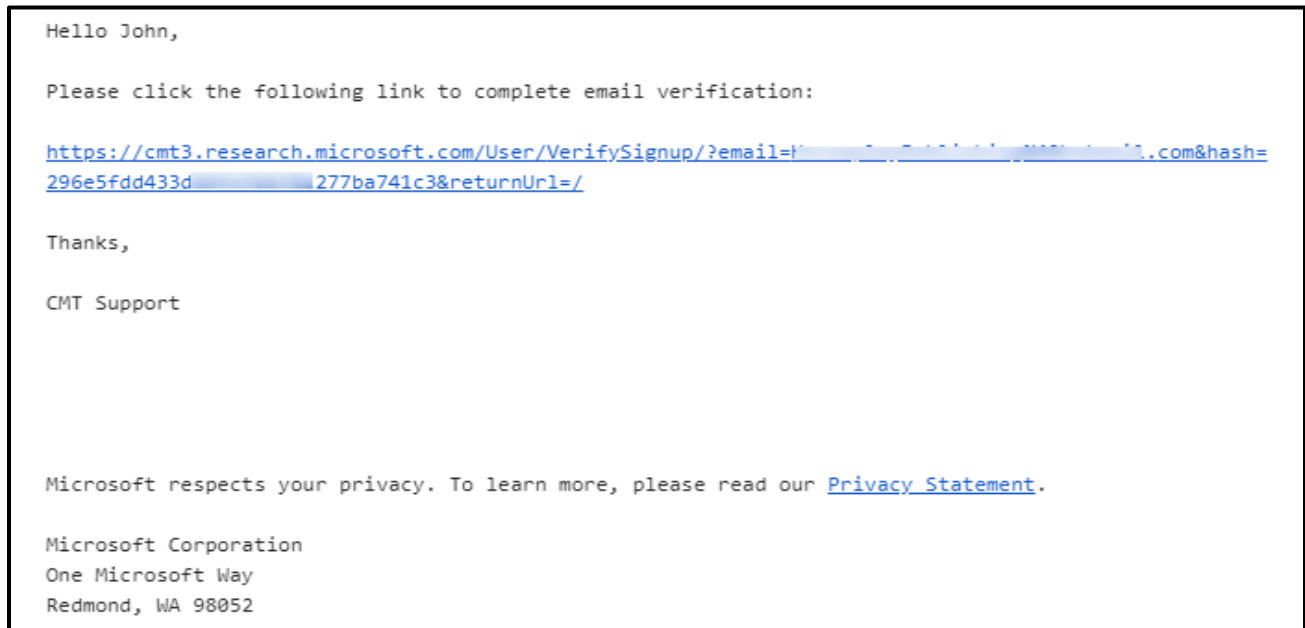
The email will look like this:


```
Hello John,

Please click the following link to complete email verification:

https://cmt3.research.microsoft.com/User/VerifySignup/?email=H_____.com&hash=
296e5fdd433d_____277ba741c3&returnUrl=/

Thanks,

CMT Support




Microsoft respects your privacy. To learn more, please read our Privacy Statement.

Microsoft Corporation
One Microsoft Way
Redmond, WA 98052
```

Figure 8
Image Courtesy: Microsoft CMT

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.

Account Verification

Hello Henry, your account ▓▓▓▓▓▓▓▓ has been verified, click here to log into CMT.
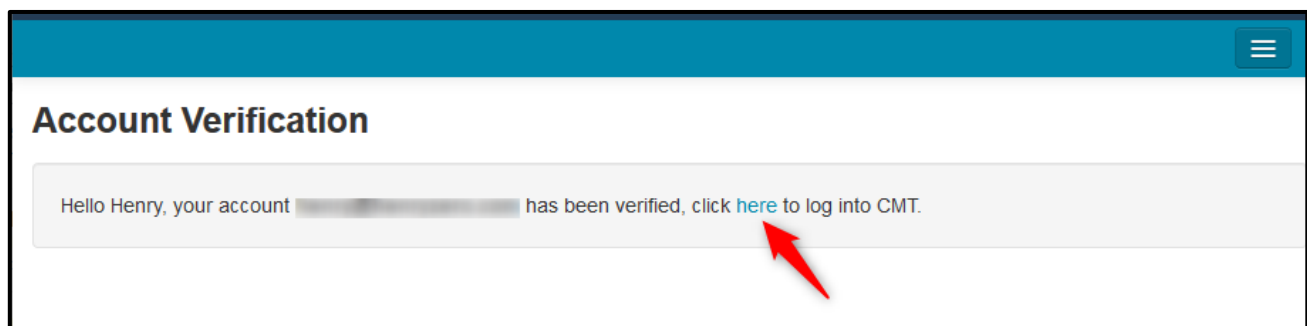
Figure 9
Image Courtesy: Microsoft CMT

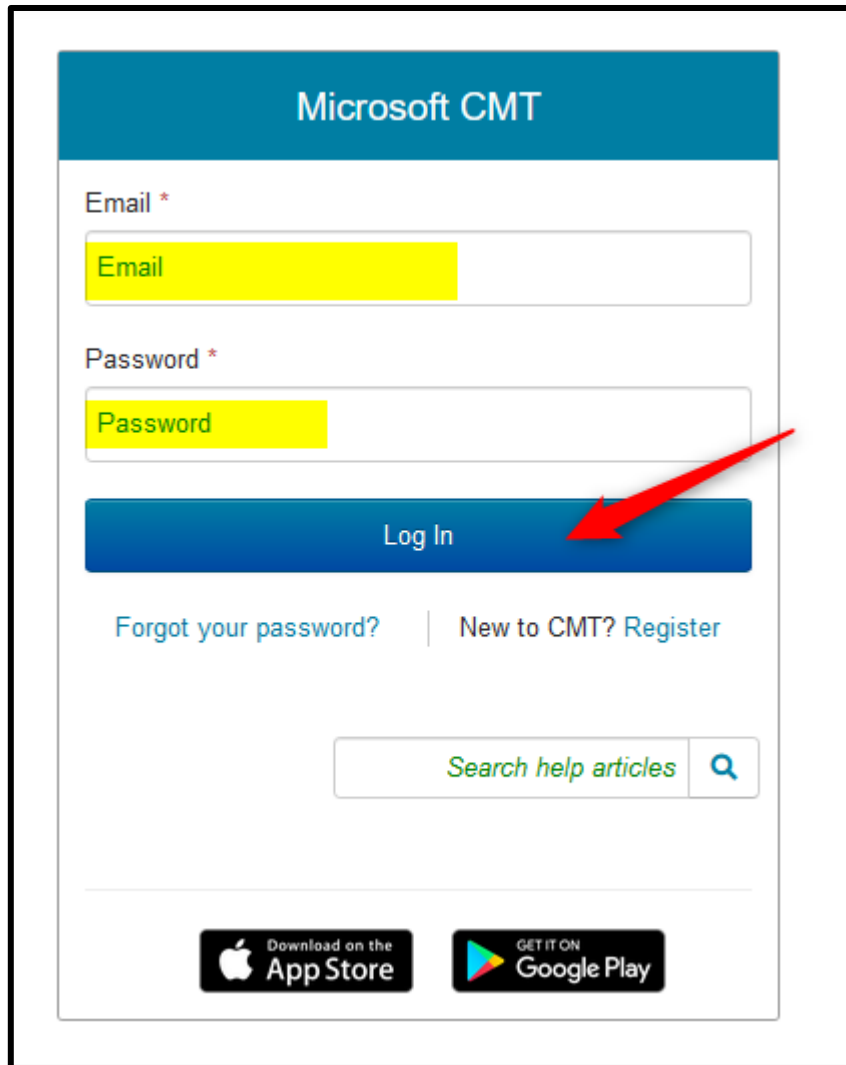After that new user can enter their email and password, then click **'Log In'**

Figure 10
Image Courtesy: Microsoft CMT

Step 3

Abstract Submission

After successful registration, click on All Conferences or My Conferences on the page as shown in Figure 12. Please type the conference title as **'International Research Symposium on Traditional Medicine - AyurEx 2024'** in the search field **(9)** or select and click on the complete title of the conference that appears in the table below **(10)**.

Figure 11
Image Courtesy: Microsoft CMT

Figure 12
Image Courtesy: Microsoft CMT

Figure 13
Image Courtesy: Microsoft CMT

Step 4

On the **'Author Console'** page, click on **'+ Create New Submission' [11]** as shown in Figure 14.
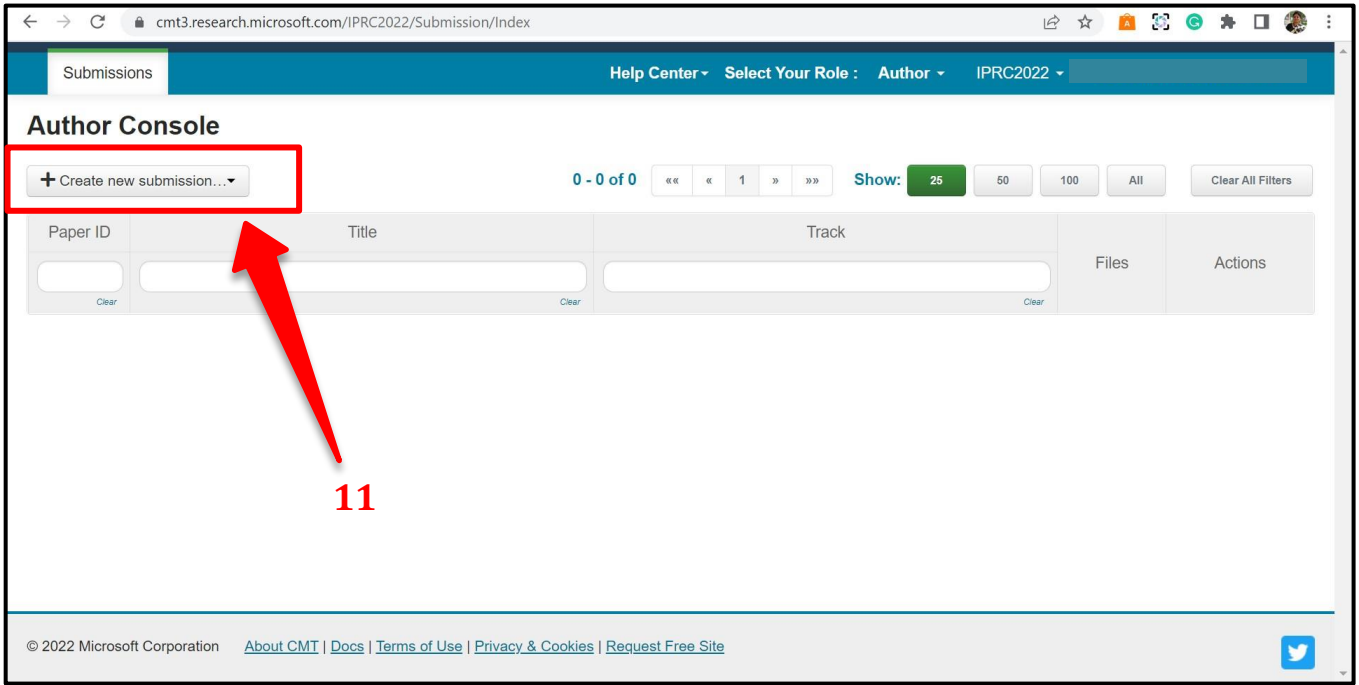

Figure 14
Image Courtesy: Microsoft CMT

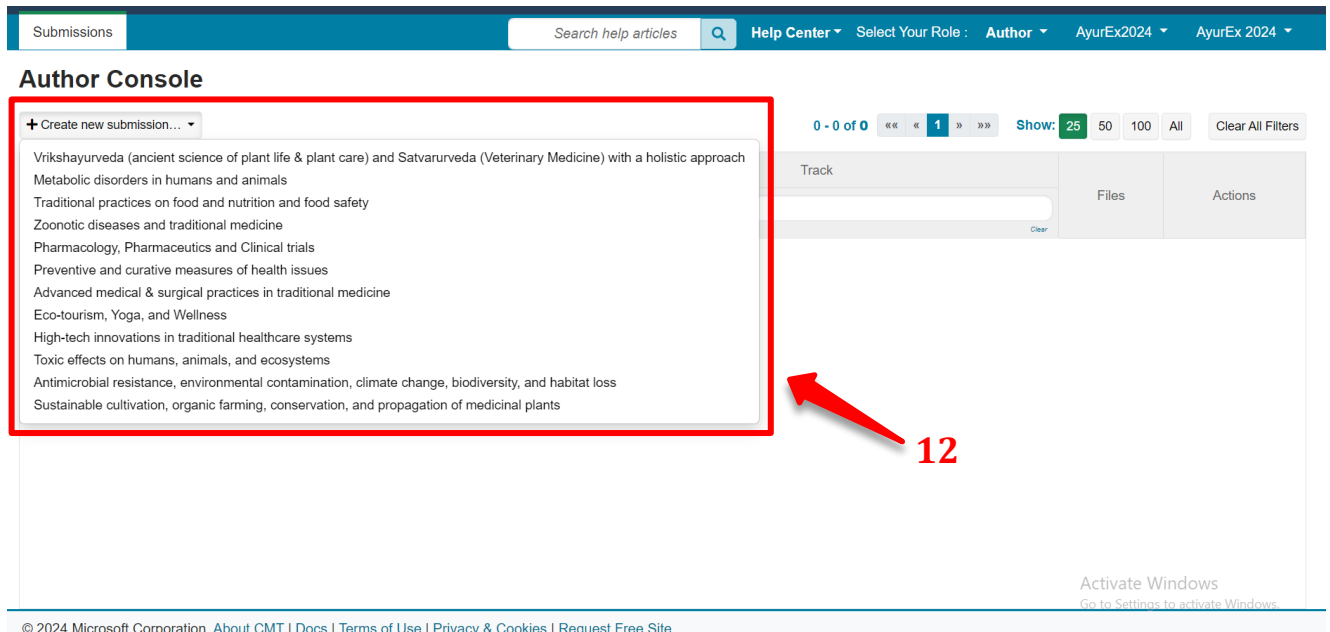Select the relevant conference track **(12)** which is shown in Figure 15.

Figure 15

Image Courtesy: Microsoft CMT

<u>**Step 5**</u>

TITLE AND ABSTRACT

- Required fields are marked with an asterisk **(*)**.
- The title of the abstract should be entered in the **'Title'** field **(13)**.
- The **'Abstract'** field is where you type your abstract. Please write your abstract using no more than 300 words in the **'Abstract'** field. **(14)**

Figure 16
Image Courtesy: Microsoft CMT

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 the abstract deadline.

AUTHORS

The Author section is prepopulated with your profile information, and you are preselected as the Primary Contact **(15)**.

Figure 17
Image Courtesy: Microsoft CMT

- If you have a co-author (s) on your abstract, fill out their email addresses (as indicated on image 18) and click on the button, **'+Add '** **(16)**.

Figure 18
Image Courtesy: Microsoft 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.

Figure 19
Image Courtesy: Microsoft CMT

FILES Upload or Drop

Figure 20

- Please Note, that you must upload an e-version (.docx, .doc, .pdf) of your abstract using **'Upload from Computer'** or **'Drop files here' (17)** which is shown in Figure 20.

- Finally, click on the **'Submit'** button **(18)** to complete your submission.

- After submitting your abstract, you will receive a notification through the system and via email.

After the submission

- Click the submit button and you can see the Submission Summary of your abstract.

- Authors may also email a confirmation manually by clicking on the **'Email'** button on

- the top right corner. You have the option to send it to yourself or all authors. Click send **'Email' (19)**. When the **'Edit Submission'** stage is enabled, authors will be able to edit their submissions by clicking on the **'Edit Submission'** button **(20)**.

- Authors can submit another abstract by clicking on the **'Back to Author Console'** button. **(21)**.
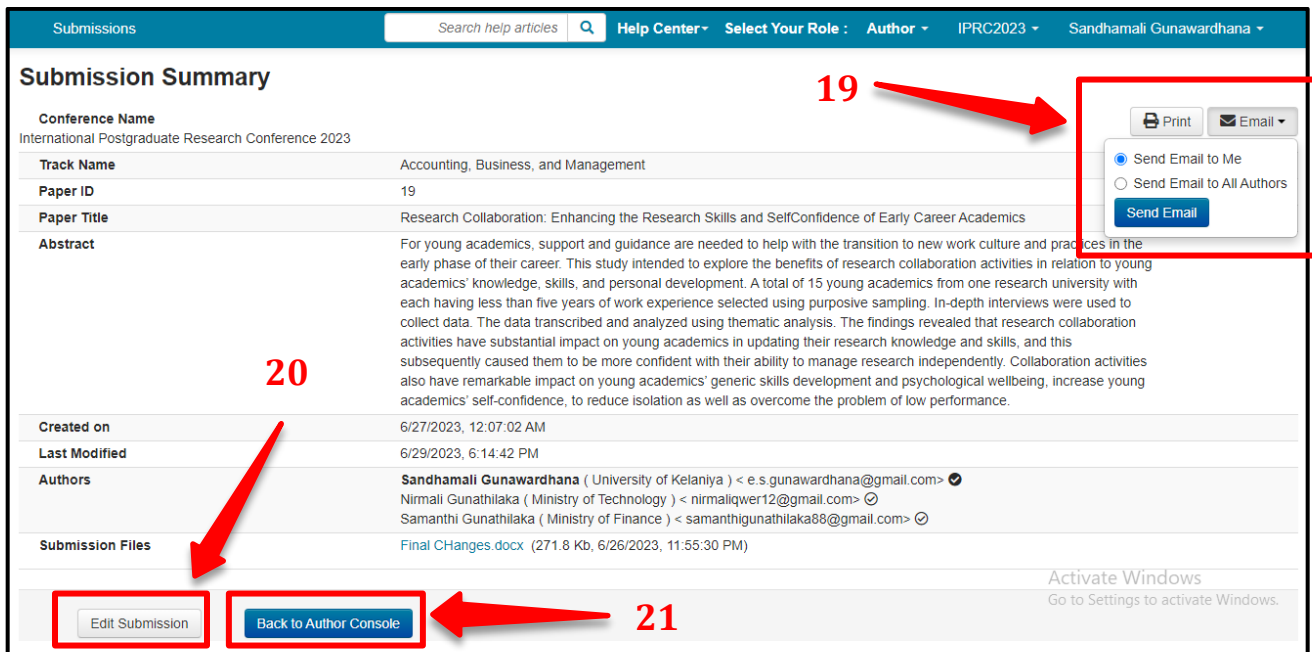

Figure 23

- You can go back to your **'Author Console'** and check your submission status. Then you will be directed to a page that displays all the details of the submitted abstract.

- Within this page you will find an option to submit another abstract using the **'create new submission'** button **(22)**.

- When the **'Edit Submission'** phase is enabled, authors will be able to edit their submissions by clicking on the link **(23)**.

- When the **'Delete Submission'** phase is enabled, authors will be able to delete their submission by clicking the link **(23)**.
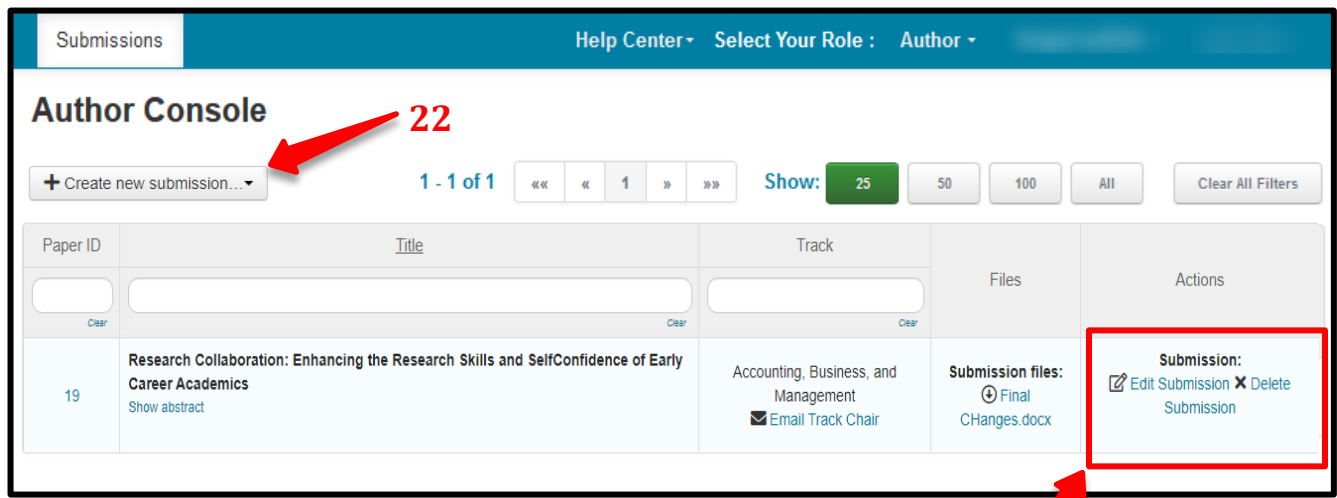

Figure 24
Image Courtesy: Microsoft CMT

- 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.

Figure 25
Image Courtesy: Microsoft CMT

You will receive the notification through the system and via email.
- Status of the abstract (Accept/Reject/Revision by the editorial board.)
- Reviewer's Feedback
- Camera-ready Copy Submission
- Presenting as an Oral or a Poster presentation
- Presentation format and guideline (Oral/Poster) – through web

You can find the more detailed instructions for abstract submission through Microsoft Conference Management Toolkit (CMT) website below.

https://cmt3.research.microsoft.com/docs/help/author/author-submission-form.html#withdraw-a-submission