

2nd International Research Symposium on Traditional Medicine

User guide for Conference Management Toolkit (CMT) 2024

Step 1

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

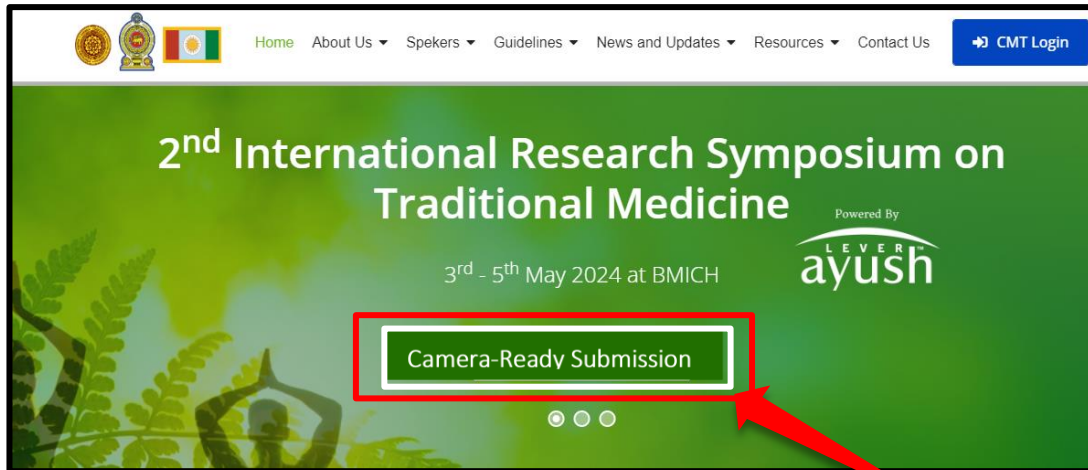


Figure 1A

1 A

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

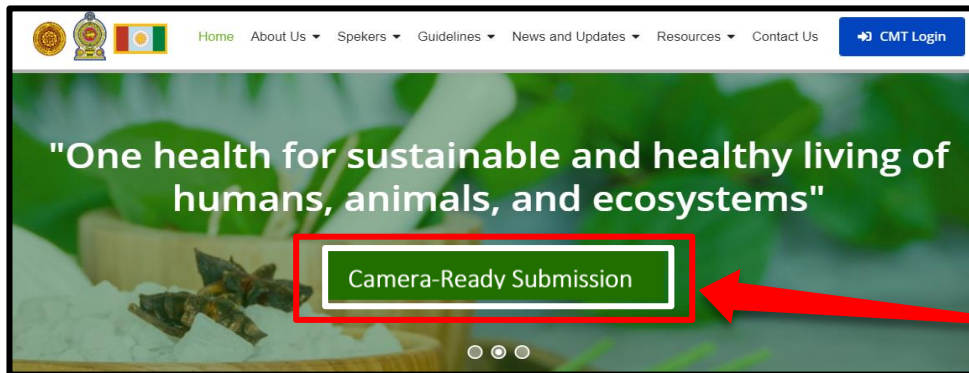
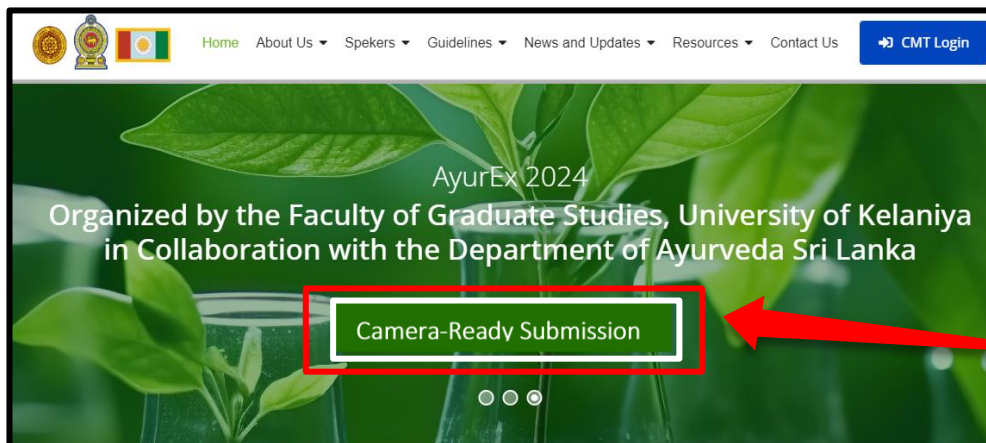


Figure 1B

1 B



2 B



Step 2

Then you will be directed to the page that displays 'Author Guidelines' (Figure 2). Authors should click and follow the 'Camera-Ready Submission Guidelines' (3) (step2 below the initial submission) and use the provided downloadable PDF to prepare the Camera-Ready Submission in English languages. (4).

Another way is to click the guidelines arrow and follow the path below:

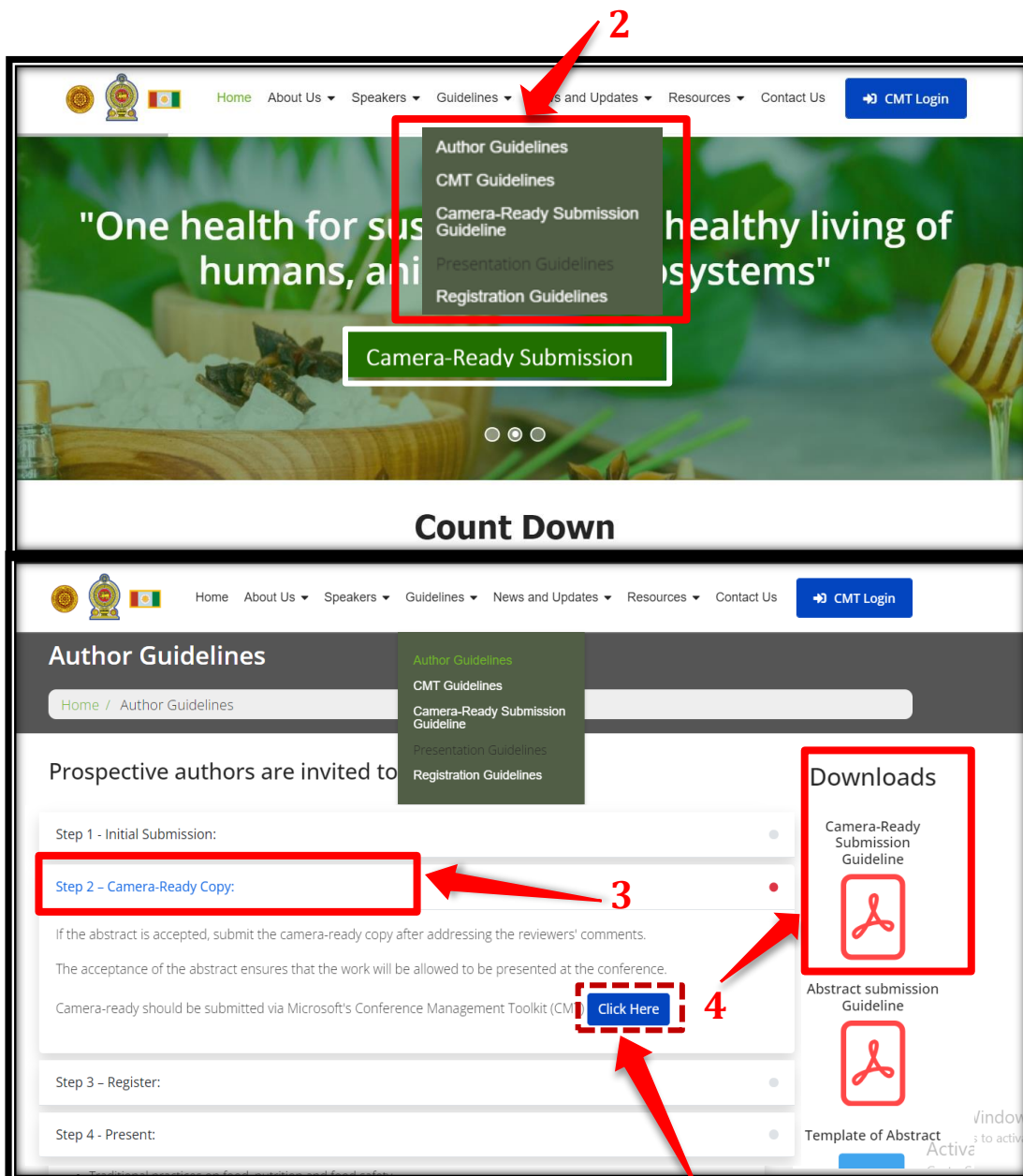


Figure 2

'Click here' link to log into CMT

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)

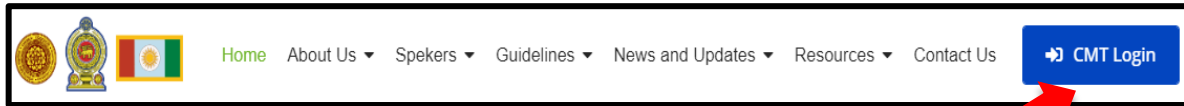


Figure 3

Please log into your CMT account using the following link:

<https://cmt3.research.microsoft.com/User/Login?ReturnUrl=%2FIPRC2023%2F> (Figure 4).

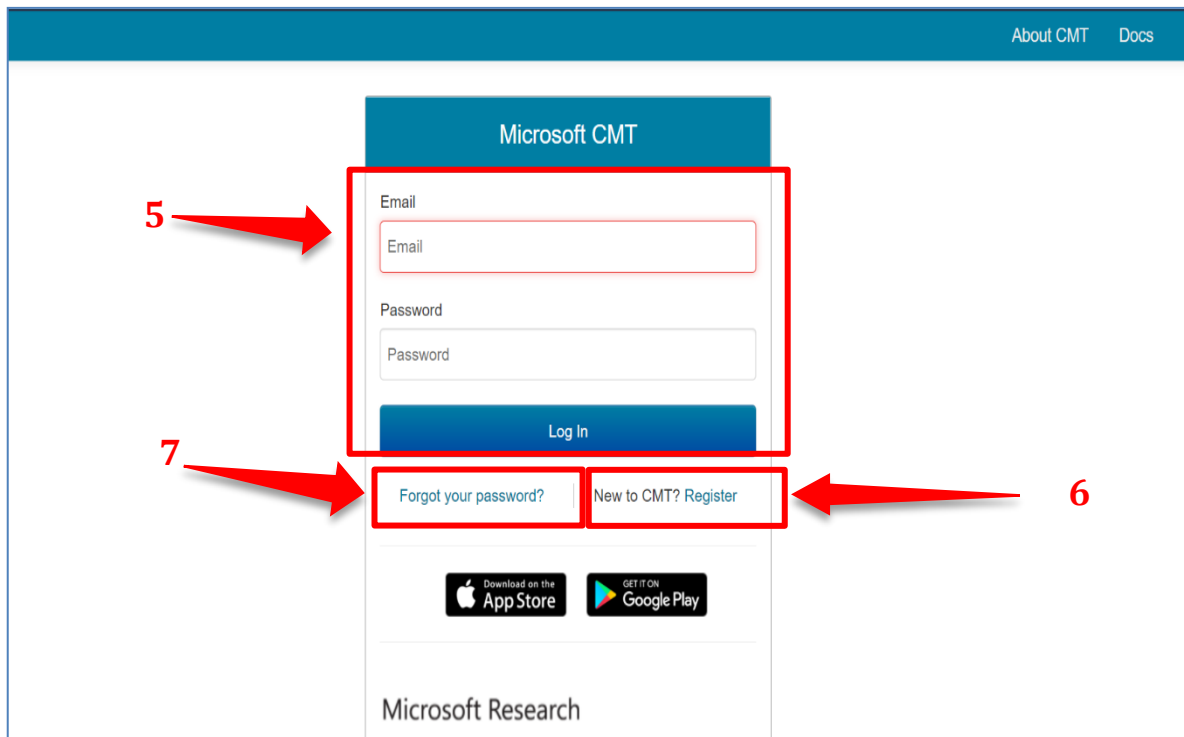


Figure 4

Image Courtesy: Microsoft CMT

Please log into CMT using your login credentials. You can log in with your username and password (5).

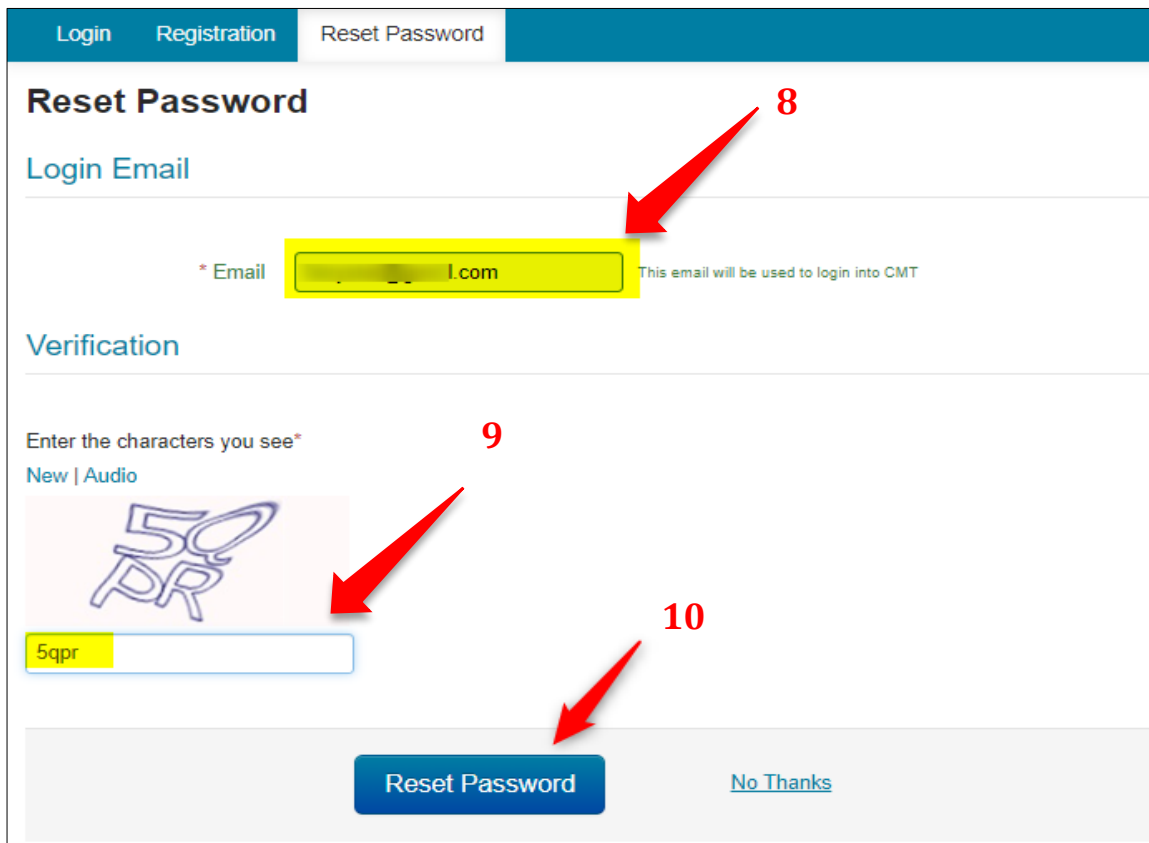
Select the 2nd International Research Symposium on Traditional Medicine - AyurEx Colombo - 2024, from the conference list which appears after logging in. Then you will be directed to the '**Author Console**' page.

Then you can see the 'Status' (Figure 15) and under the status, click 'view review' Documents of Editorial Comments, Review Comments, and Plagiarism Check Outcomes can be viewed through the CMT website.

If you have forgotten your password, click on 'Forgot your password' and you can reset your password of CMT account. (7)

RESET PASSWORD PAGE

On the Reset Password page, enter the email (8) used for the CMT account and the captcha characters. After that enter the verification code. (9) Then click 'Reset Password'. (10)



The screenshot shows the 'Reset Password' page of the Microsoft CMT website. The page has a blue header with navigation tabs for 'Login', 'Registration', and 'Reset Password'. The main heading is 'Reset Password'. Below the heading, there is a 'Login Email' section with an input field for the email address, highlighted in yellow and labeled with a red arrow and the number '8'. Below this is a 'Verification' section with a captcha image showing the characters '5QPR' and a text input field containing '5qpr', both highlighted in yellow and labeled with a red arrow and the number '9'. At the bottom, there is a blue 'Reset Password' button and a 'No Thanks' link, with a red arrow and the number '10' pointing to the button.

Figure 5
Image Courtesy: Microsoft CMT

(11) A green bar will appear at the bottom of the page saying 'Password reset link has been sent to you'. Please check your email.

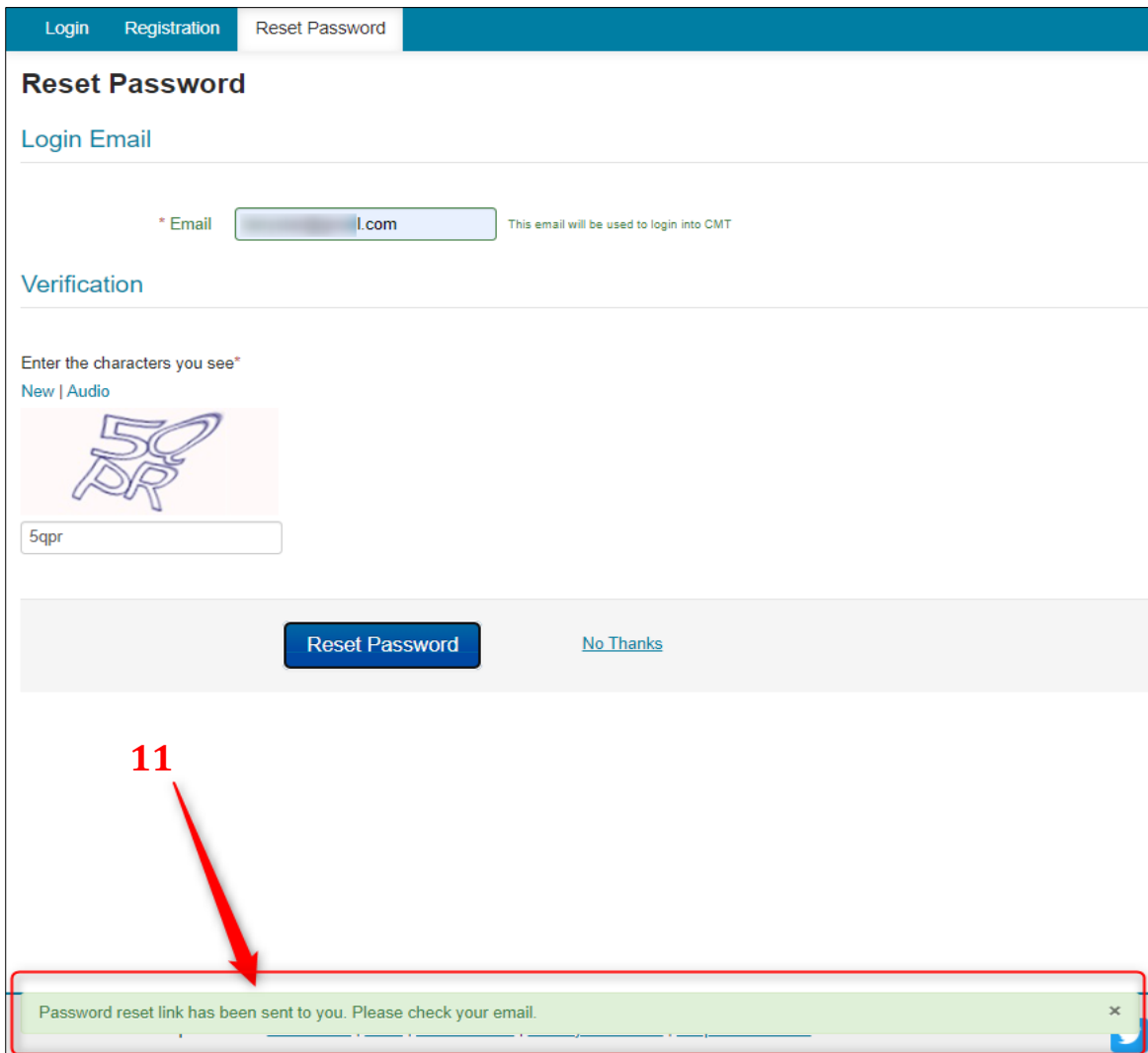


Figure 6
Image Courtesy: Microsoft CMT

EMAIL SENT

A password reset link will be sent to the email entered in the 'Login Email' field above.

Click on the link in the email.

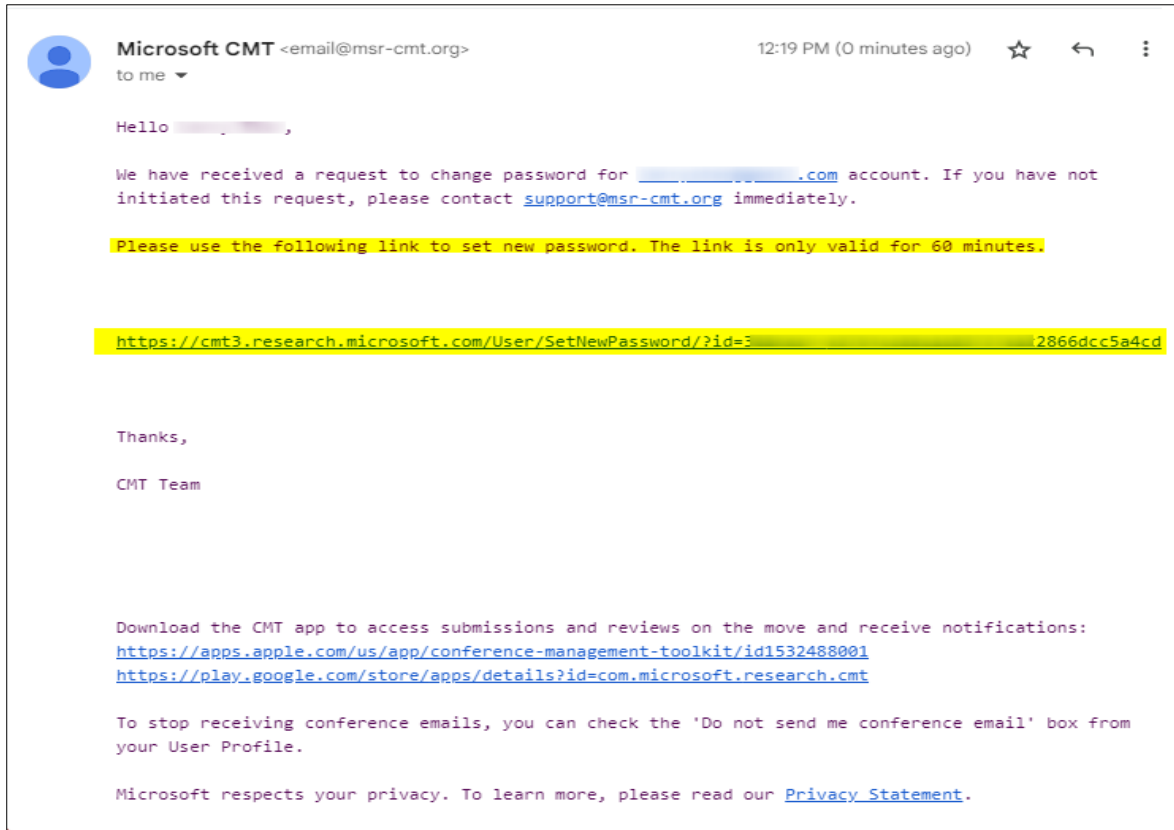


Figure 7

Image Courtesy: Microsoft CMT

RESET LINK EXPIRY

The password reset link in the email will be valid for one hour.

After the hour, you have to start the process again to reset your password.

RESET PASSWORD PAGE

IMPORTANT

Please be aware of any leading and trailing spaces when entering your password as that will cause the login to fail later.

When the reset password page is open;

- Enter your new password in both fields **(12)**. They must be the same in each.
- Enter the Captcha code **(13)**
- Click Submit **(14)**

NOTE

If your browser is current and you still have issues with the Captcha characters, you can click on 'New' to get another Captcha code.

You can also click on 'Audio' to hear the characters displayed.

You can also try a different current browser.

The screenshot shows the 'Reset Password' page with a navigation bar at the top containing 'Login', 'Registration', and 'Reset Password'. The main heading is 'Reset Password'. Below the heading are two password input fields: '* New Password' and '* Confirm Password'. Red arrows point to these fields with the number '12'. Below the password fields is a 'Verification' section with the text 'Enter the characters you see*'. There are two links: 'New' and 'Audio'. A captcha image shows the characters 'HLD' and 'MGK'. A red arrow points to the captcha image with the number '13'. Below the captcha image is an input field for the characters, with a red arrow pointing to it and the number '14'. At the bottom of the form are two buttons: 'Submit' and 'No Thanks'.

Figure 8
Image Courtesy: Microsoft CMT

A green bar will appear at the bottom of the page saying, 'Password has been updated.' (15)

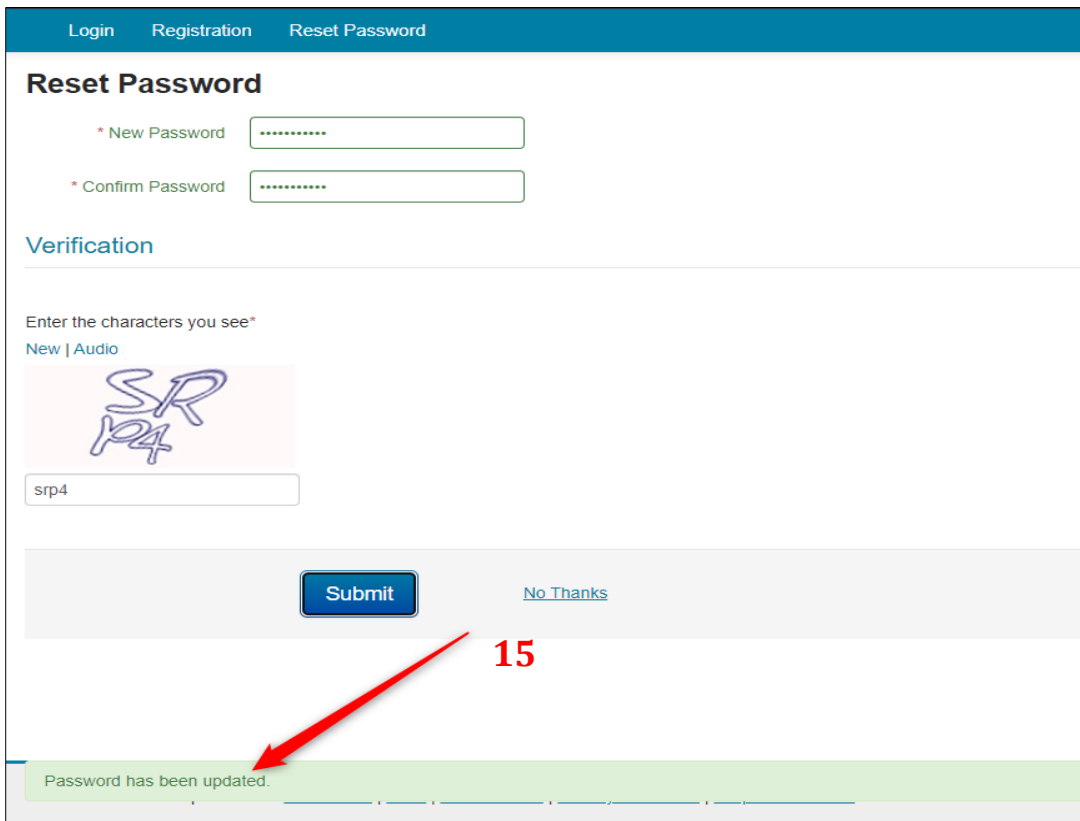


Figure 9
Image Courtesy: Microsoft CMT

Click the login tab on the top left corner to login with the new password. (16)
(You can also use this link: <https://cmt3.research.microsoft.com>)

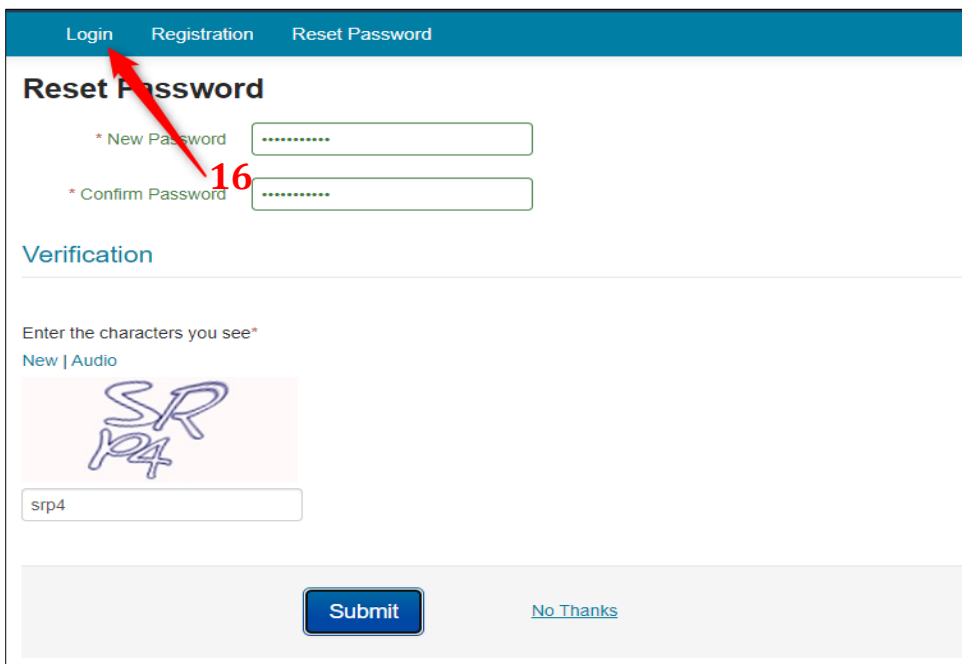
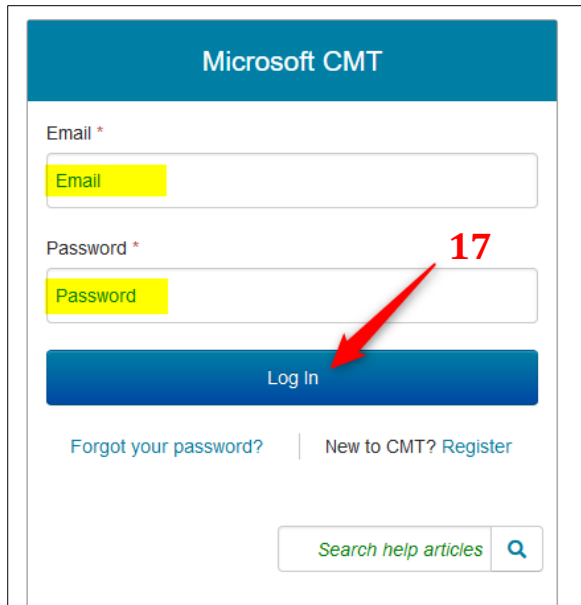


Figure 10
Image Courtesy: Microsoft CMT

LOGIN PAGE

Enter your CMT email and password, then click the 'Log in' button. (17)



Microsoft CMT

Email *

Email

Password *

Password

Log In

[Forgot your password?](#) | [New to CMT? Register](#)

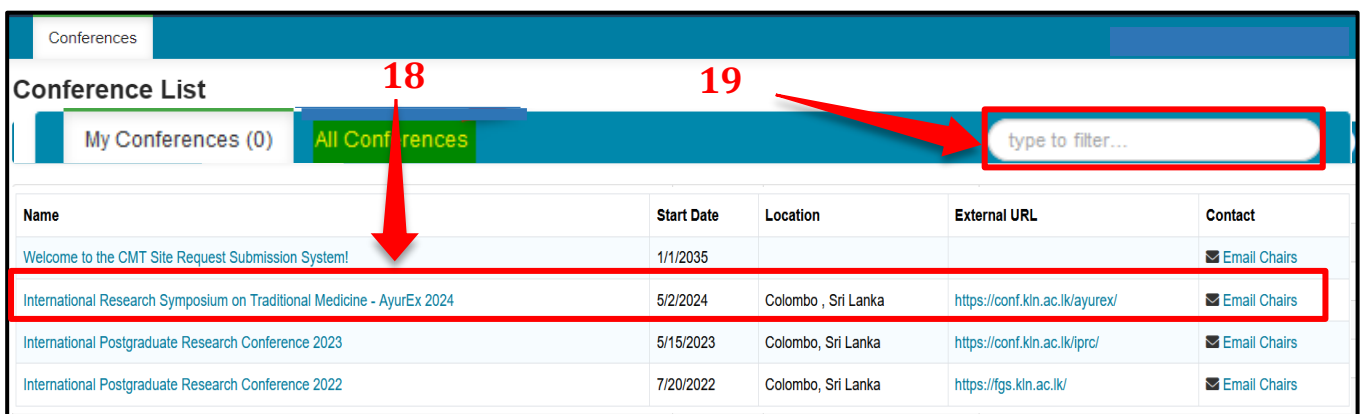
[Search help articles](#)

Figure 11

Image Courtesy: Microsoft CMT

Select the **International Research Symposium on Traditional Medicine - AyurEx Colombo - 2024**, from my conference list which appears after logging in and clicking on the entire title of the conference that appears in the table below (18).

Or else, please type the conference title as '**International Research Symposium on Traditional Medicine - AyurEx 2024**' in the search field (type to filter) under all conferences. (19) After that, select and click on the complete title of the conference that appears in the table below (20).



Conferences

Conference List

My Conferences (0) All Conferences

type to filter...

Name	Start Date	Location	External URL	Contact
Welcome to the CMT Site Request Submission System!	1/1/2035			✉ Email Chairs
International Research Symposium on Traditional Medicine - AyurEx 2024	5/2/2024	Colombo, Sri Lanka	https://conf.kln.ac.lk/ayurex/	✉ Email Chairs
International Postgraduate Research Conference 2023	5/15/2023	Colombo, Sri Lanka	https://conf.kln.ac.lk/iprc/	✉ Email Chairs
International Postgraduate Research Conference 2022	7/20/2022	Colombo, Sri Lanka	https://fqs.kln.ac.lk/	✉ Email Chairs

Figure 12

Image Courtesy: Microsoft CMT

Conferences				AyurEx 2024 ▾
Conference List				
My Conferences (2) All Conferences		AyurEx 2024		
Name	Start Date	Location	External URL	
International Research Symposium on Traditional Medicine - AyurEx 2024	5/2/2024	Colombo , Sri Lanka	https://conf.kln.ac.lk/ayurex/	

Figure 13
Image Courtesy: Microsoft CMT

Conferences					AyurEx 2024 ▾
Conference List					
My Conferences (2) All Conferences		type to filter...			
Name	Start Date	Location	External URL	Contact	
Welcome to the CMT Site Request Submission System!	1/1/2035			✉ Email Chairs	
International Research Symposium on Traditional Medicine - AyurEx 2024	5/2/2024	Colombo , Sri Lanka	https://conf.kln.ac.lk/ayurex/	✉ Email Chairs	

Figure 14
Image Courtesy: Microsoft CMT

Step 4

Viewing the Status of the abstract - Author Console

You will find the **status** of your abstract on the Author Console page.

Then click on the **'View Reviews or Reviews'** (21) to find the reviewer-edited abstract, review/editorial comments, and plagiarism outcome report under the **'File'** section. (22) You can click on each document and download all of them.

21

Submissions		Select Your Role : Author ▾		
Author Console				
1 - 2 of 2		Show: 25 50 100		Clear All Filters
Paper ID	Title	Files	Status	Actions
e.g. <3	filter...			
24	Research Paper 1 Show abstract	Submission files: tpms.pdf	Revision View Reviews	Submission: Edit Submission Delete Submission
25	Research Paper 2 Show abstract	Submission files: tpms.pdf	Accept with major revisions Reviews	Camera Ready: Create Camera Ready Submission

Figure 15
Image Courtesy: Microsoft CMT

Step 5 - Revised (Revision) Abstract Submission - Upload revision.

Revise your abstract considering the review/editorial comments and the relevant plagiarism document. Kindly note that the abstracts that have failed to address the review/editorial comments will be rejected.

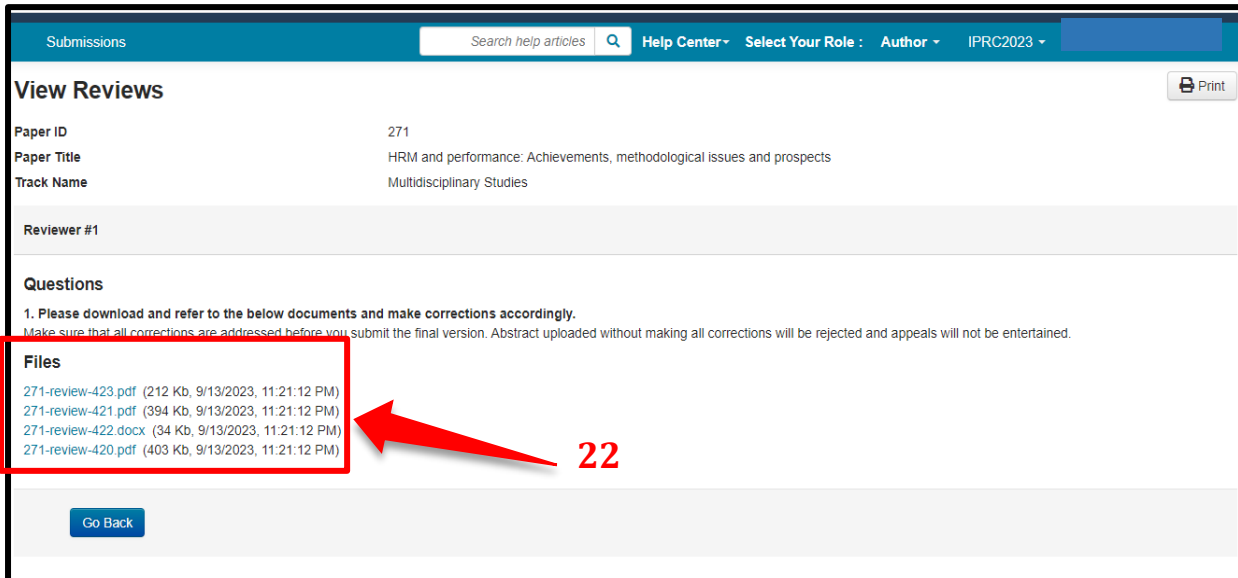


Figure 16
Image Courtesy: Microsoft CMT

Step 6 - Viewing the Status of the abstract - Author Console

After addressing all comments and making the track changes, From the Author Console in CMT, click on the link 'Create Camera Ready Submission.' (23)

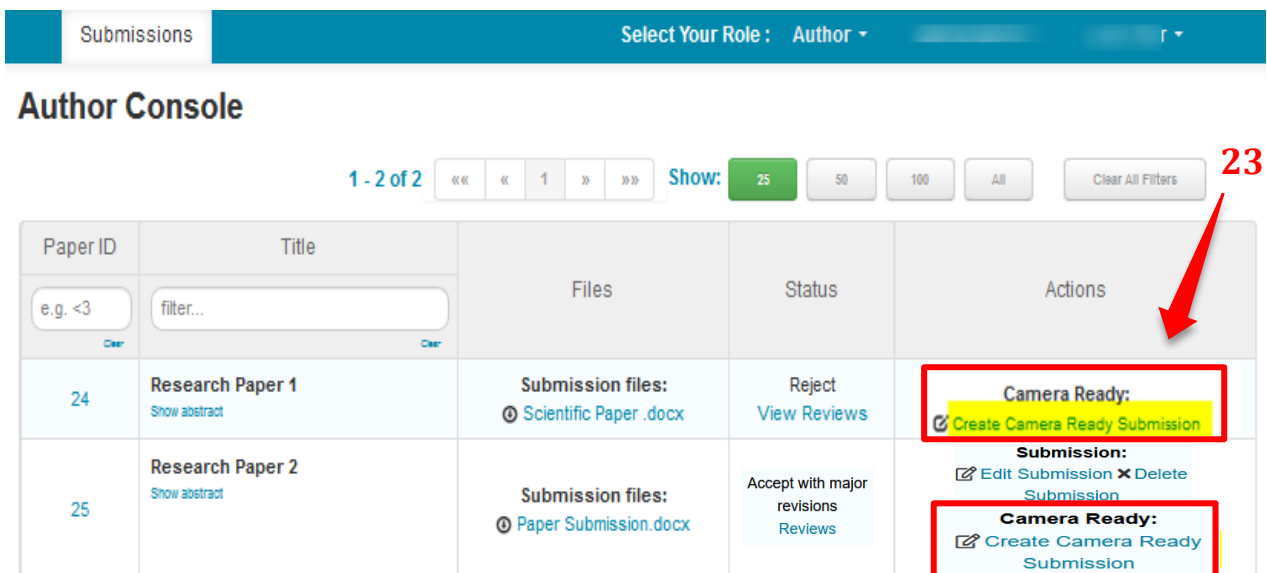


Figure 17
Image Courtesy: Microsoft CMT

Step 7 – Create the Camera-Ready Submission Page

The Create New Camera-Ready Submission page opens. On this page, you are not allowed to edit the title, abstract, or author information.

Submissions Select Your Role : Author CMTCT2019 Larry Star

Create New Camera Ready Submission

Paper ID: 25

TITLE AND ABSTRACT

* Title

* Abstract

Maecenas mattis. Sed convallis tristique sem. Proin ut ligula vel nunc egestas porttitor. Morbi lectus risus, iaculis vel, suscipit quis, luctus non, massa. Fusce ac turpis quis ligula lacinia aliquet. Mauris ipsum. Nulla metus metus, ullamcorper vel, tincidunt sed, euismod in, nibh. Quisque volutpat condimentum velit. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Nam nec ante. Sed lacinia, urna non tincidunt mattis, tortor neque adipiscing diam, a cur

1497 characters left

AUTHORS
You may optionally add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country
<input checked="" type="radio"/>	v-lastar@microsoft.com	Larry	Star	CMT-Test	<input type="text"/> × ↑ ↓
<input type="radio"/>	Author1@contoso.com	Author	One		<input type="text"/> × ↑ ↓

Enter email to add new author.

Figure 18

Image Courtesy: Microsoft CMT

The 'Files' section is where you upload the camera-ready file. You may either drag and drop the file into the dotted region or click 'Upload from Computer' to upload the file that way.

Please make sure to upload both Word and PDF documents of the camera-ready submission. **(24)** And then click the save button. **(25)**

FILES

You can upload from 1 to 3 files. Maximum file size is 5 Mb. We accept pdf, zip formats.

[cameraready.zip](#) (11 Kb, 8/23/2019, 2:40:47 PM) ✕

Drop files here
-or-

© 2023 Microsoft Corporation [About CMT](#) | [Docs](#) | [Terms of Use](#) | [Privacy & Cookies](#) | [Request Free Site](#)

Figure 19

Image Courtesy: Microsoft CMT

Then you will be directed to the Camera- Ready Summary page which shows all the details of the submitted abstract.

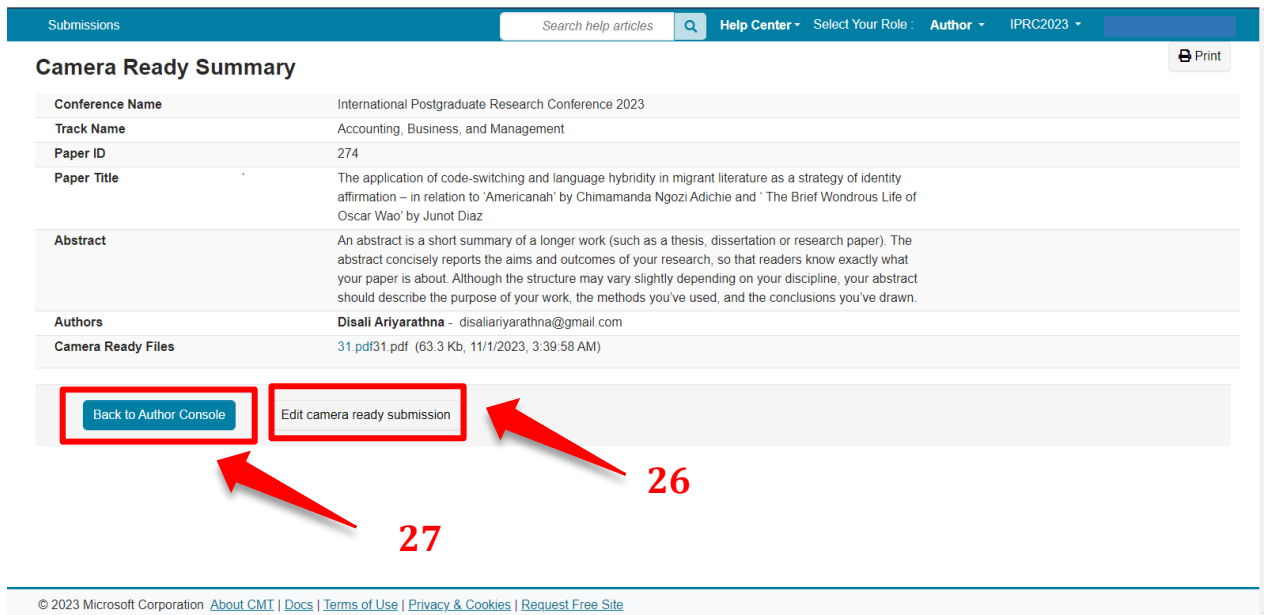


Figure 20
Image Courtesy: Microsoft CMT

Click on the **Back to author console button**, (27) to go back to the author console page.

EDIT CAMERA-READY SUBMISSION

In case you need to edit the abstract document, you may click Edit camera-ready submission. Once an Author uploads the revision, they will have the option to edit. (26)

If the submission needs to be edited and it is before the deadline, click the 'Edit Camera-Ready Submission' link.

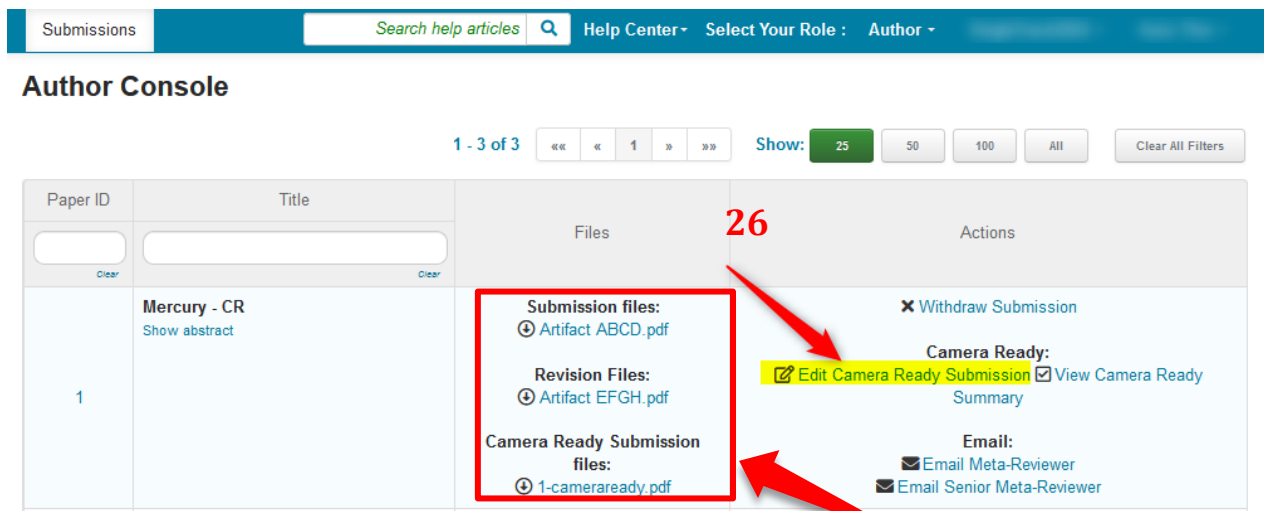


Figure 21
Image Courtesy: Microsoft CMT

Under Files, you can see the initial submission abstract document/s and camera-ready submission document/s. **(28)**

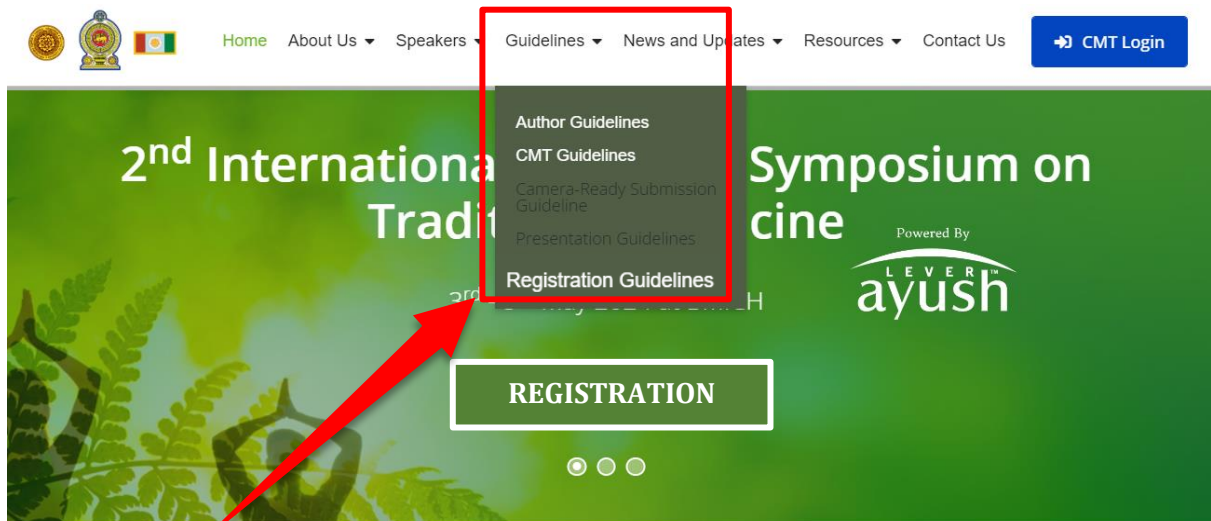
Please do not hesitate to contact us for inquiries at +94 715 179 502.

Registration Guidelines

- 1) First, go to the AyurEx 2024 website homepage (<https://conf.kln.ac.lk/ayurex/index.php>).
- 2) Click on “GUIDELINES”. Select “Registration Guidelines” from the drop-down menu **(29)**.
- 3) Then, you will be directed to the registration guidelines page which shows Step I - Payment of the Conference Fee and Step 2 – Registration **(30)**.
- 4) Select “Step 2 – Registration” and click on the green button ‘Registration for AyurEx 2024’ **(31)**.
- 5) You will be directed to your Google account. You are required to sign into your Google account by entering your Gmail username and password to continue to the Google Form.
- 6) Fill in the required fields of the Google Form and upload the required scanned copy.
- 7) Then, submit the Google Form **(Figure 27)**.
- 8) Registration guideline page: <https://conf.kln.ac.lk/ayurex/index.php/guidelines/registration-guidelines>

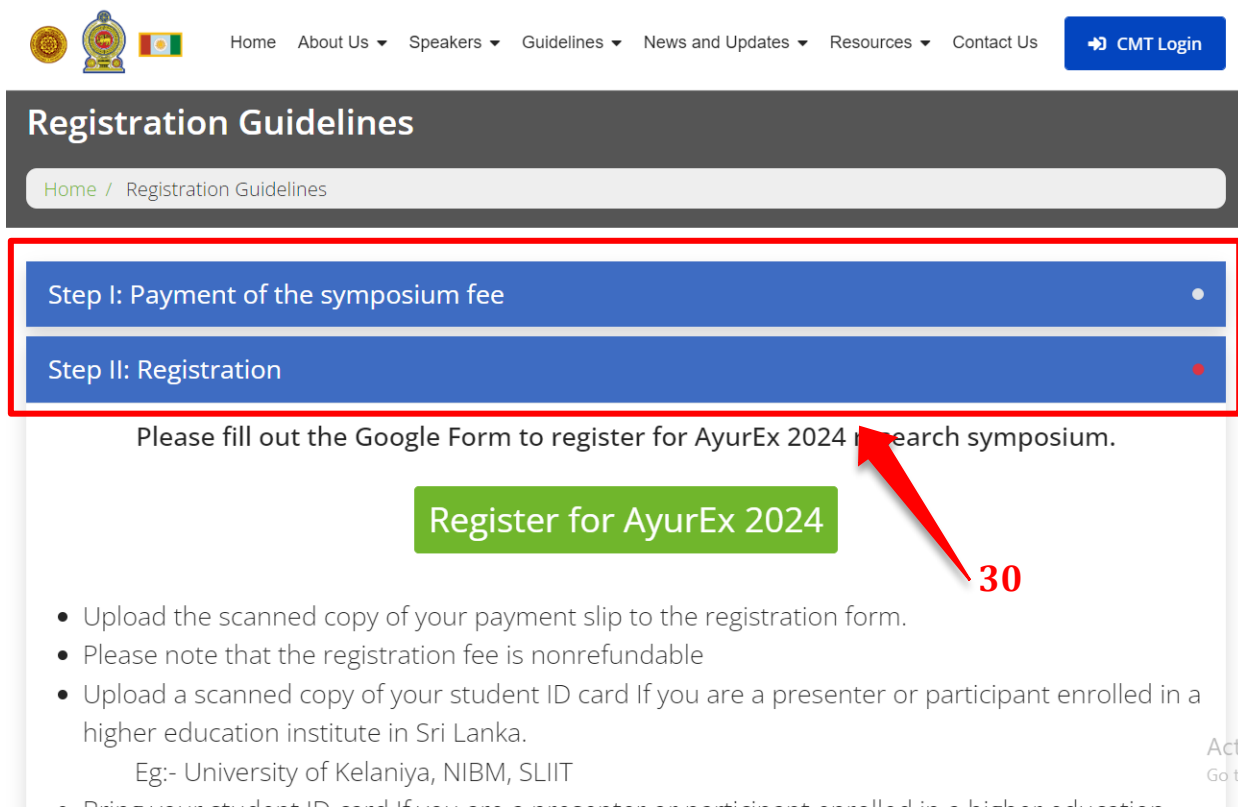


Figure 22



29

Figure 23



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Figure 24



Registration Guidelines

Home / Registration Guidelines

Step I: Payment of the symposium fee

All presenters are required to register and pay for their registration category. Pay the registration fee either in Sri Lankan Rupees (LKR) or USD (\$). A copy of the payment slip should be submitted along with the requested details through the registration form given in Step II

Tentative Program

Date	Program
3 rd May 2024	Inauguration ceremony and parallel sessions
4 th May 2024	Plenary sessions and parallel sessions
5 th May 2024	Plenary sessions, parallel sessions and Valedictory ceremony

Registration fee and other facilities

Registration fee includes	Registration category						
	Foreign			Local			
	Presenter	Participant	E- Presenter	Presenter	Participant	Undergraduate student presenters	Undergraduate student participants
Inauguration & Valedictory ceremony	√	√	X	√	√	X	X
Participation in all sessions	√	√	X	√	√	√	√
Abstract volume (Soft copy)	√	√	√	√	√	√	√
Program book (Soft copy)	√	√	√	√	√	√	√
Symposium kit (Pen drive, Bag, ID card, Notebook)	√	X	X	√	X	X	X
Refreshments and meals for one day	√	√	X	√	√	X	X
Registration fee for one day	\$150	\$200	\$100	6,000 LKR	6,000 LKR	2,000 LKR	4,000 LKR

Payment Deadline: 10th April 2024

- In order to be considered under the local undergraduate student category, you should have a valid registration at a UGC recognised university or any other acceptable higher educational institution.
- Additionally, your student registration in the above mentioned education institutes should be valid until January 31, 2024.

Figure 25

Step II: Registration

Please fill out the Google Form to register for AyurEx 2024 research symposium.

[Register for AyurEx 2024](#)

- Upload the scanned copy of your payment slip to the registration form.
- Please note that the registration fee is nonrefundable
- Upload a scanned copy of your student ID card If you are a presenter or participant enrolled in a higher education institute in Sri Lanka.
Eg:- University of Kelaniya, NIBM, SLIIT
- Bring your student ID card If you are a presenter or participant enrolled in a higher education institute or University in Sri Lanka.

31

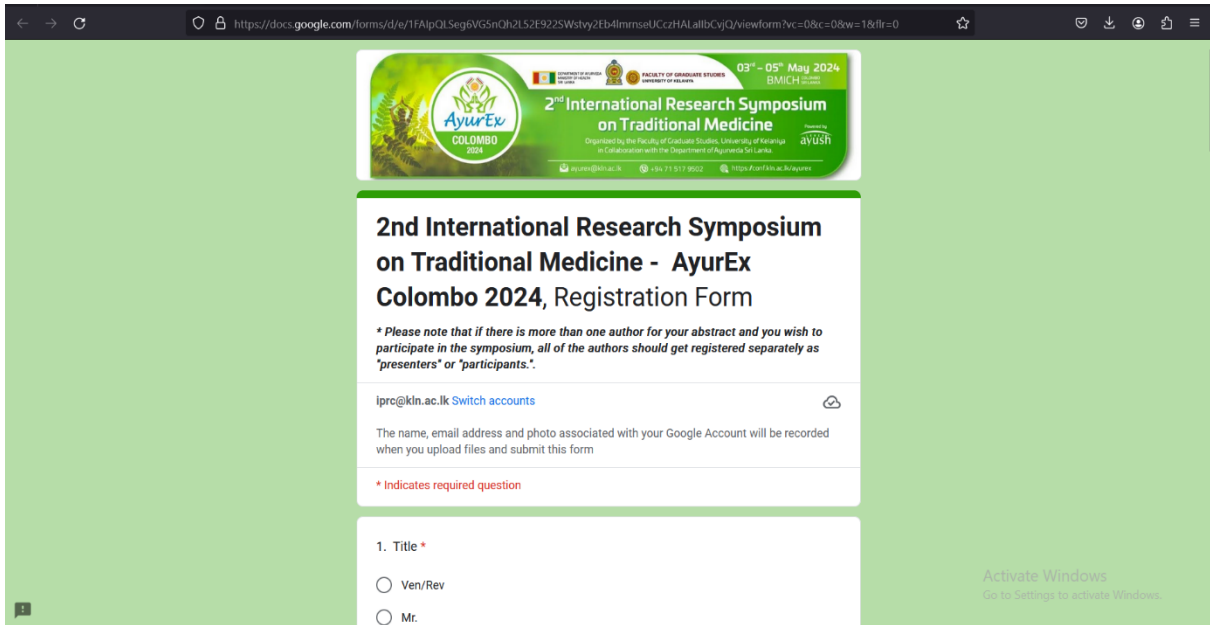
If you require any further information, please contact the organizing committee on

Tel & WhatsApp: (94) 71 5 179 502

Email - ayurex@kln.ac.lk



Figure 26



The screenshot shows a Google Form titled "2nd International Research Symposium on Traditional Medicine - AyurEx Colombo 2024, Registration Form". The form is set against a green background. At the top, there is a banner with logos for the University of Kelaniya, Faculty of Graduate Studies, and the event dates "03rd - 05th May 2024". Below the banner, the title of the symposium is displayed in bold. A note states: "* Please note that if there is more than one author for your abstract and you wish to participate in the symposium, all of the authors should get registered separately as 'presenters' or 'participants'." Below this note, the user's email address "lpro@kln.ac.lk" is shown with a "Switch accounts" link. A warning message indicates that the user's name, email, and photo will be recorded. A legend shows that an asterisk (*) indicates a required question. The first question is "1. Title *", with radio button options for "Ven/Rev" and "Mr.". In the bottom right corner, there is a "Activate Windows" watermark.

Figure 27