



**Revised Abstract Submission - User guide for Conference Management Toolkit (CMT) 2023**

**Step 1**

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

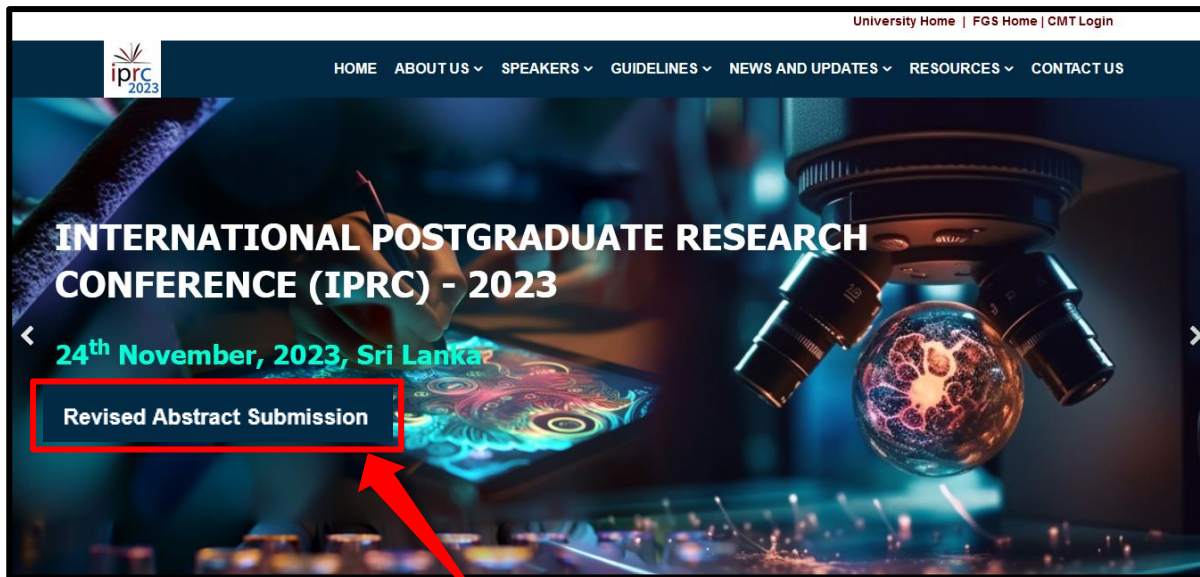


Figure 1A

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

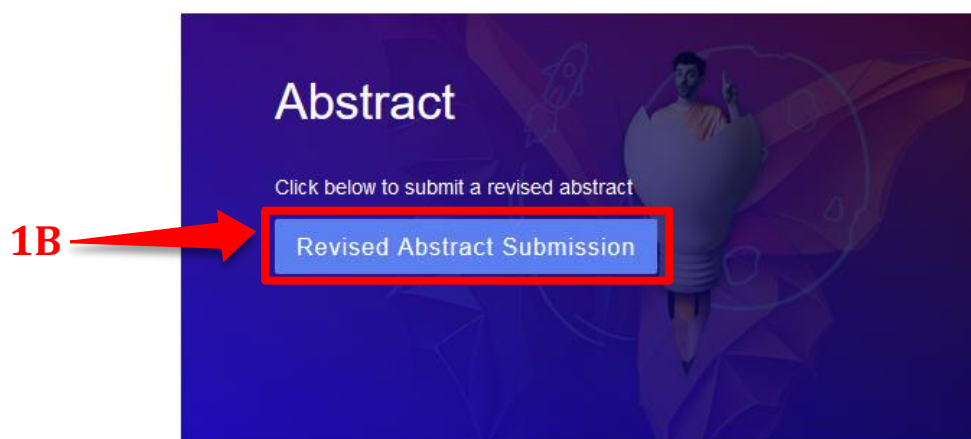


Figure 1B



## Step 2

Then you will be directed to the page that displays 'Abstract Submission Guidelines' (Figure 2). Authors should click and follow the Revised abstract submission guidelines (3) (step2 below the initial submission) and use the provided downloadable PDF to prepare the revised abstract in Sinhala and English languages. (4).

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



University Home | FGS Home | CMT Login

HOME ABOUT US SPEAKERS GUIDELINES NEWS AND UPDATES RESOURCES CONTACT US

# Abstract Submission Guidelines

**Prospective authors are invited to submit Abstracts**

Step 1 - Initial Submission: >

**Step 2 - Revised Abstract Submission :** < 3

Authors should upload MS Word and PDF documents of the revised abstract.  
Before resubmitting, make sure the comments are removed from the abstract.

Finalized abstracts should be submitted via Microsoft's Conference Management Toolkit (CMT) [here.](#) 4

Revise your abstract according to the review/editorial comments and considering the relevant plagiarism document.

Kindly note that the abstracts which fail to address the review/editorial comments will be rejected.  
Revised submissions received after the deadline or through email will be rejected.

**'Click here' link to log into CMT**

Step 3 - Camera-Ready Copy: >

Step 4 - Register: >

Step 5 - Present: >

### Downloads

Revised Abstract submission Guideline (English)

Template of Abstract (English) Template of Abstract (Sinhala)

Abstract submission Guideline (English)

Figure 2

## CMT Login Process

Click on 'Microsoft's Conference Management Toolkit (CMT)' login button to open the login page of the CMT **[1C]**. (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).

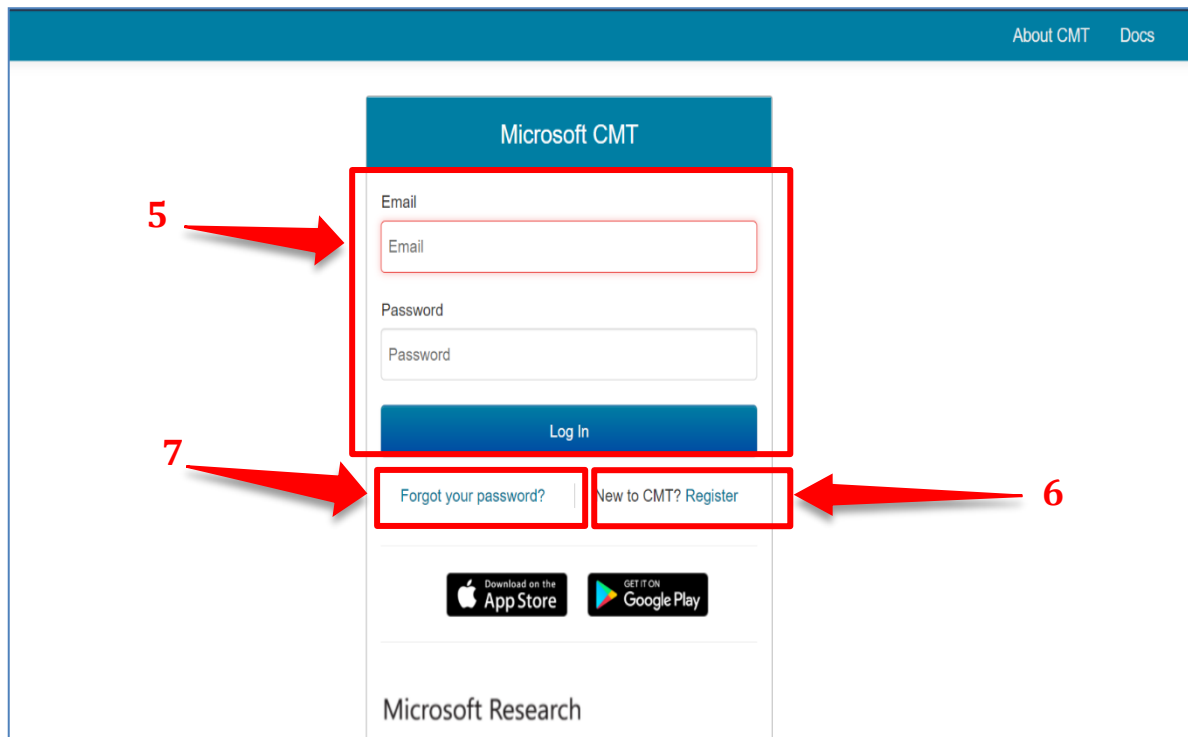


Figure 4

Image Courtesy: Microsoft CMT

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

Select the International Postgraduate Research Conference 2023, 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'** and under the status, click **'view review'** Documents of Editorial Comments, Review Comments and Plagiarism Check Outcomes can be viewed through 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 CMT website. At the top, there are navigation tabs for 'Login', 'Registration', and 'Reset Password'. The main heading is 'Reset Password'. Below this, there is a section for 'Login Email' with a text input field containing an email address ending in '.com'. A red arrow labeled '8' points to this field. Below the email field is a 'Verification' section with the instruction 'Enter the characters you see\*'. There is a 'New | Audio' link and a captcha image showing the characters '50PR'. A red arrow labeled '9' points to the captcha image. Below the image is a text input field containing the characters '5qpr', with a red arrow labeled '10' pointing to it. At the bottom of the form, there are two buttons: a blue 'Reset Password' button and a 'No Thanks' link.

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.

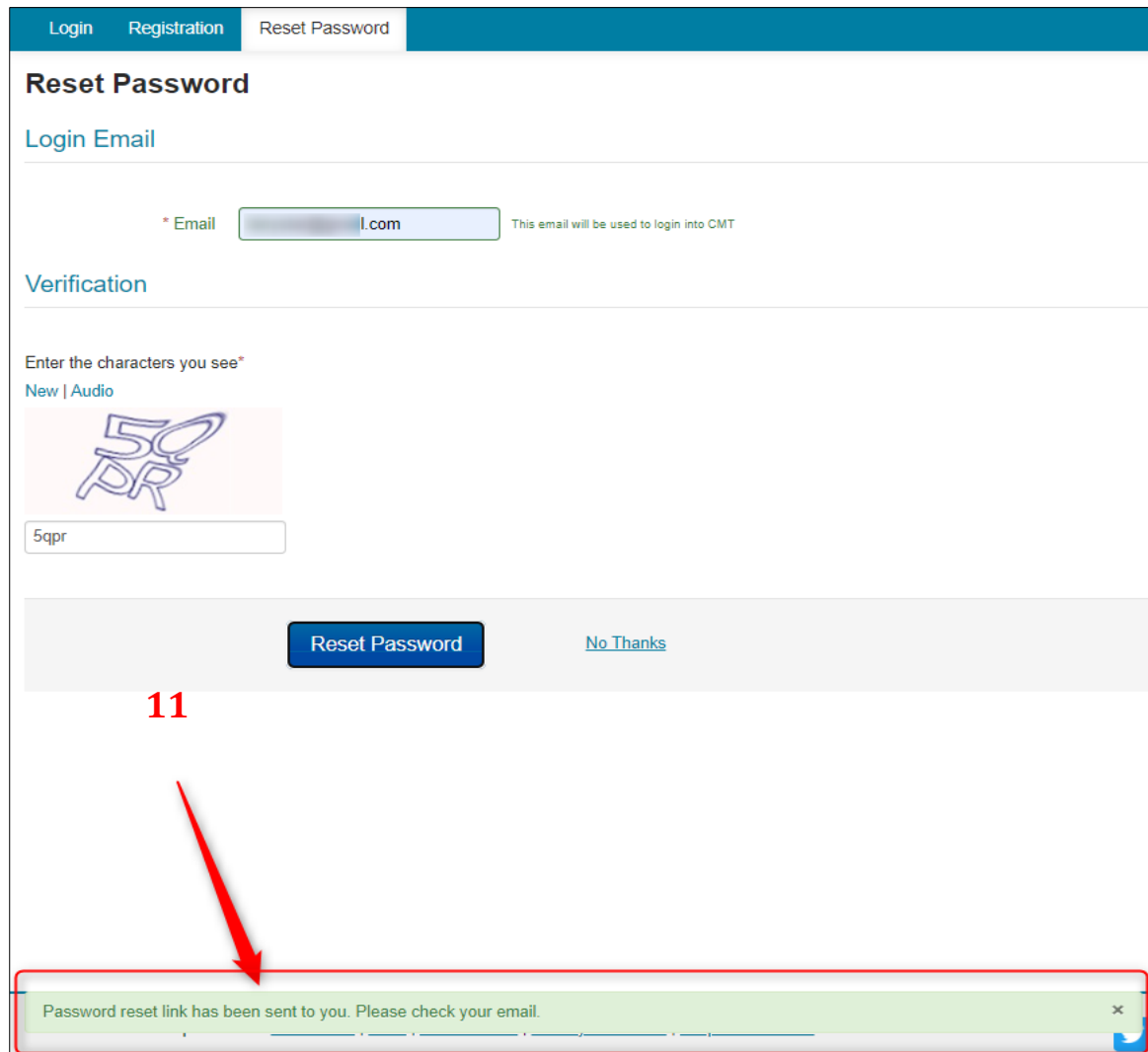


Figure 6  
Image Courtesy: Microsoft CMT

## 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.

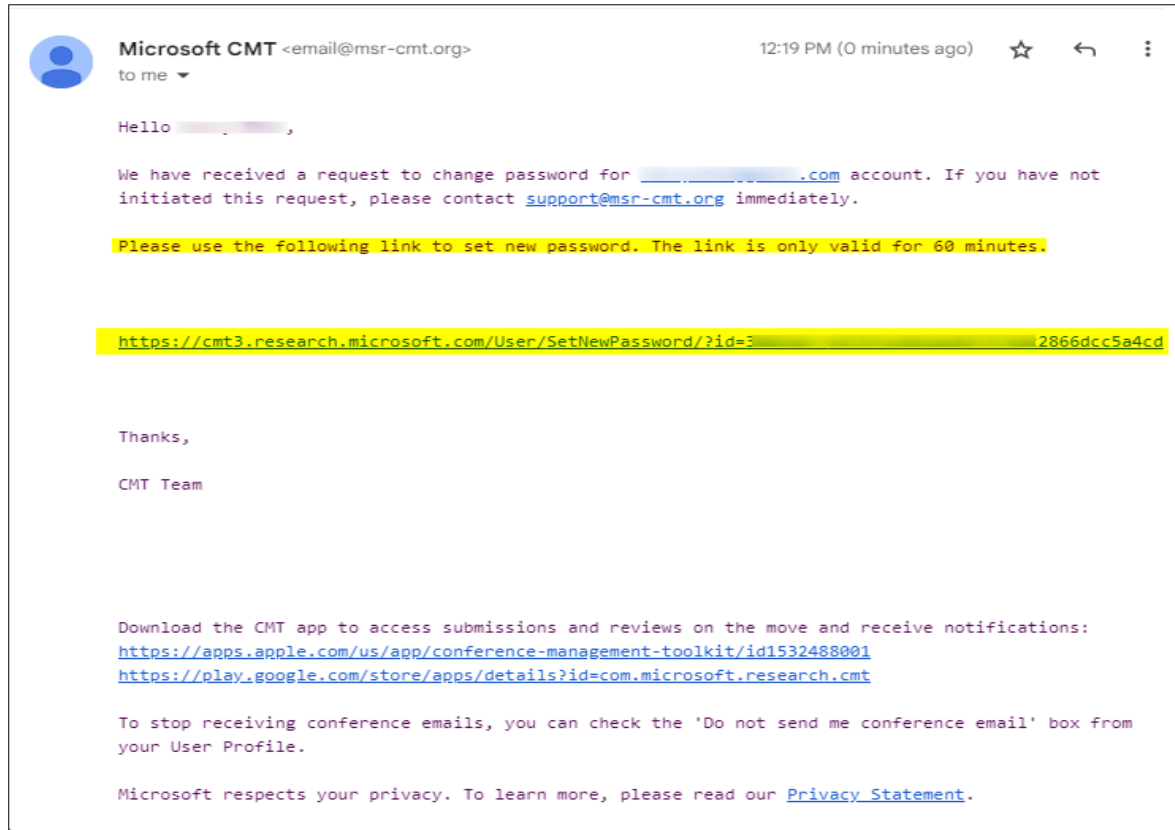


Figure 7

Image Courtesy: Microsoft CMT

## RESET LINK EXPIRY

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

After the hour, you may 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.

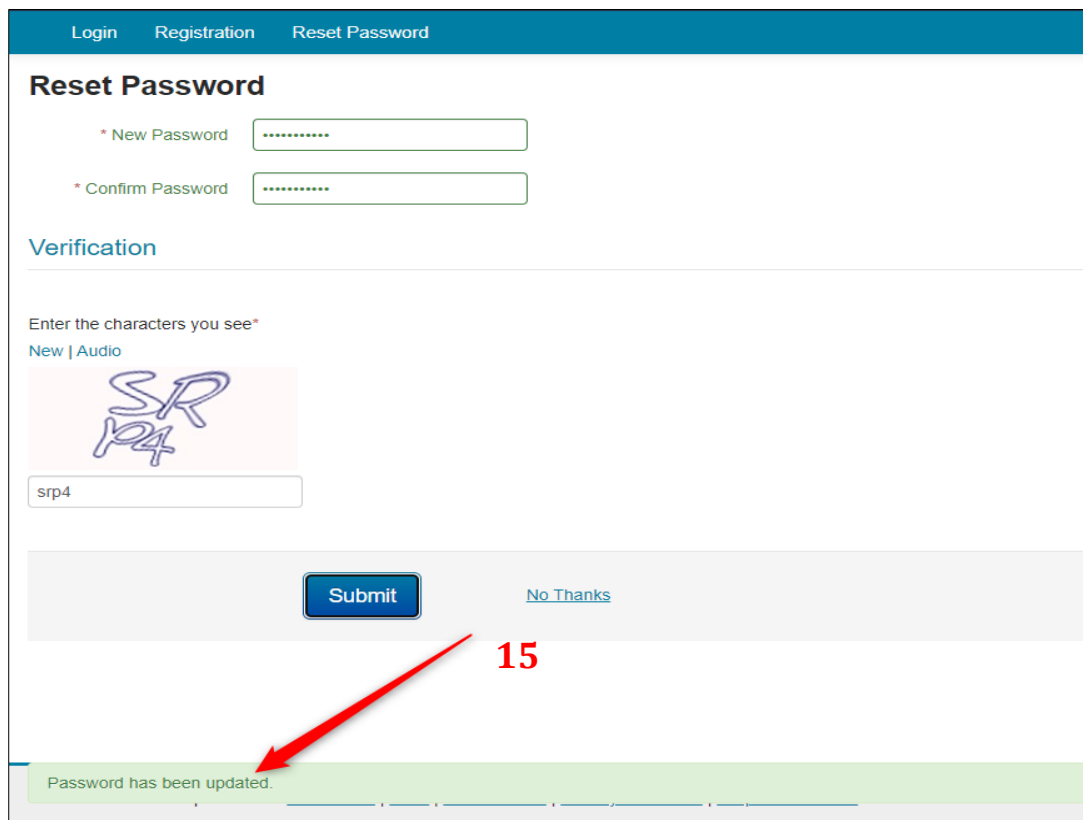
You can also try a different current browser.

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 it are two password input fields: '\* New Password' and '\* Confirm Password', both containing the placeholder text 'Password' and 'Confirm Password' respectively. A red arrow labeled '12' points to both fields. Below the password fields is a 'Verification' section with the text 'Enter the characters you see\*' and a 'New | Audio' link. A captcha image shows the characters 'HLL' and 'MGK' in a stylized font. A red arrow labeled '13' points to the captcha image. Below the image is an input field for the captcha code, with a red arrow labeled '14' pointing to it. 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)

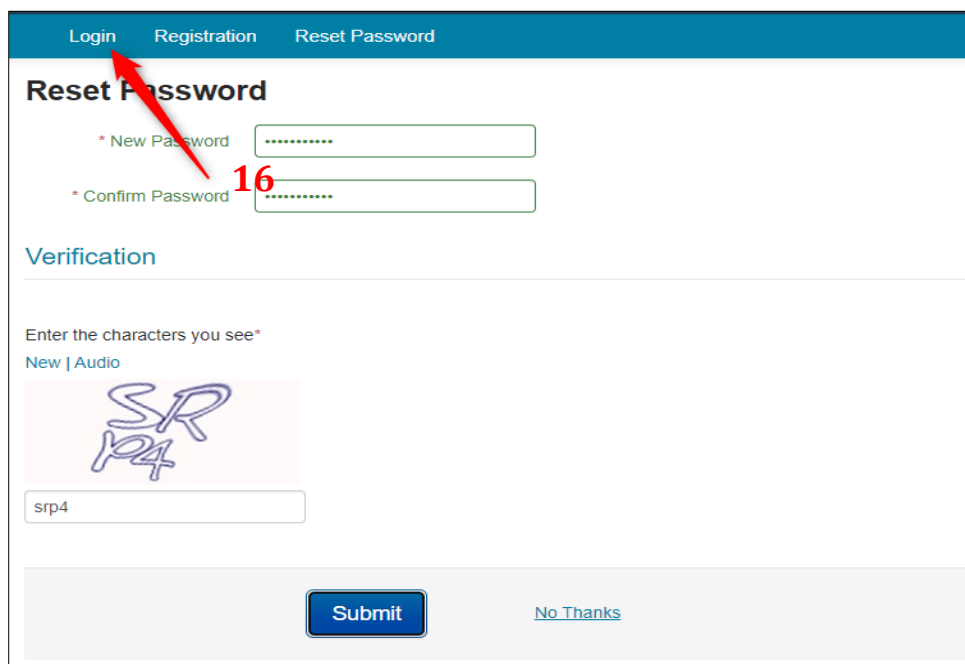


The screenshot shows the 'Reset Password' page with a blue header containing 'Login', 'Registration', and 'Reset Password' tabs. The main content area is titled 'Reset Password' and contains two password input fields: '\* New Password' and '\* Confirm Password', both with masked characters. Below this is a 'Verification' section with the instruction 'Enter the characters you see\*' and a 'New | Audio' link. A CAPTCHA image shows the characters 'SR' and 'P4'. The input field below contains 'srp4'. At the bottom of the form are 'Submit' and 'No Thanks' buttons. A red arrow points from the number '15' to a green bar at the bottom of the page that contains the text 'Password has been updated.'

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>)



This screenshot is identical to Figure 9, showing the 'Reset Password' page. A red arrow points from the number '16' to the 'Login' tab in the blue header at the top left corner of the page.

Figure 10

Image Courtesy: Microsoft CMT



## LOGIN PAGE

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

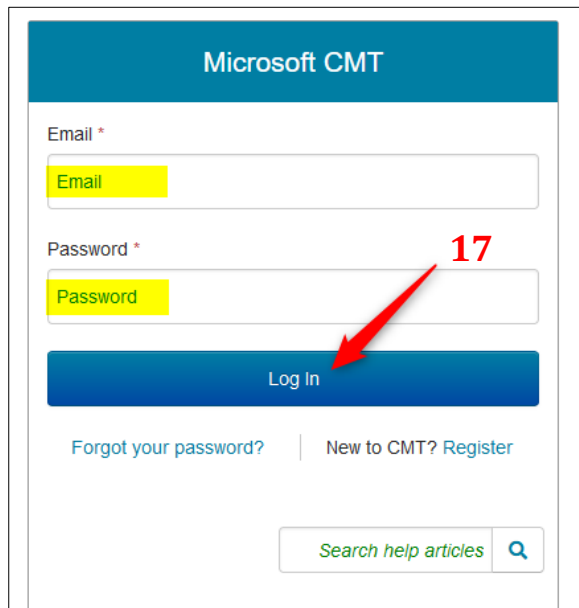
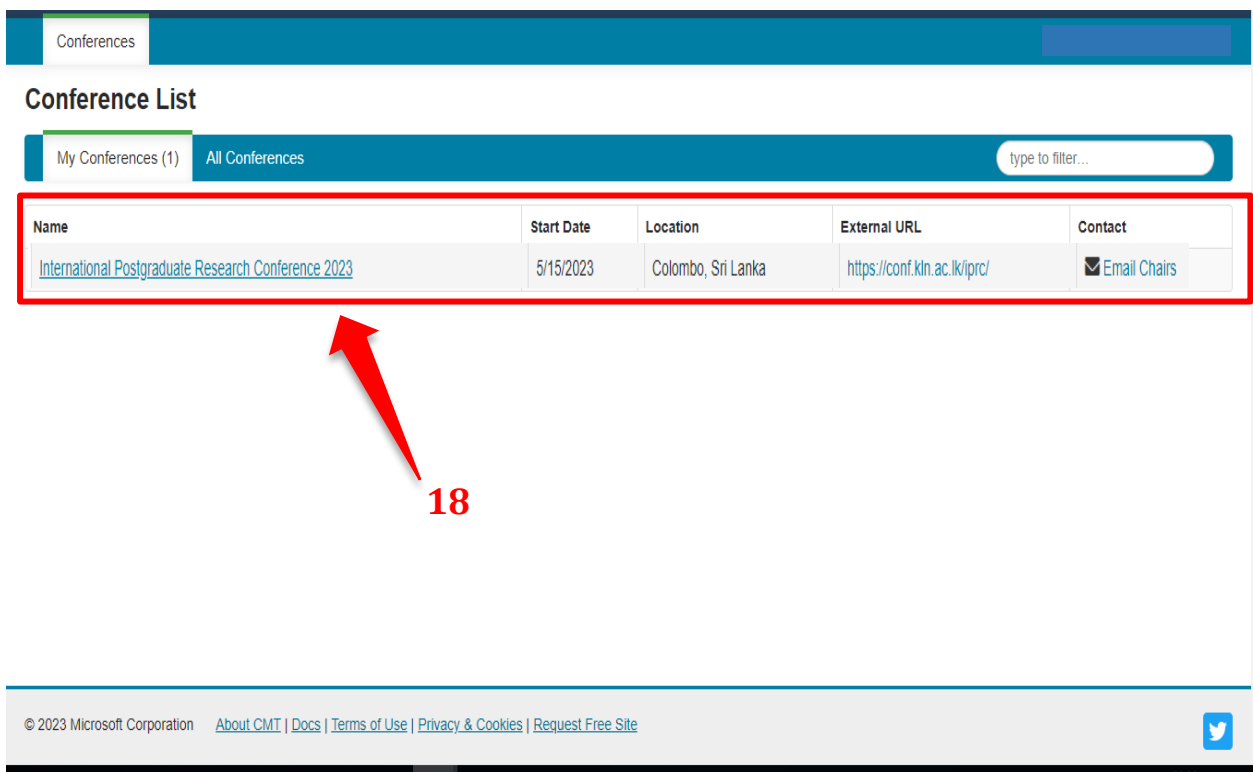


Figure 11

Image Courtesy: Microsoft CMT

Select the International Postgraduate Research Conference 2023, from the conference list which appears after logging in. And click on the entire title of the conference that appears in the table below (18).



Name	Start Date	Location	External URL	Contact
<a href="https://conf.kln.ac.lk/iprc/">International Postgraduate Research Conference 2023</a>	5/15/2023	Colombo, Sri Lanka	<a href="https://conf.kln.ac.lk/iprc/">https://conf.kln.ac.lk/iprc/</a>	<input checked="" type="checkbox"/> Email Chairs

Figure 12

Image Courtesy: Microsoft CMT

### Step 3

#### 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**' (19) to find the review/editorial comments and plagiarism outcome report under the '**File**' section. (20) You can click on each document and download all of them.

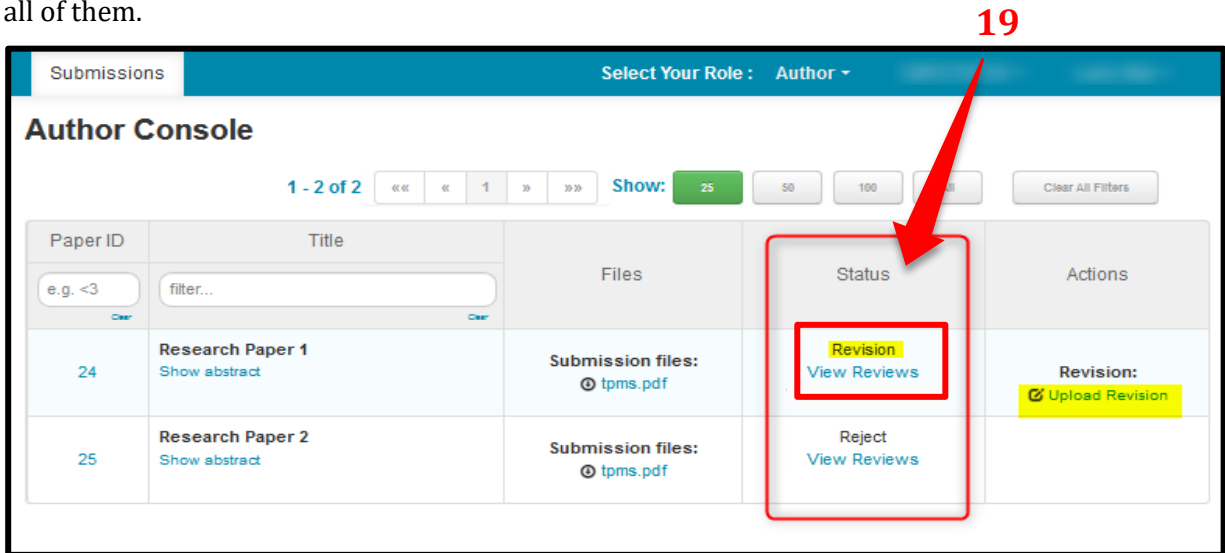


Figure 13

Image Courtesy: Microsoft CMT

#### Step 4 - 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.

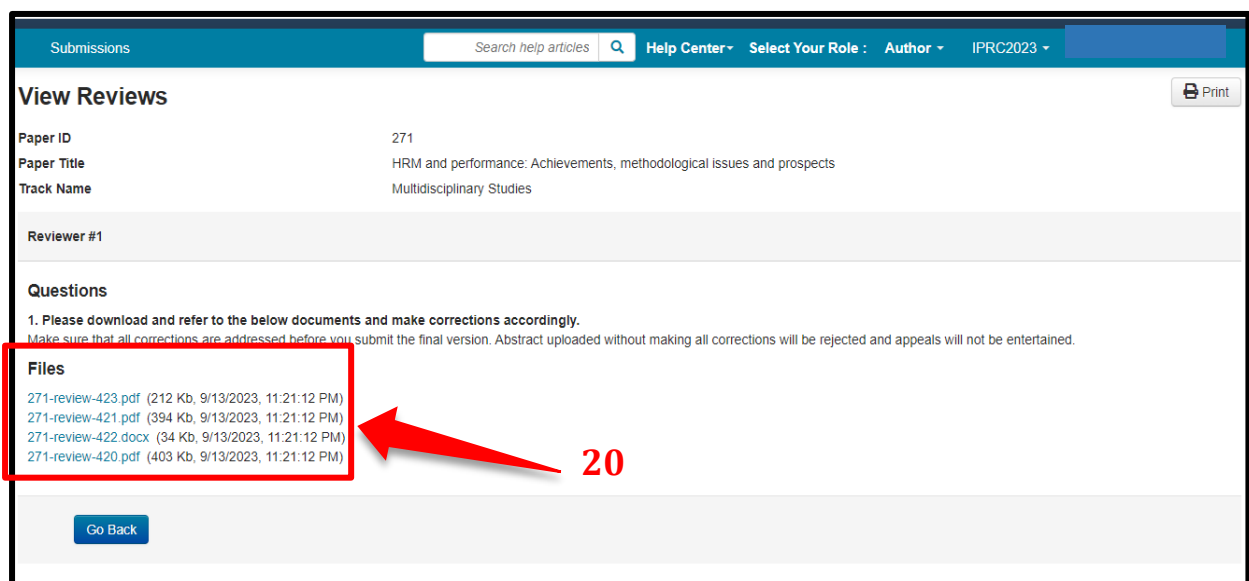


Figure 14

Image Courtesy: Microsoft CMT

Please make sure to upload both Word and PDF documents of the Revised version. (21) And then click the save button. (22)

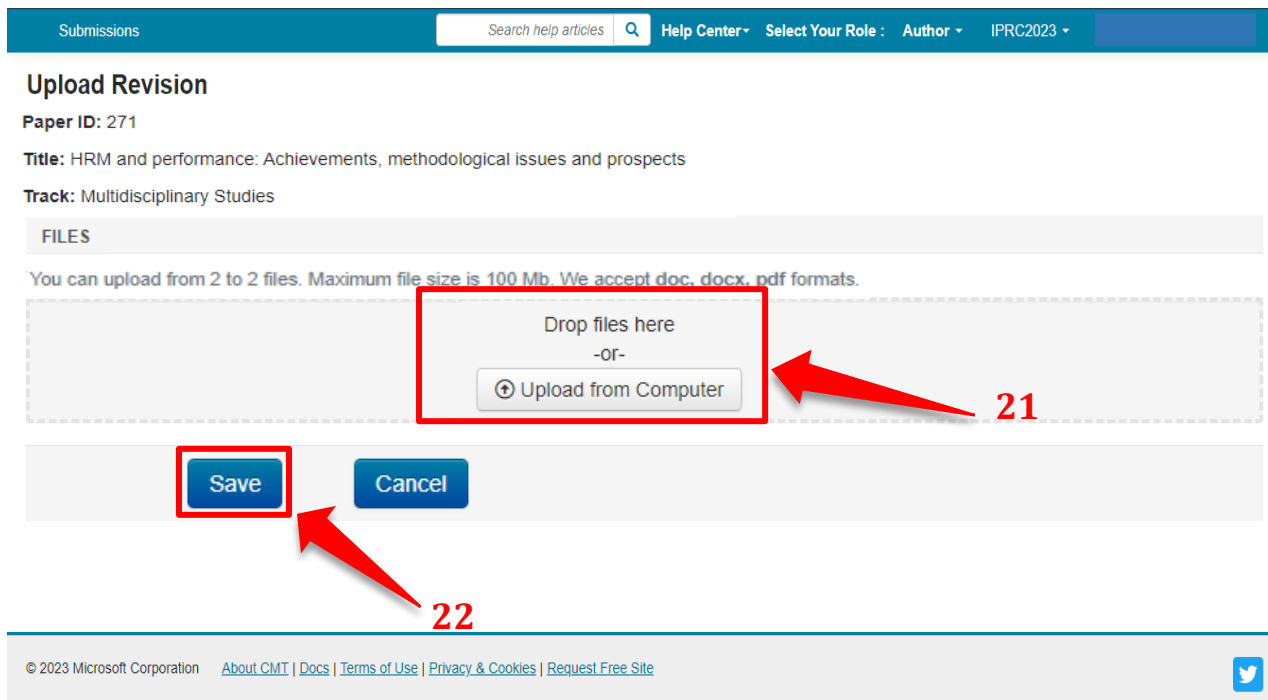


Figure 15  
Image Courtesy: Microsoft CMT

Then you will be directed to the submission summary page which shows all the details of the submitted abstract.

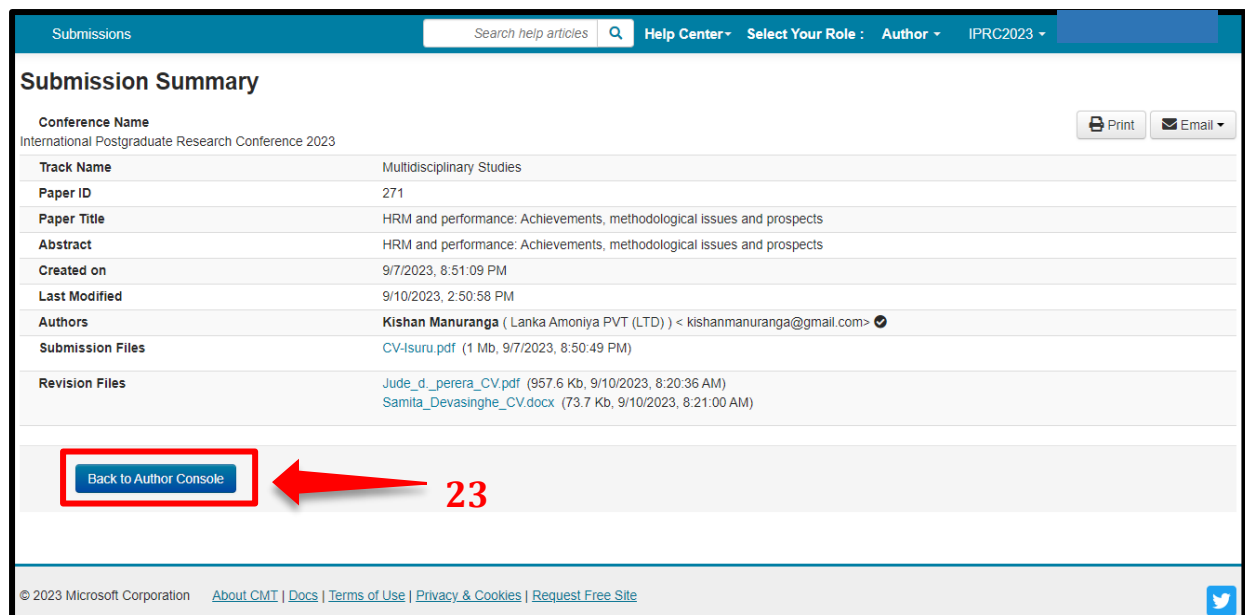


Figure 16  
Image Courtesy: Microsoft CMT

Click on the **Back to author console button**, (23) to go back to the author console page. In case you need to edit the abstract document, you may click Edit revision.

Once an Author uploads the revision, they will have the option to edit. (24)

The screenshot shows the 'Author Console' interface. At the top, there is a navigation bar with 'Submissions', a search bar, and user information. Below this is the 'Author Console' header and a pagination control showing '1 - 1 of 1' and a 'Show:' dropdown set to '25'. The main content is a table with columns: Paper ID, Title, Track, Files, Status, and Actions. The first row shows Paper ID '271', Title 'HRM and performance: Achievements, methodological issues and prospects', and Track 'Multidisciplinary Studies' with a checked 'Email Track Chair' option. The 'Files' column contains two sections: 'Submission files:' with 'CV-Isuru.pdf' and 'Revision Files:' with 'Jude\_d\_perera\_CV.pdf' and 'Samita\_Devasinghe\_CV.docx'. The 'Status' column shows 'Revision Reviews'. The 'Actions' column has a 'Revision:' section with an 'Edit Revision' button. Red boxes and arrows highlight the 'Submission files' and 'Revision Files' sections (labeled '25') and the 'Edit Revision' button (labeled '24').

Paper ID	Title	Track	Files	Status	Actions
271	HRM and performance: Achievements, methodological issues and prospects <a href="#">Show abstract</a>	Multidisciplinary Studies <input checked="" type="checkbox"/> Email Track Chair	<b>Submission files:</b> CV-Isuru.pdf <b>Revision Files:</b> Jude_d_perera_CV.pdf Samita_Devasinghe_CV.docx	Revision Reviews	<b>Revision:</b> <a href="#">Edit Revision</a>

Figure 17  
Image Courtesy: Microsoft CMT

25

24

Under Files, you can see initial submission abstract document/s and revision submission document/s. (25)

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