

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

**Step 1**

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

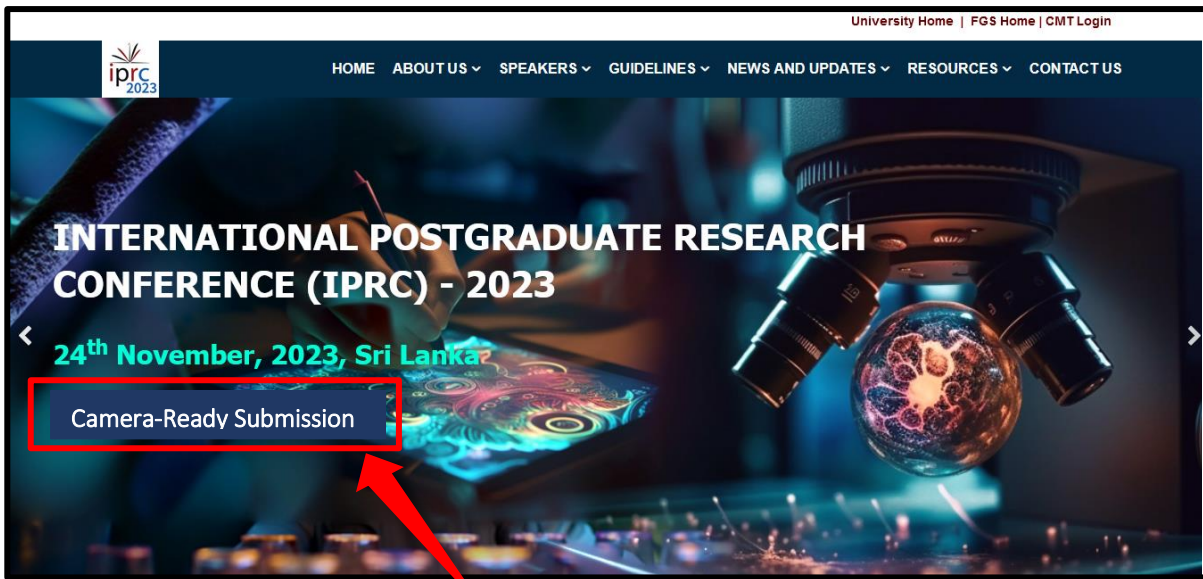


Figure 1A

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

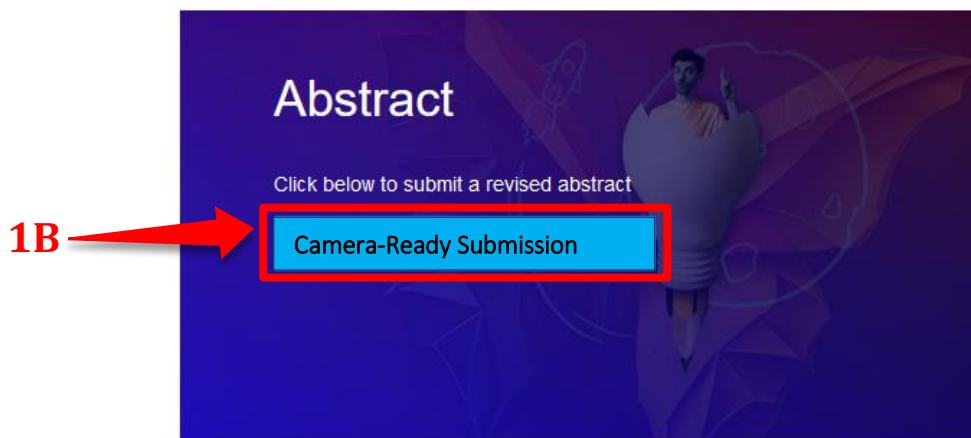


Figure 1B



## Step 2

Then you will be directed to the page that displays 'Abstract Submission Guidelines' (Figure 2). Authors should click and follow the 'Camera-Ready Submission Guidelines' (3) (step3 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

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# Abstract Submission Guidelines

**2**

**3**

**4**

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

**Downloads**

- Camera-ready submission Guideline
- 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)

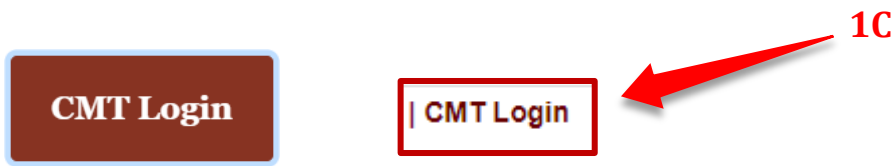


Figure 3

Please log into your CMT account using the following link:

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

(Figure 4).

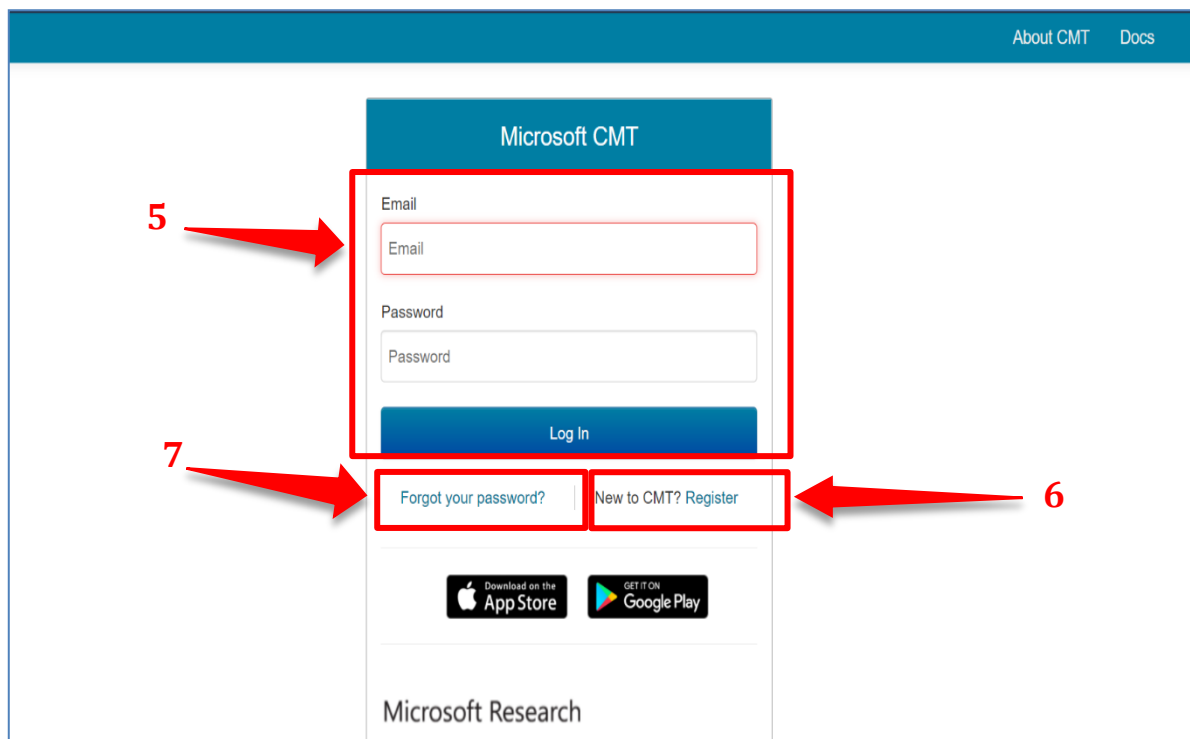


Figure 4

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 with a navigation bar at the top containing 'Login', 'Registration', and 'Reset Password'. The main heading is 'Reset Password'. Below it, there is a 'Login Email' section 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 prompt 'Enter the characters you see\*' and a 'New | Audio' link. A captcha image shows the characters '50PR'. A red arrow labeled '9' points to the captcha image. Below the image is a text input field containing '5qpr', with a red arrow labeled '10' pointing to it. At the bottom, there are two buttons: 'Reset Password' and 'No Thanks'.

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.

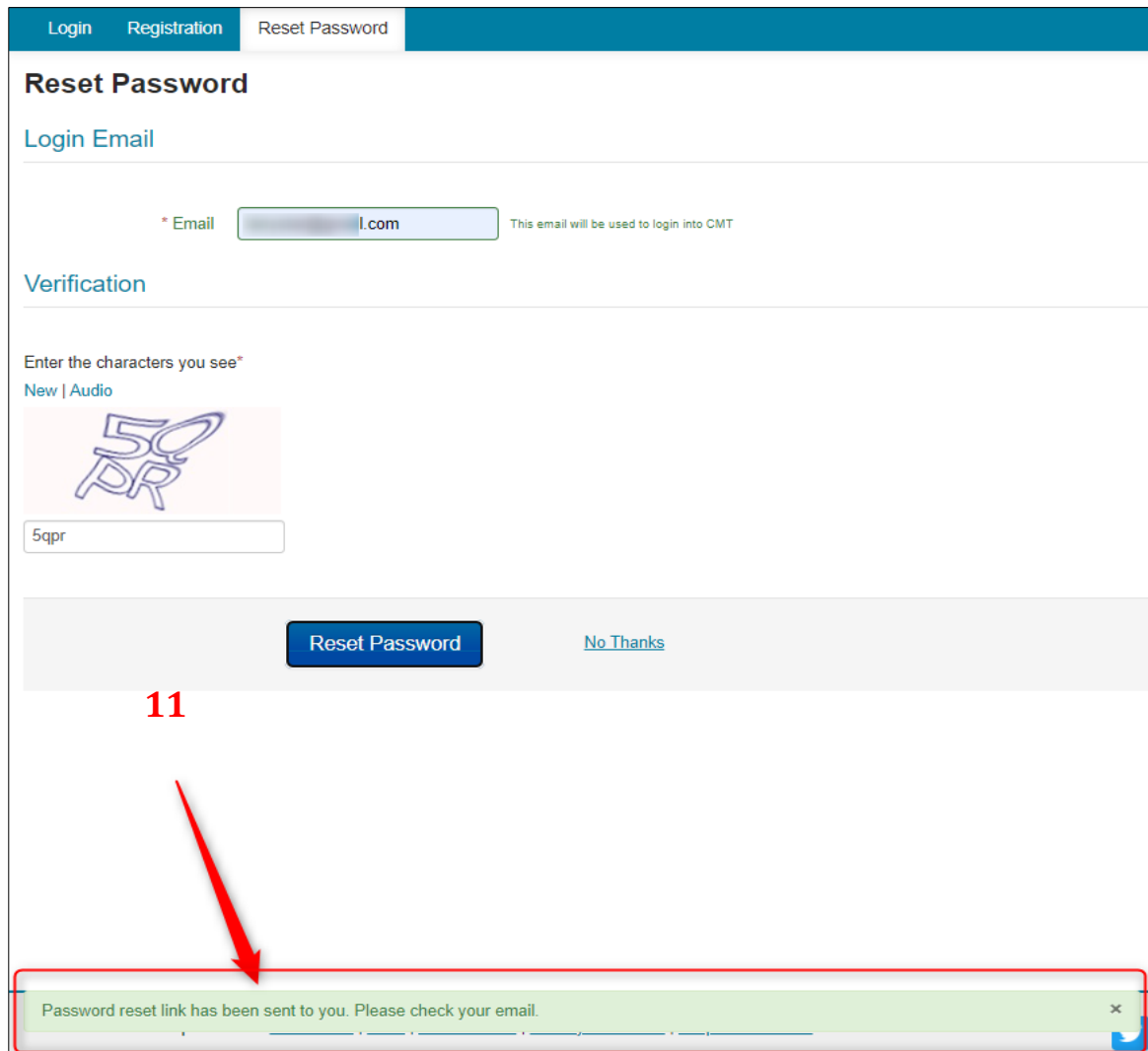


Figure 6  
Image Courtesy: Microsoft CMT

## 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.

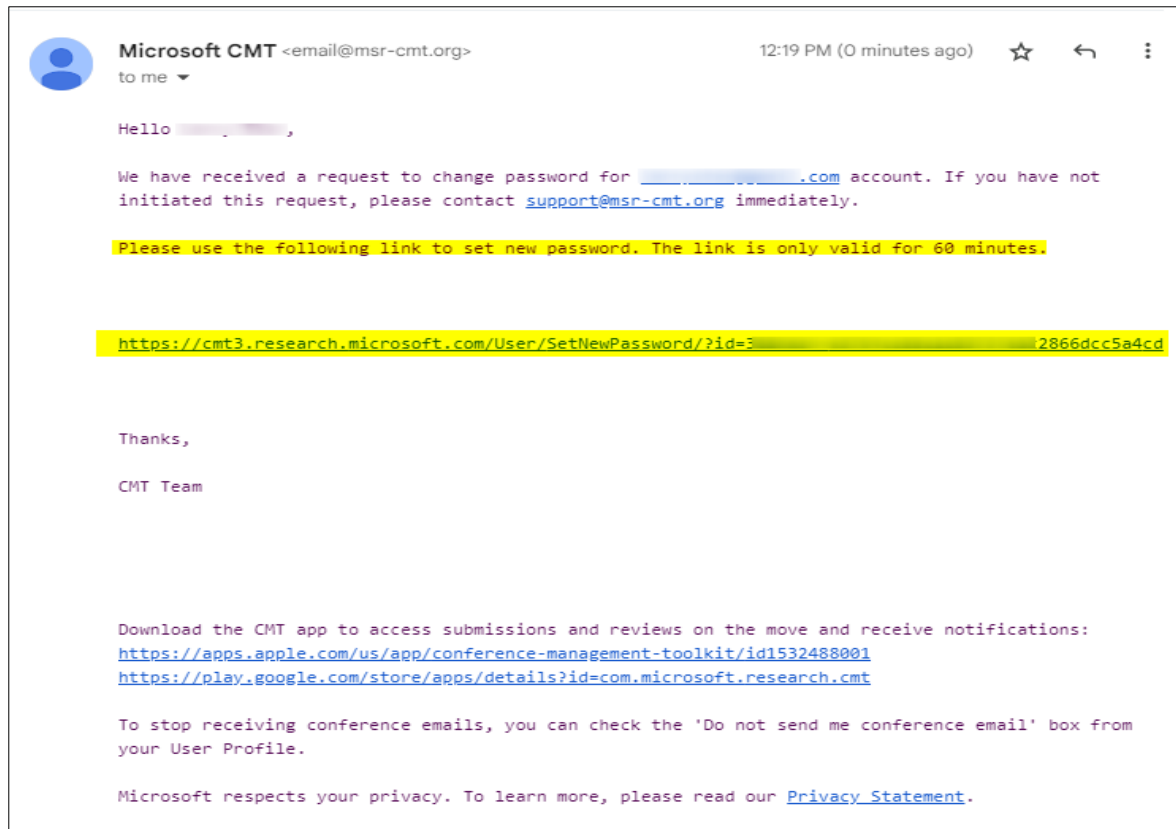


Figure 7  
Image Courtesy: Microsoft CMT

## 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.

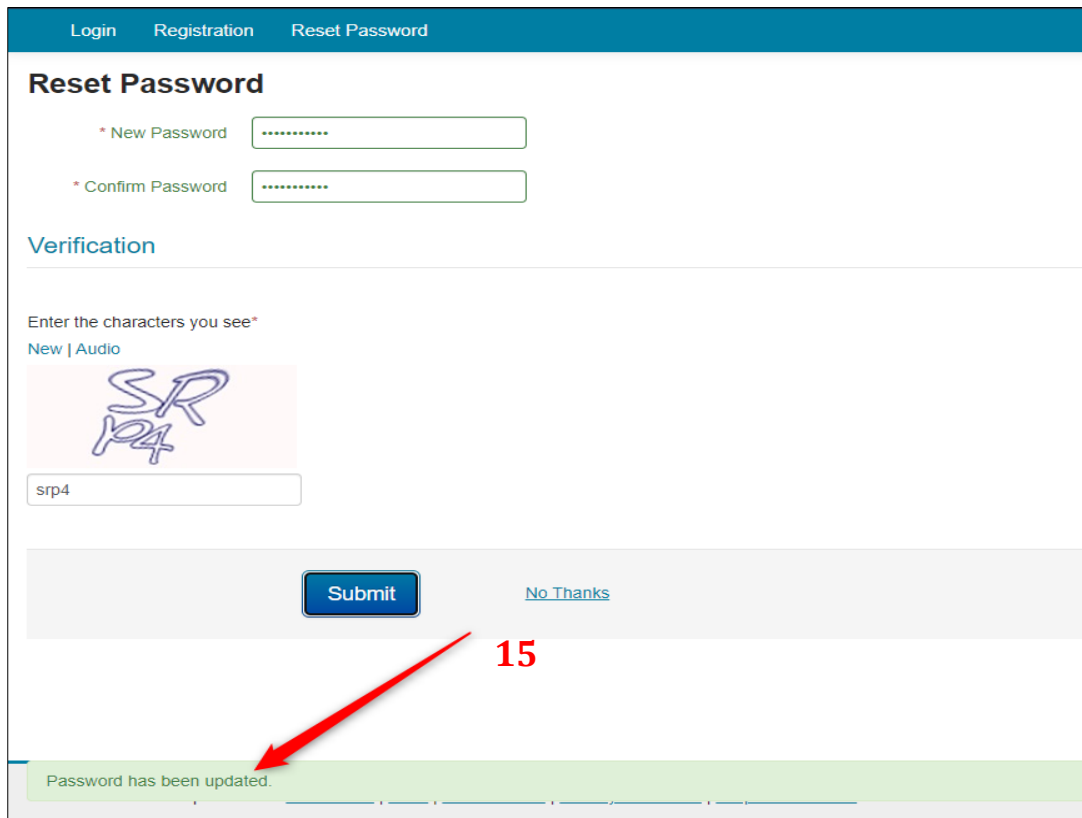
You can also try a different current browser.

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 this, there are two password input fields: '\* New Password' and '\* Confirm Password'. 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\*'. There are links for 'New' and 'Audio'. A captcha image shows the characters 'HLL' and 'MGK'. 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, there is a blue 'Submit' button and a 'No Thanks' link.

Figure 8

Image Courtesy: Microsoft CMT

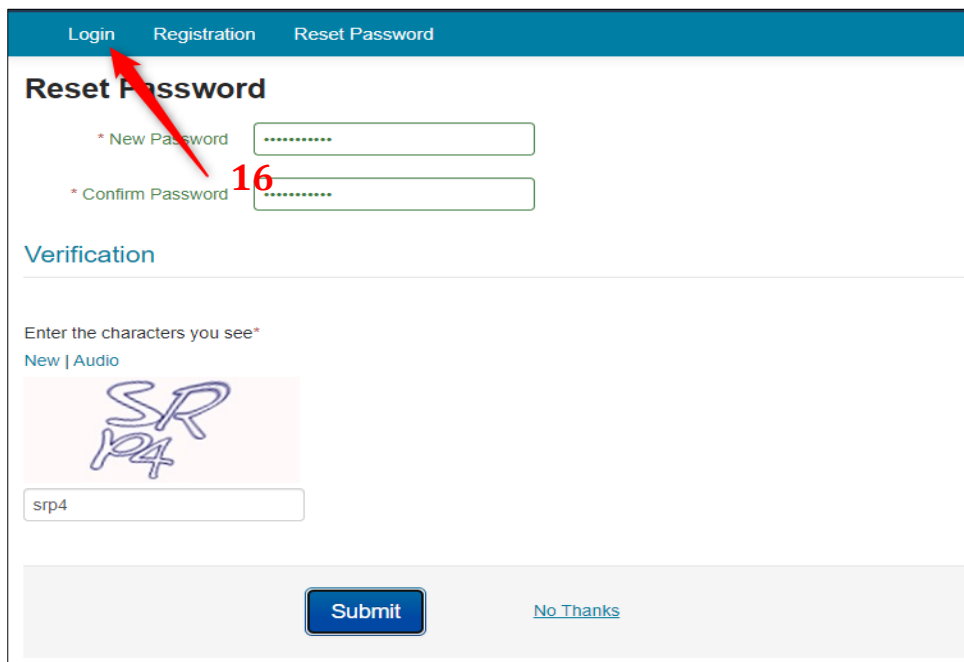
A green bar will appear at the bottom of the page saying 'Password has been updated.' (15)



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 notification bar at the bottom of the page that reads '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)

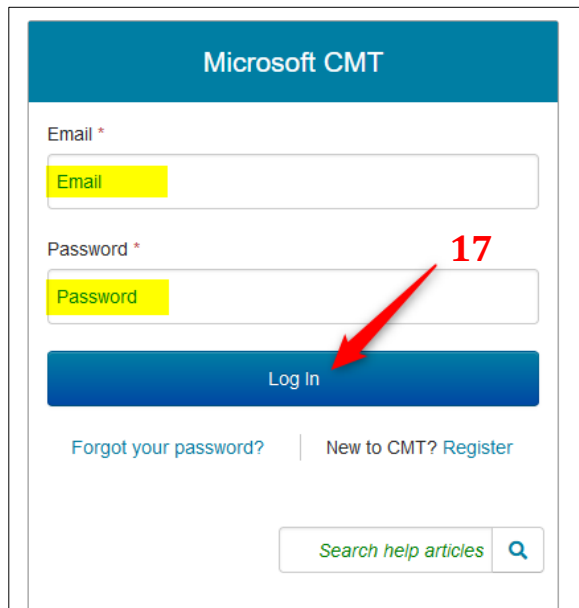
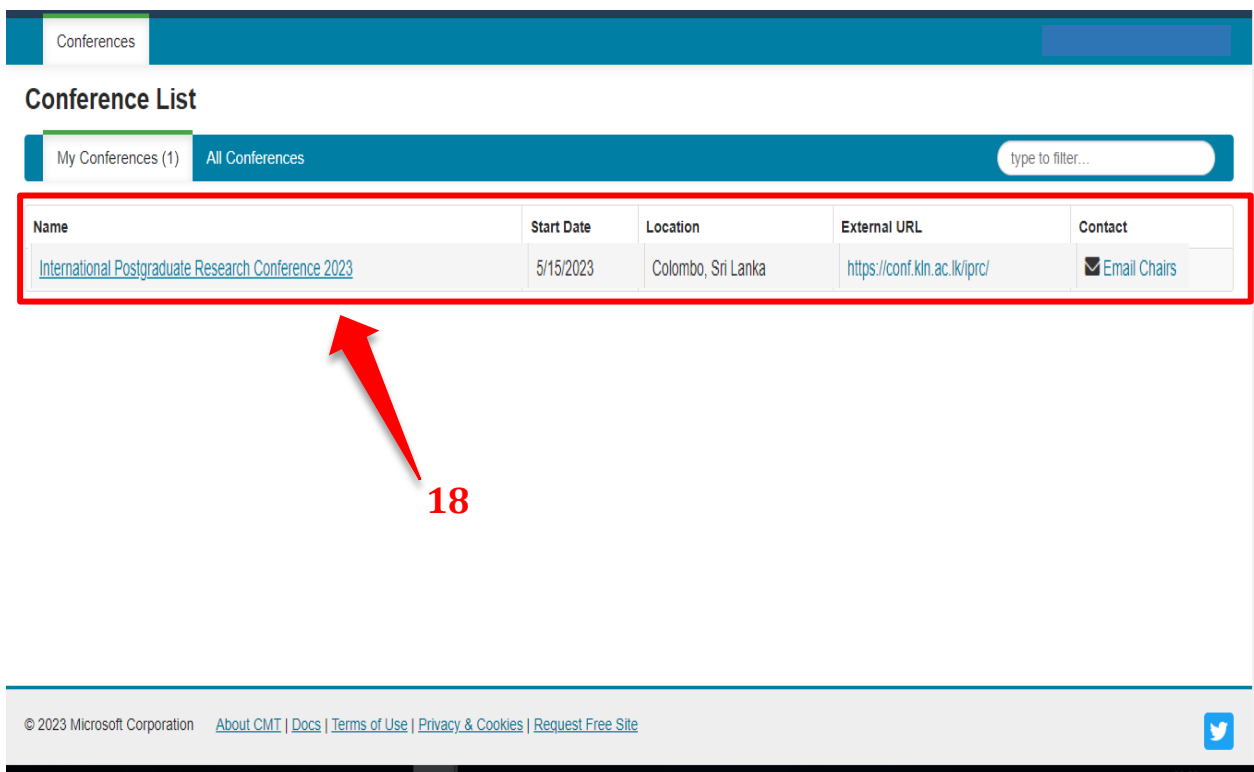


Figure 11

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

From the Author Console in CMT, click on the link 'Create Camera Ready Submission.'

The screenshot shows the 'Author Console' interface. At the top, there's a navigation bar with 'Submissions' and 'Select Your Role: Author'. Below this, the page title is 'Author Console'. There are pagination controls showing '1 - 2 of 2' and a 'Show:' dropdown set to '25'. A table lists two submissions:

Paper ID	Title	Files	Status	Actions
24	Research Paper 1 <a href="#">Show abstract</a>	Submission files: Scientific Paper .docx	Reject <a href="#">View Reviews</a>	<b>19</b> Camera Ready: <a href="#">Create Camera Ready Submission</a>
25	Research Paper 2 <a href="#">Show abstract</a>	Submission files: Paper Submission.docx	Accept <a href="#">View Reviews</a>	

Figure 13  
Image Courtesy: Microsoft CMT

### Step 4 - Create 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.

The screenshot shows the 'Create New Camera Ready Submission' page. At the top, there's a navigation bar with 'Submissions', 'Select Your Role: Author', 'CMTCT2019', and 'Larry Star'. The page title is 'Create New Camera Ready Submission'. Below this, it says 'Paper ID: 25'. There are two main sections: 'TITLE AND ABSTRACT' and 'AUTHORS'.

**TITLE AND ABSTRACT**

- \* Title: Research Paper 2
- \* 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

**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="radio"/>	Author1@contoso.com	Author	One		✕ ↑ ↓

Email    
Enter email to add new author.

Figure 14  
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. **(20)**  
And then click the save button. **(21)**

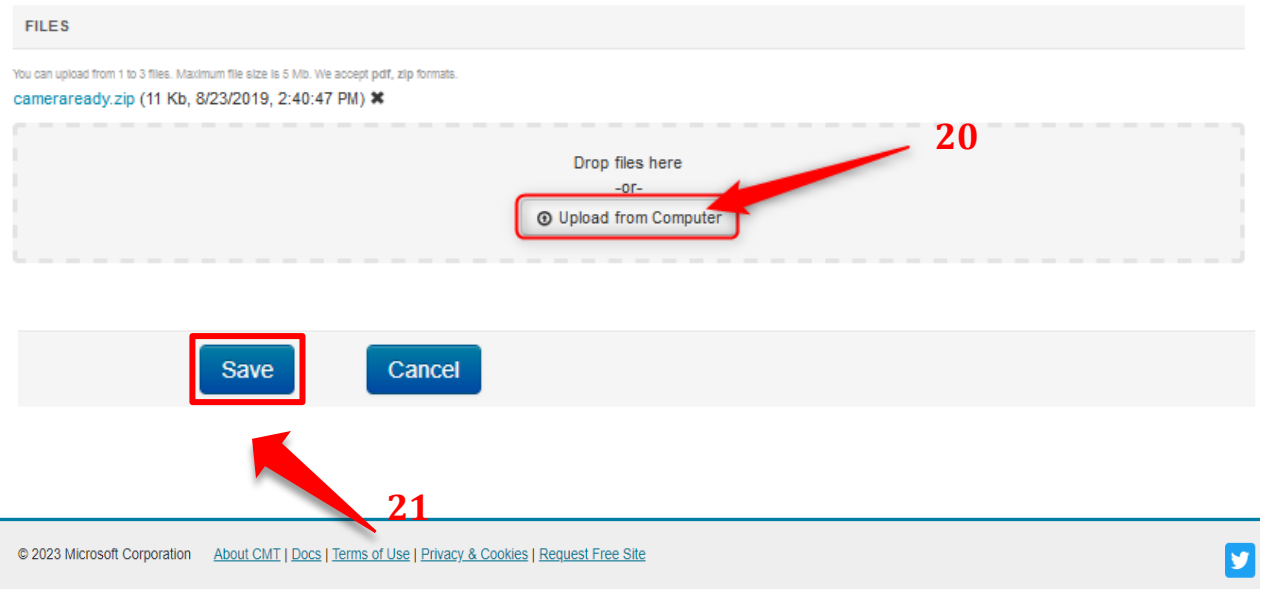


Figure 15  
Image Courtesy: Microsoft CMT

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

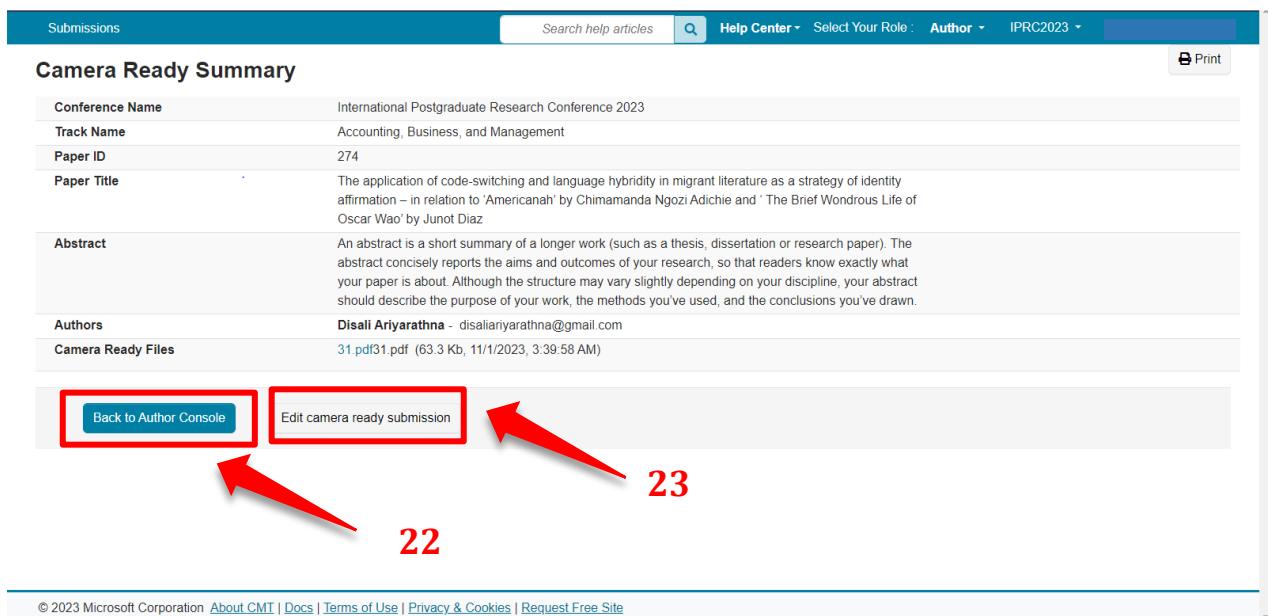


Figure 16  
Image Courtesy: Microsoft CMT

Click on the **Back to author console button, (22)** 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. **(23)**

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

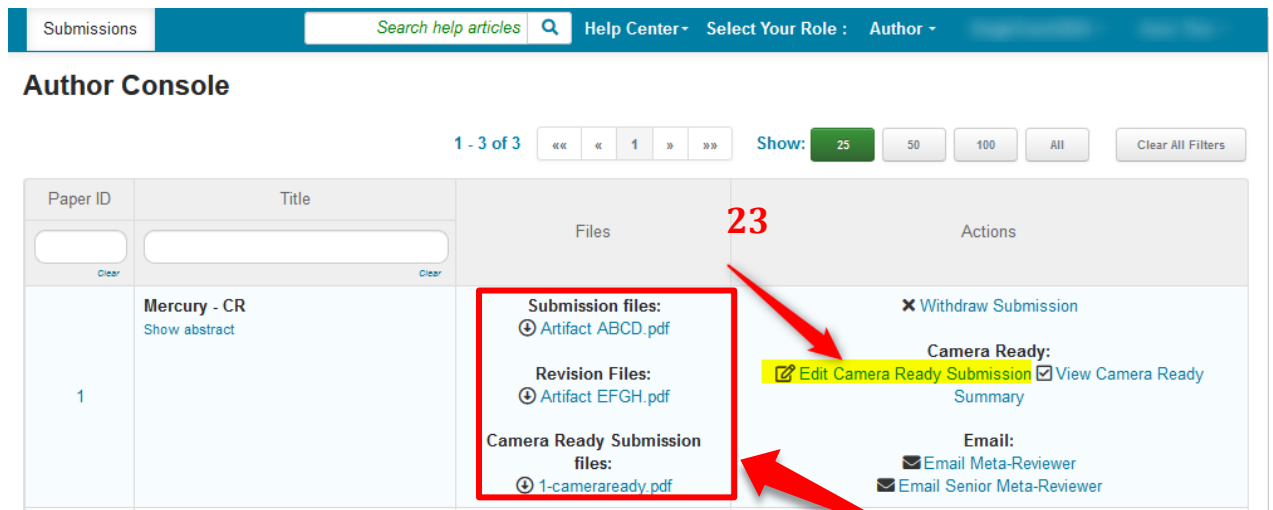


Figure 17

Image Courtesy: Microsoft CMT

Under Files, you can see initial submission abstract document/s and revision submission document/s. **(24)**

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

## Registration Guidelines

- 1) First, go to the IPRC 2023 website homepage ( <https://conf.kln.ac.lk/iprc/> ).
- 2) Click on **“GUIDELINES”**. Select **“Registration Guidelines”** from the drop-down menu **(25)**.
- 3) Then, you will be directed to the registration guidelines page which shows Step I - Payment of the Conference Fee and Step 2 – Registration **(26)**.
- 4) Select **“Step 2 – Registration”** and click on the purple button ‘Click here for Registration (IPRC 2023)’ **(27)**.
- 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 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 21)**.
- 8) Registration guideline page :

<https://conf.kln.ac.lk/iprc/index.php/guidelines/registration-guidelines>

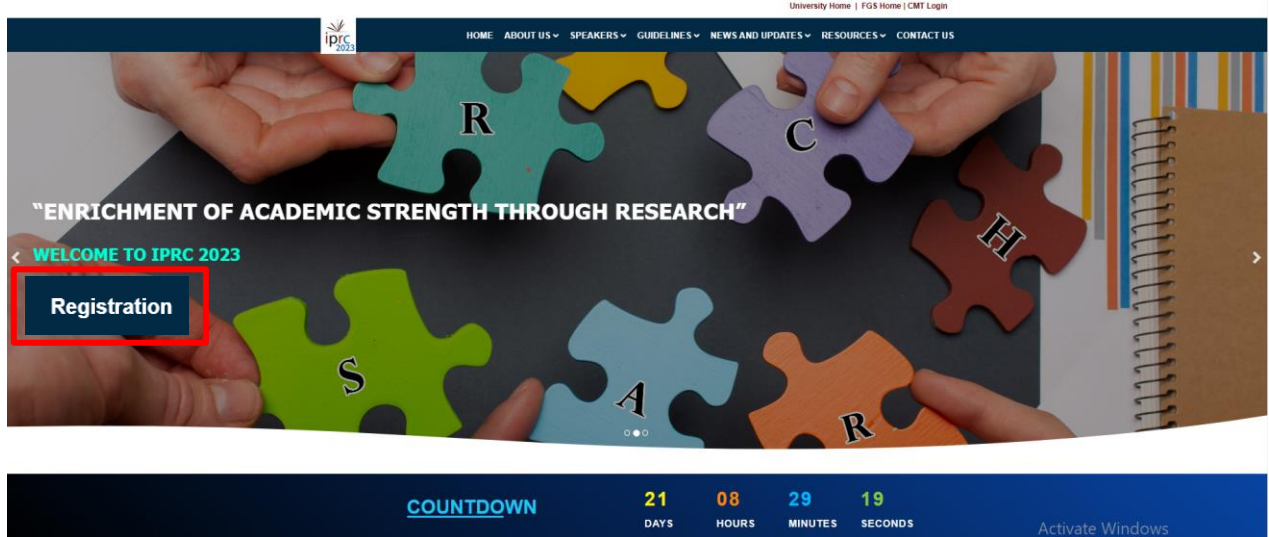
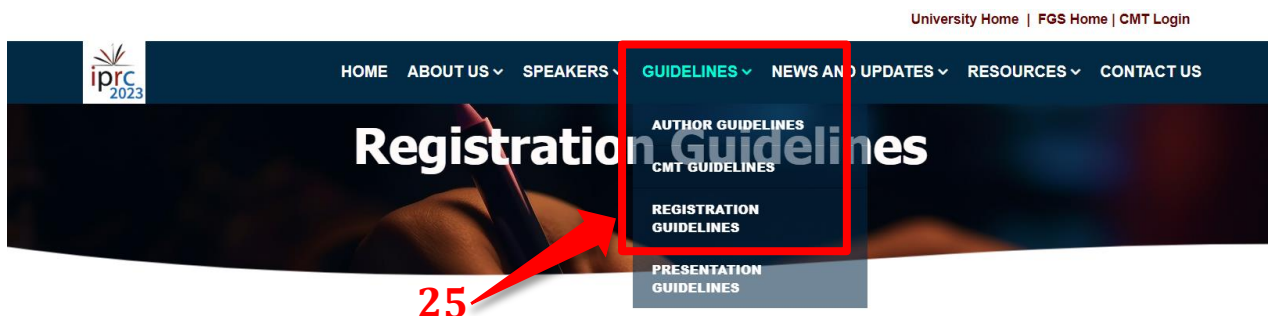


Figure 18



### Prospective authors are invited to submit Abstracts

Step I - Payment of the Conference Fee	>
Step 2 - Registration	∨

### The details of the conference account are as follows:

Please fill the Google form to get registered for IPRC 2023

[iprc/index.php/guidelines](https://conf.kln.ac.lk/iprc/index.php/guidelines)

Activate Windows  
Go to Settings to activate

Figure 19

**Step 2 - Registration**

## The details of the conference account are as follows:

Please fill the Google form to get registered for IPRC 2023

[Click Here for the Registration \(IPRC 2023\)](#)

- Upload scanned copy of your payment slip to the registration form.
- Please note that registration fees will not be refunded.
- Present your institutional ID card or driving license for registration.

**If you require any further information, please contact the organizing committee on**  
**Tel: + (94) 11 2 903 955, + (94) 71 5 179 502**  
**WhatsApp: + (94) 71 5 179 502**  
**Email - [iprc@kln.ac.lk](mailto:iprc@kln.ac.lk)**

Figure 20

docs.google.com/forms/d/1ZAiqzLbyr1hbStyUzP0AIZF-FiByJfjz2mthNeCaD/viewform?edit\_requested=true

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**International Postgraduate Research Conference (IPRC) - 2023**  
Faculty of Graduate Studies  
University of Kelaniya, Sri Lanka

**International Postgraduate Research Conference (IPRC) - 2023, Registration Form**

\* Please note that if there are more than one author for your abstract and wish to participate in the conference, all of the authors should get registered separately as "presenter" or "participant".

e.s.gunawardhana@gmail.com [Switch account](#)

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Your email is not part of your response.

\* Indicates required question

1. Email Address \*

Figure 21