

Revised Abstract Submission - User guide for Conference Management Toolkit (CMT) 2024

Step 1

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

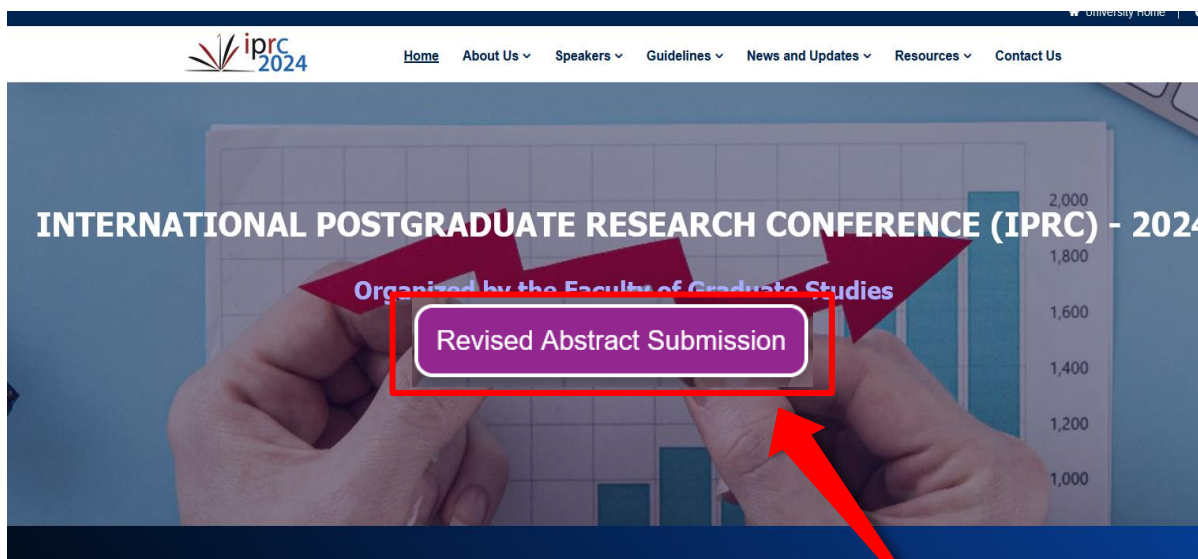



Figure 1A

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

1B



Important dates

- Abstract Submission Deadline
04th August 2024
- Author Notification (with Editorial & review comments)
07th September 2024
- Submission of Revised Abstract
14th September 2024
- Camera Ready Copy Submission
30th September 2024
- Registration Deadline
20th October 2024

Revised Abstract Submission

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.



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Abstract Submission Guidelines

- AUTHOR GUIDELINES
- CMT GUIDELINES
- REGISTRATION GUIDELINES
- PRESENTATION 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) [PDF icon]
- Template of Abstract (English) [Word icon]
- Template of Abstract (Sinhala) [Word icon]
- Abstract submission Guideline (English) [PDF icon]

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=%2FIPRC2024%2FSubmission%2FManage> (Figure 4).

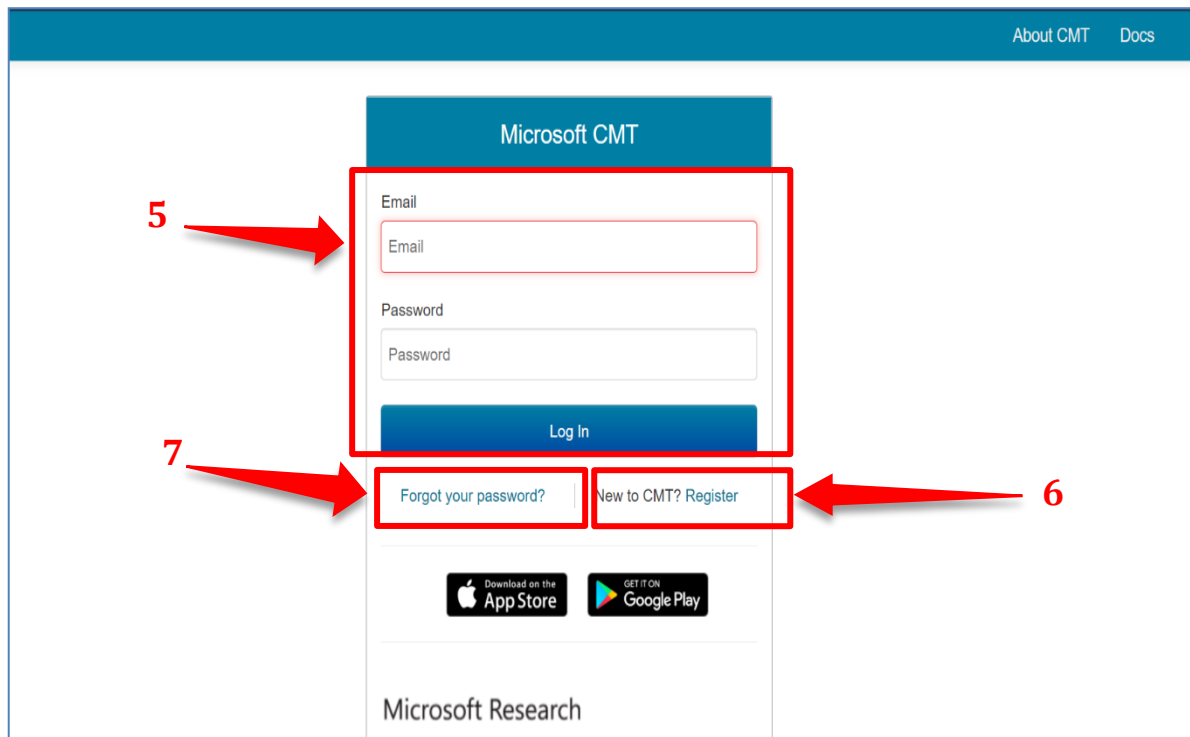


Figure 4

Image Courtesy: Microsoft CMT

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

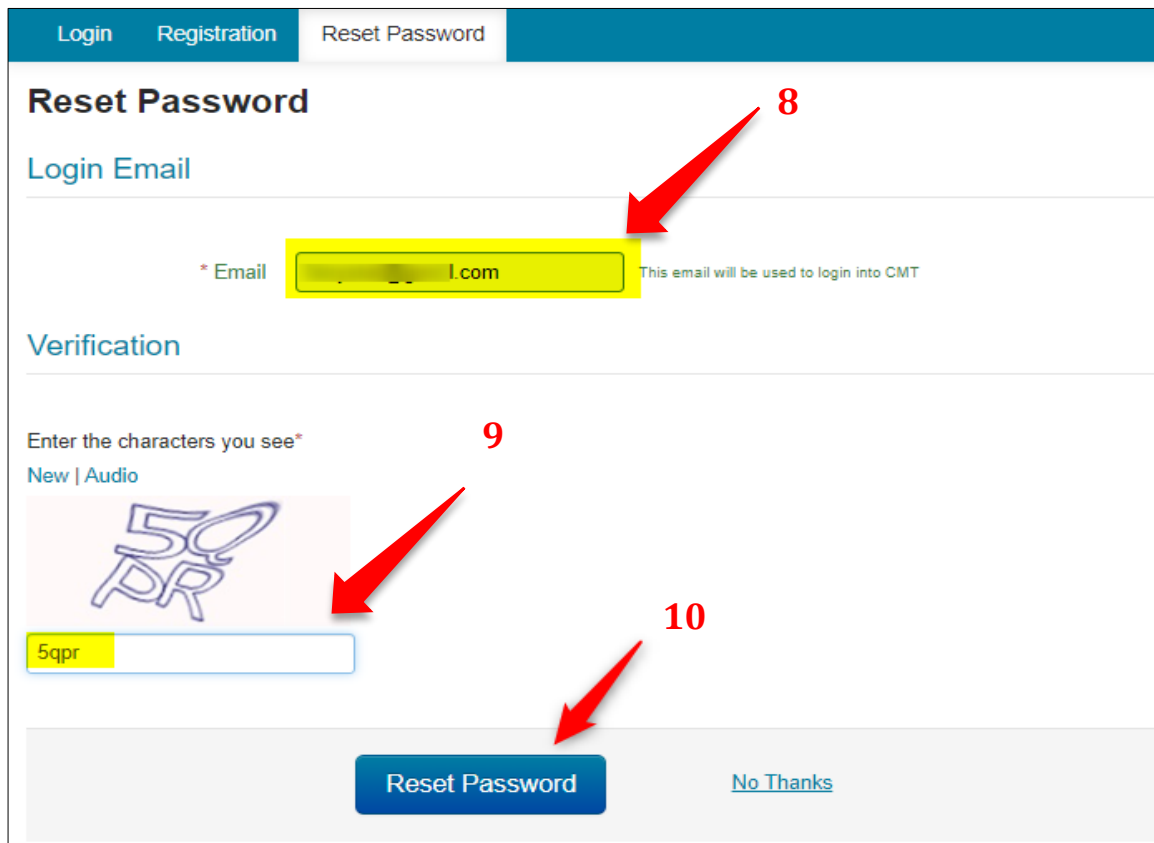
Select the International Postgraduate Research Conference 2024, from the conference list which appears after logging in. Then you will be directed to the 'Author Console' page.

Then you can see the **'Status'** 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 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 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, there is a 'Verification' section with the text '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 the characters '5qpr'. A red arrow labeled '10' points to the 'Reset Password' button at the bottom of the page. There is also a 'No Thanks' link next 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.

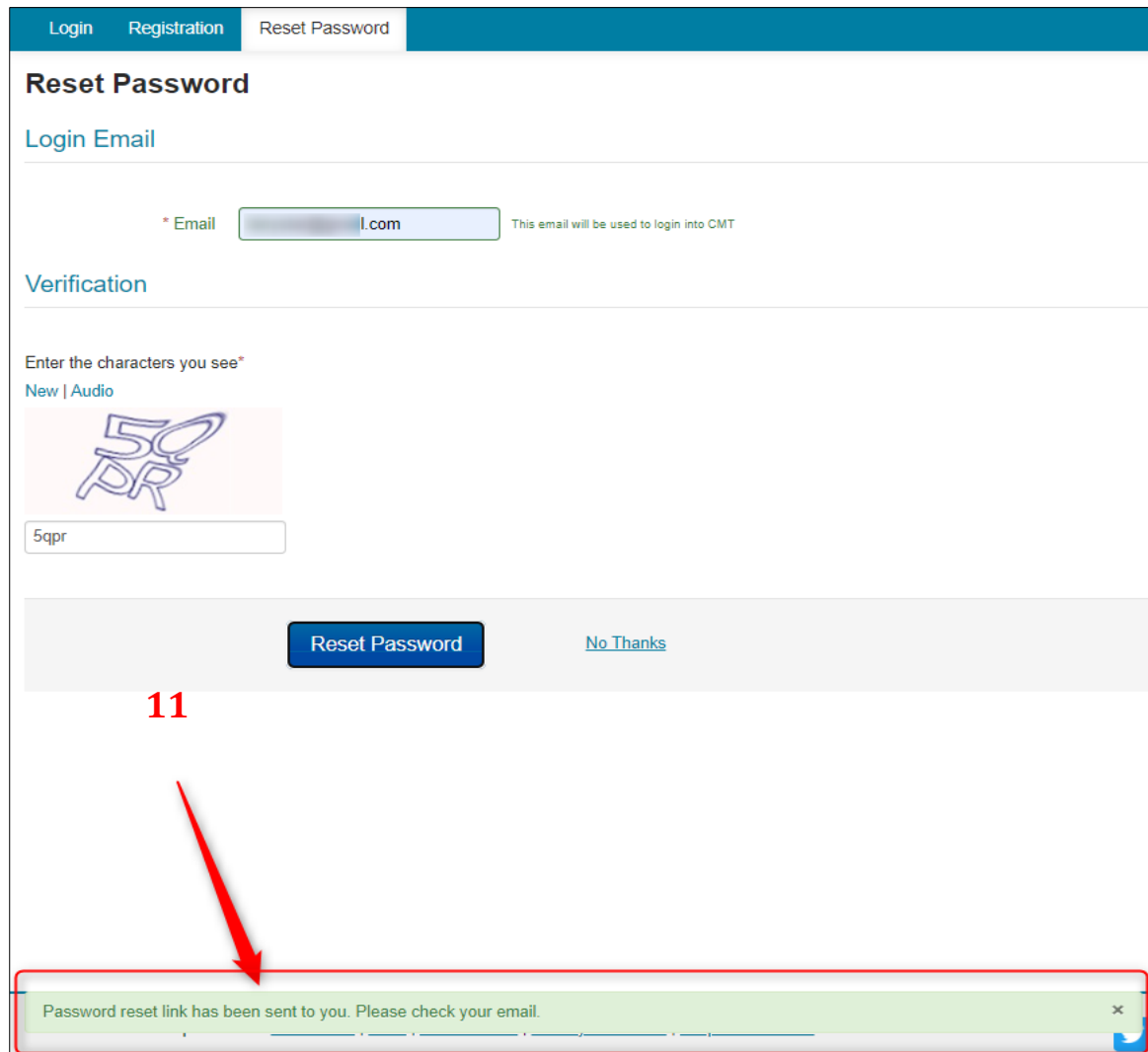


Figure 6
Image Courtesy: Microsoft CMT

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.

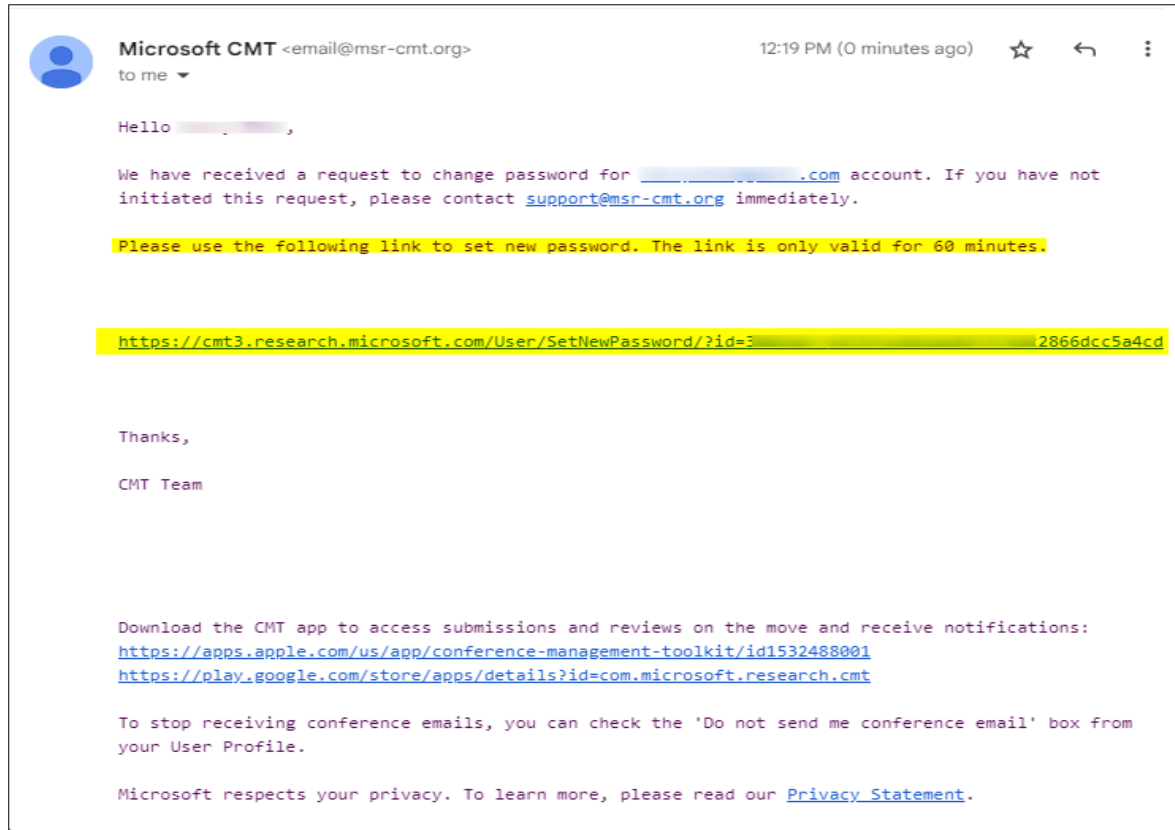


Figure 7
Image Courtesy: Microsoft CMT

RESET LINK EXPIRY

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

After the hour, you 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.

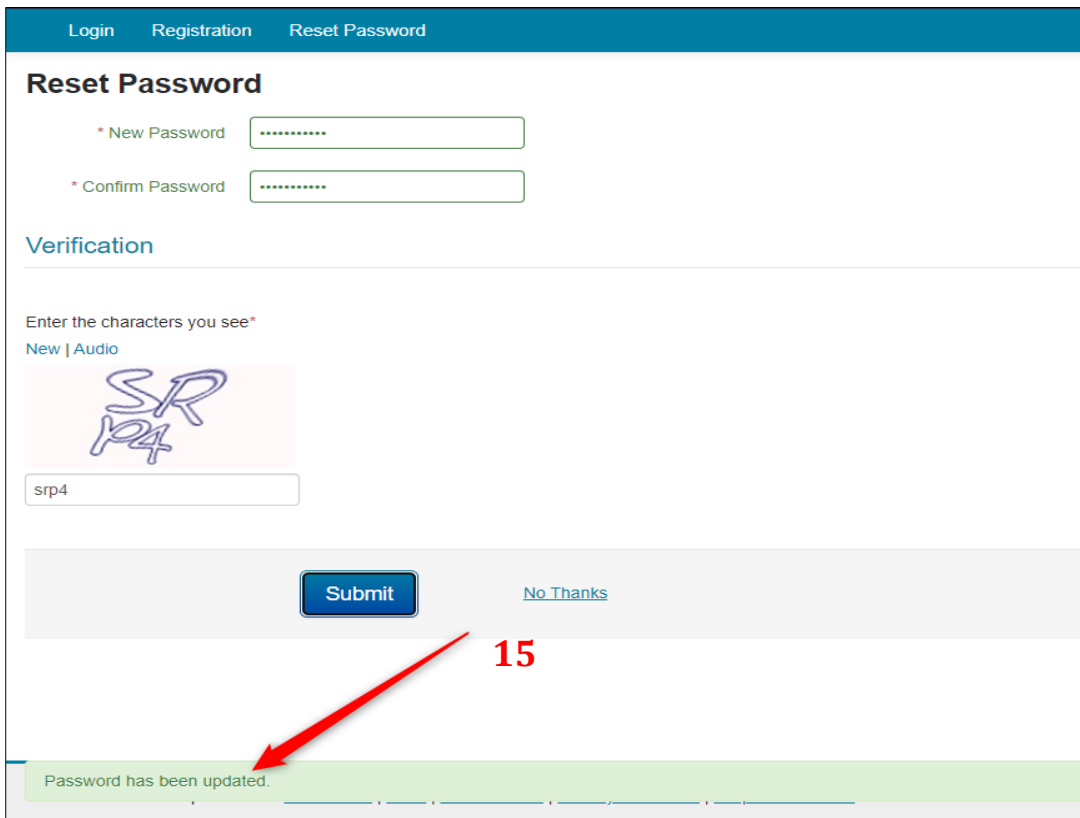
You can also try a different current browser.

The screenshot shows the 'Reset Password' page with a navigation bar 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 empty input field. A red arrow labeled '14' points to a blue 'Submit' button. To the right of the 'Submit' button is a 'No Thanks' link.

Figure 8

Image Courtesy: Microsoft CMT

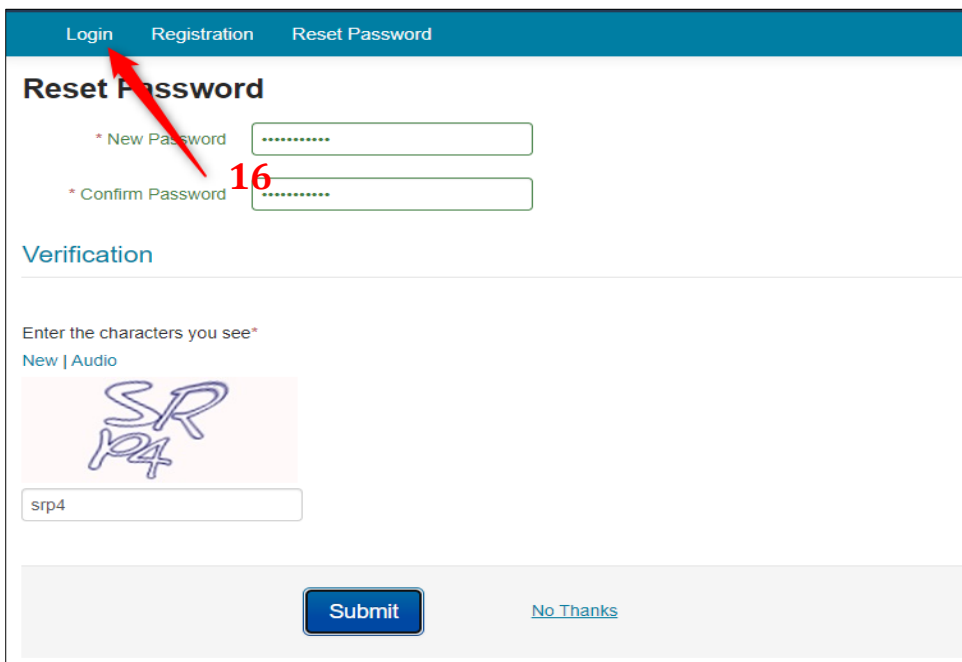
A green bar will appear at the bottom of the page saying 'Password has been updated.' (15)



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 these 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, there is a 'Submit' button and a 'No Thanks' link. A green bar at the very bottom of the page contains the text 'Password has been updated.' A red arrow points from the number '15' to this green bar.

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>)

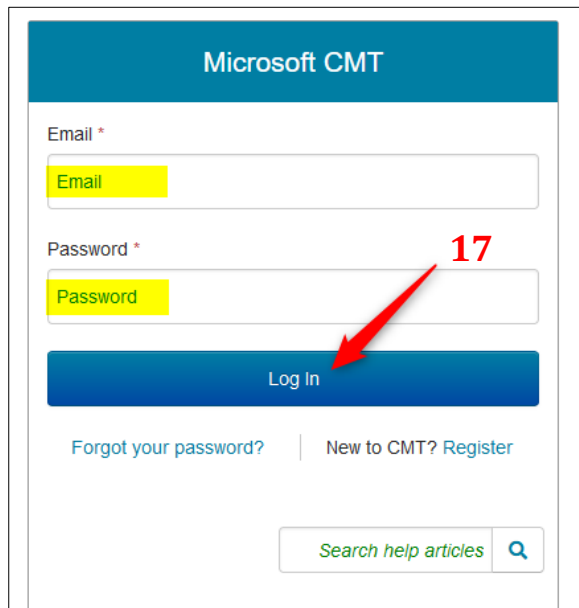


This screenshot is identical to Figure 9, showing the 'Reset Password' page. However, a red arrow points from the number '16' to the 'Login' tab in the top left corner of the blue header.

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

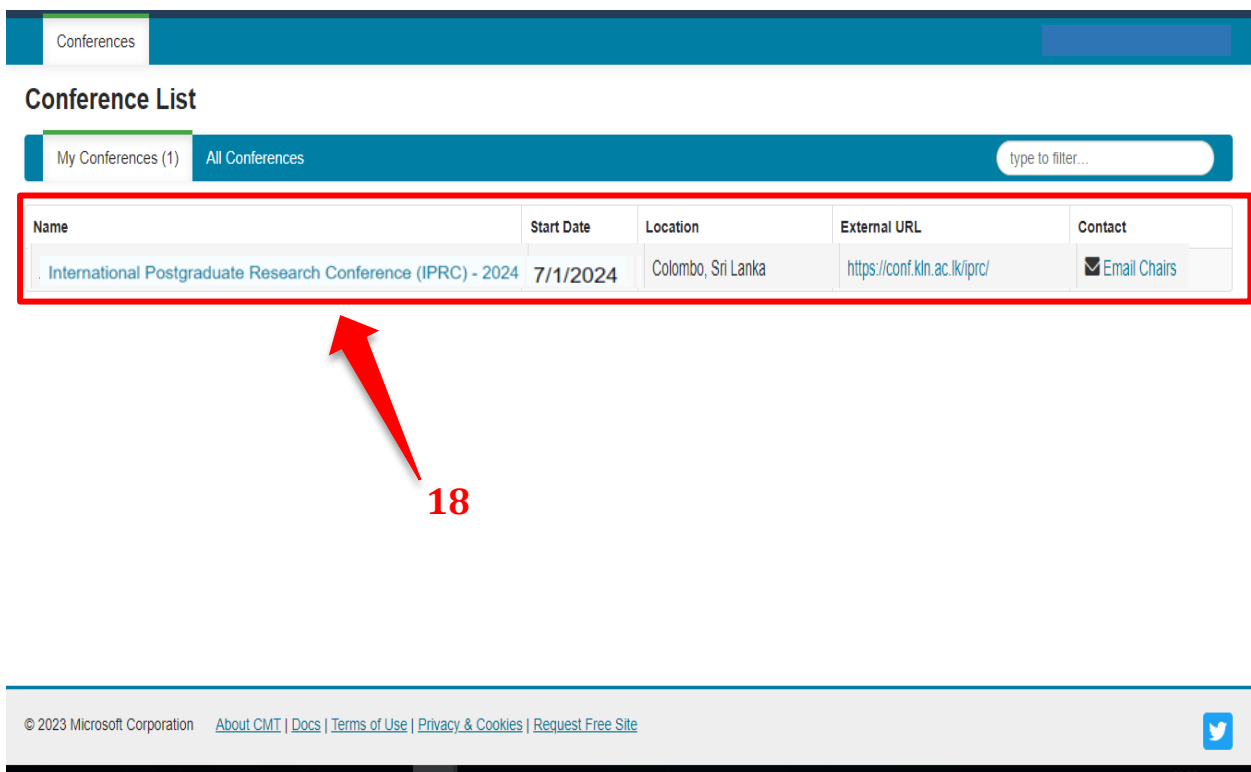
[Forgot your password?](#) | [New to CMT? Register](#)

[Search help articles](#)

Figure 11

Image Courtesy: Microsoft CMT

Select the International Postgraduate Research Conference 2024, 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).



Conferences

Conference List

My Conferences (1) | All Conferences |

Name	Start Date	Location	External URL	Contact
International Postgraduate Research Conference (IPRC) - 2024	7/1/2024	Colombo, Sri Lanka	https://conf.kln.ac.lk/iprc/	<input checked="" type="checkbox"/> Email Chairs


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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.

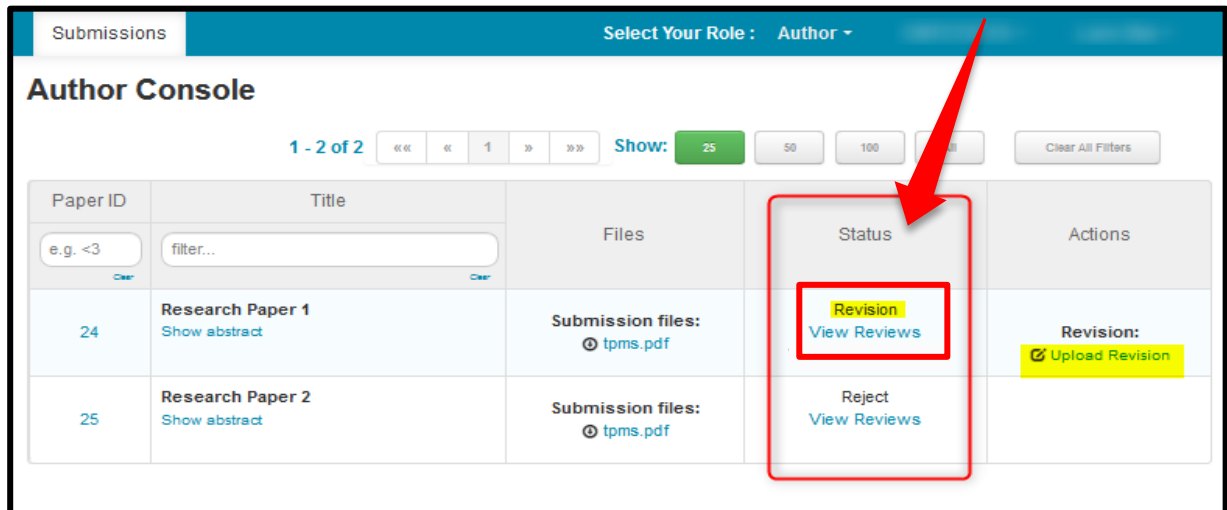


Figure 13

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.

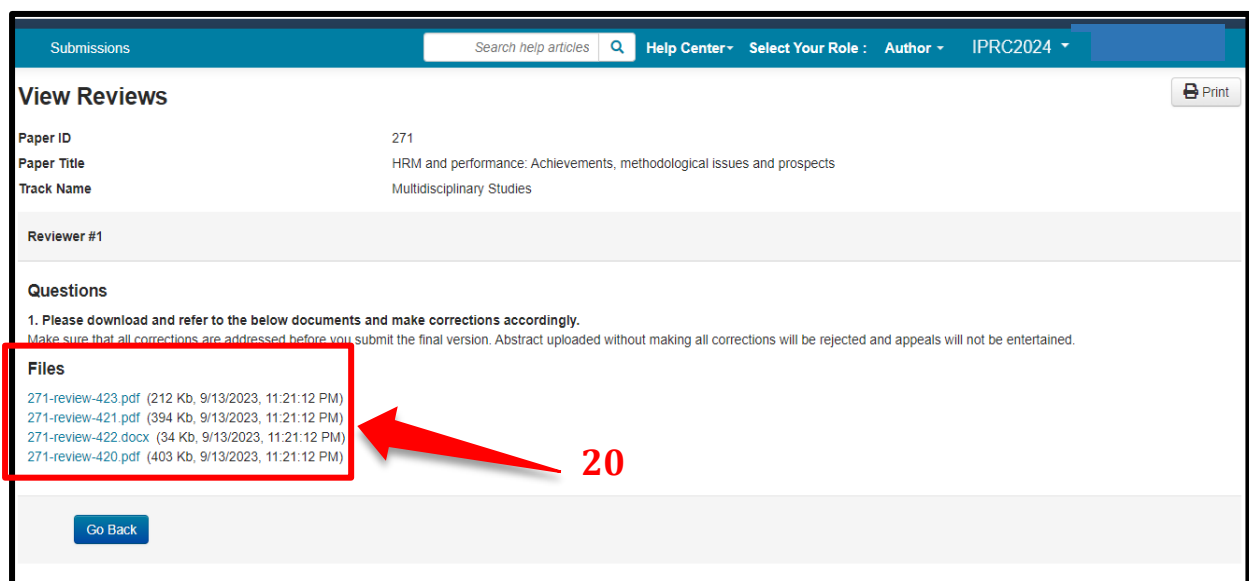


Figure 14

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)

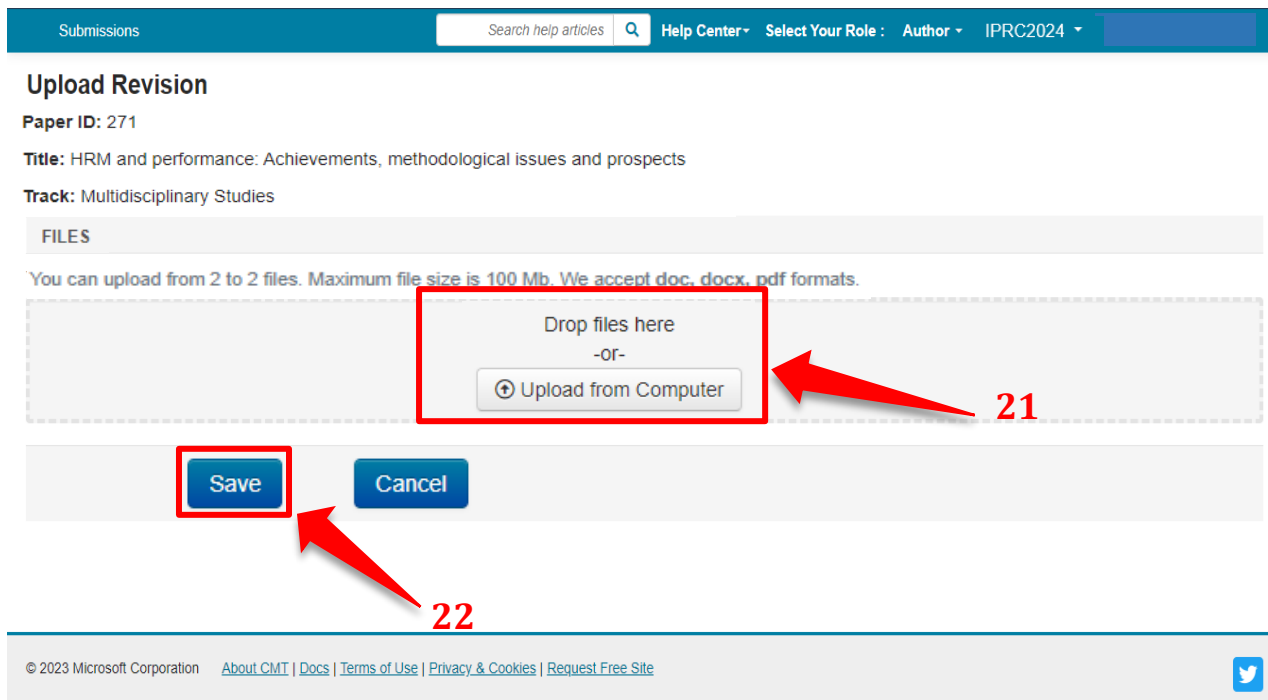


Figure 15
Image Courtesy: Microsoft CMT

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

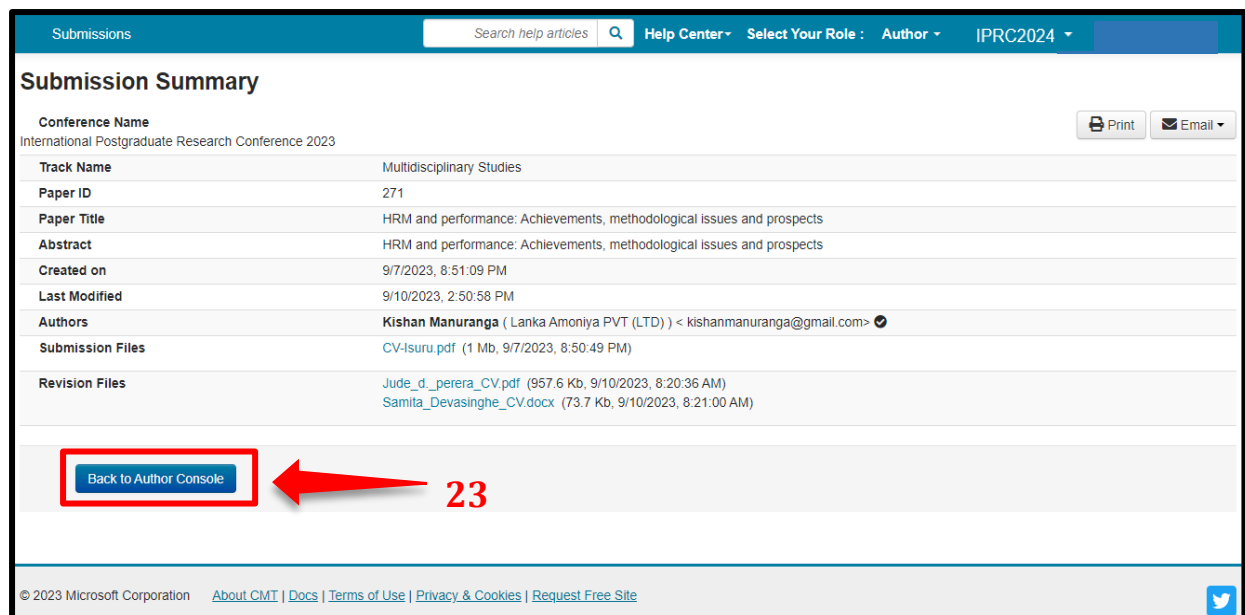


Figure 16
Image Courtesy: Microsoft CMT

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, 'Help Center', 'Select Your Role: Author', and 'IPRC2024'. Below this is the 'Author Console' header. A table lists submissions. The first row is for Paper ID 271, titled 'HRM and performance: Achievements, methodological issues and prospects'. The 'Files' column is highlighted with a red box and labeled '25'. It contains 'Submission files: CV-Isuru.pdf' and 'Revision Files: Jude_d_perera_CV.pdf, Samita_Devasinghe_CV.docx'. The 'Status' column is 'Revision Reviews'. The 'Actions' column has a red box around the 'Revision: Edit Revision' link, labeled '24'. Navigation controls at the top right show '1 - 1 of 1' and 'Show: 25'.

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.