Camera-Ready Submission - User guide for Conference Management Toolkit (CMT) 2024

Step 1

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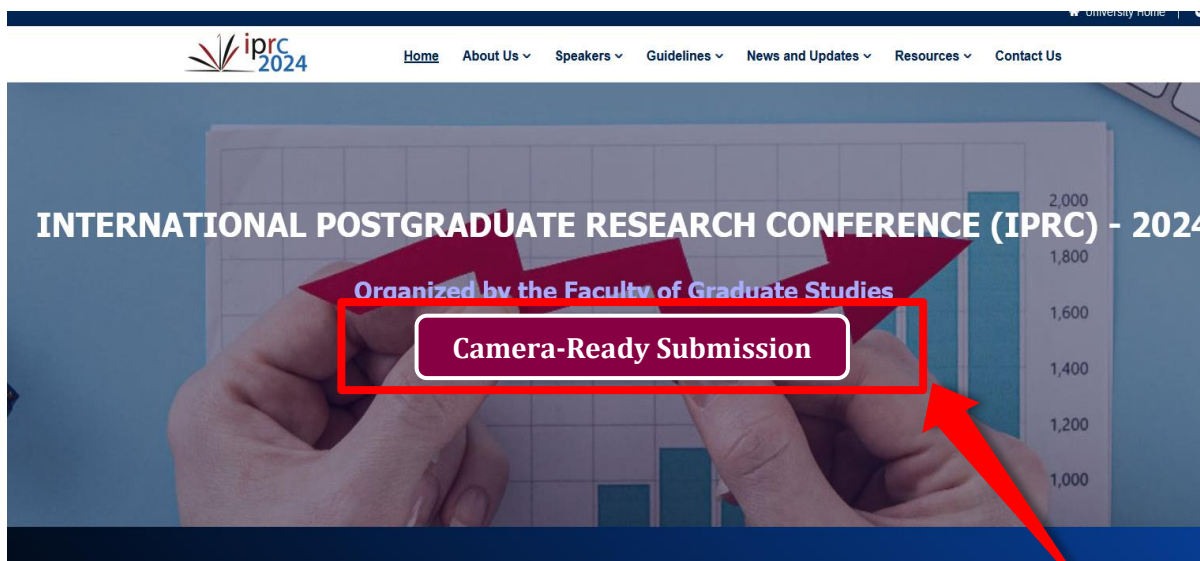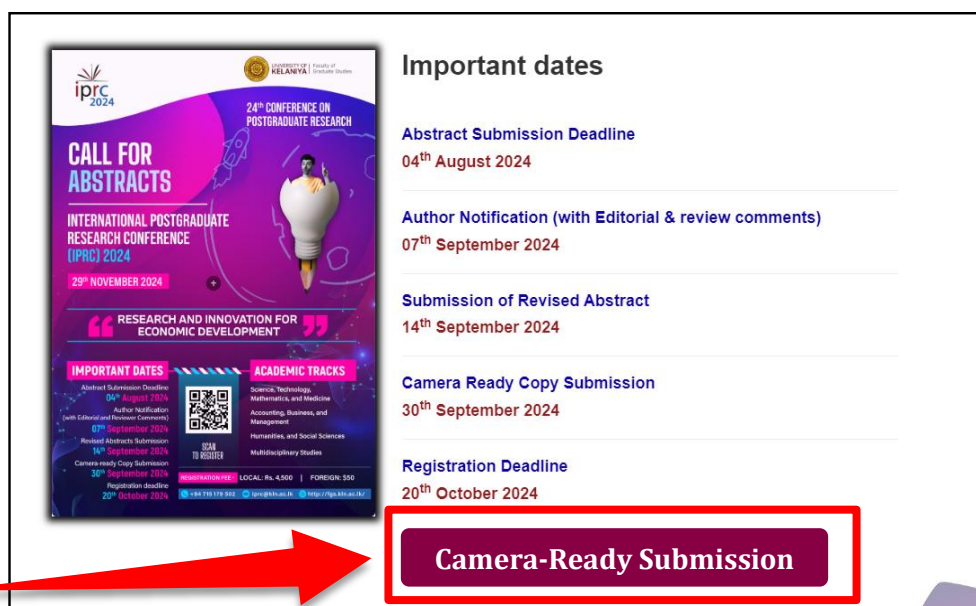

Figure 1A

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.

Guidelines **(2)** ➡ Author Guidelines **(2)** ➡ Step-3 - Camera-Ready Submission **(3)** ➡ Camera-Ready Submission **(4)**

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:

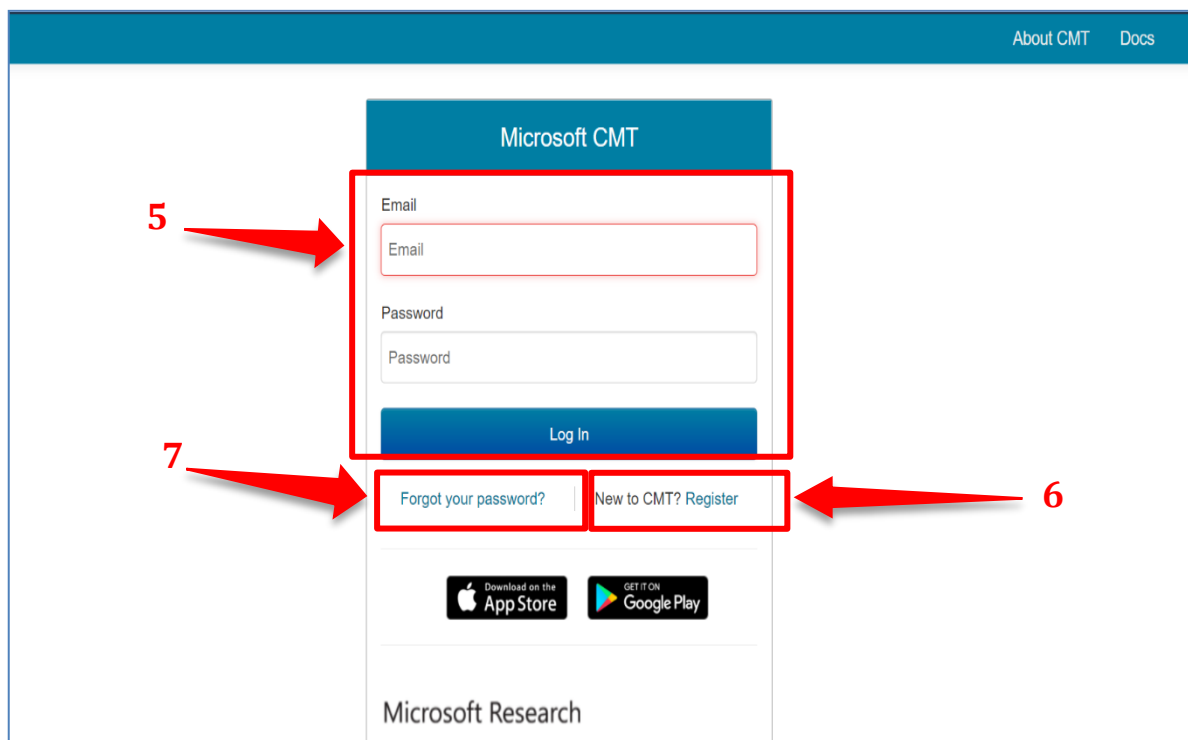https://cmt3.research.microsoft.com/User/Login?ReturnUrl=%2FIPRC2024%2FSubmission%2FManage

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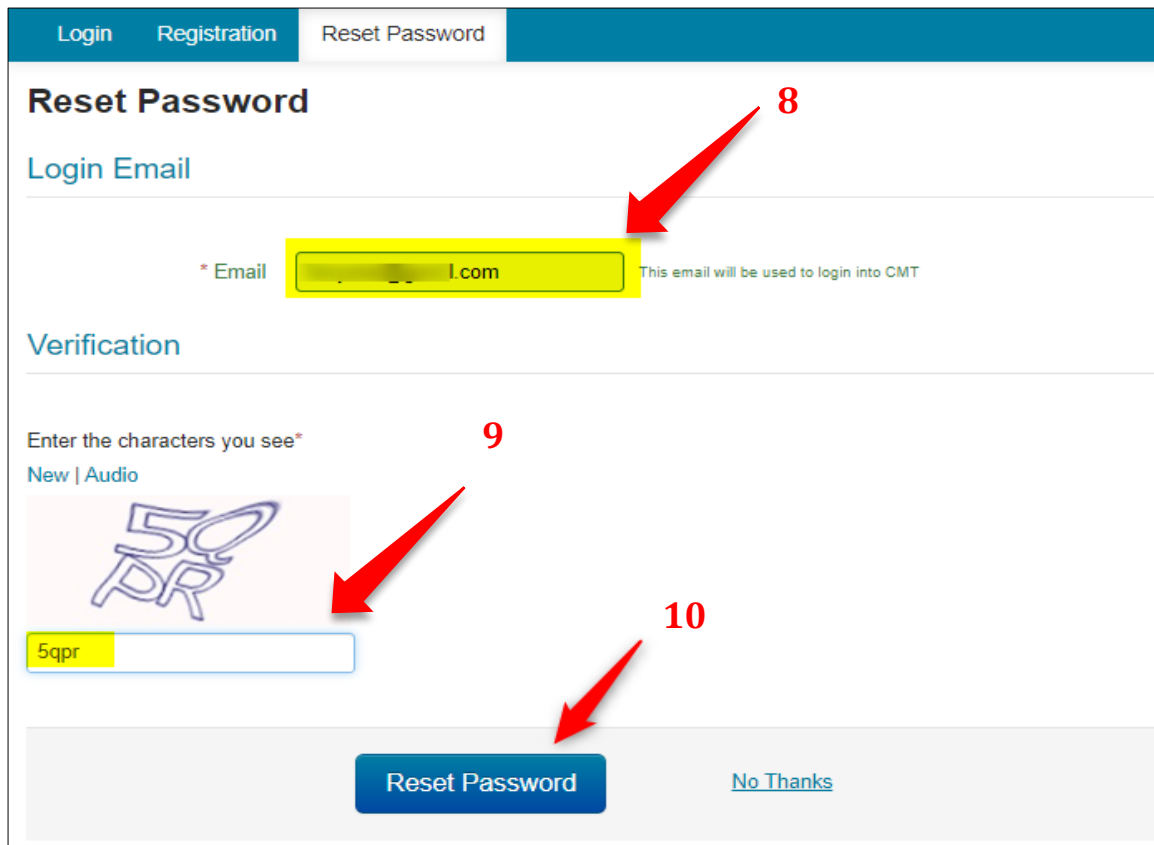
Select the International Postgraduate Research Conference 2024, from the conference list which appears after logging in. Then you will be directed to the **'Author Console'** page.

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)**

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.
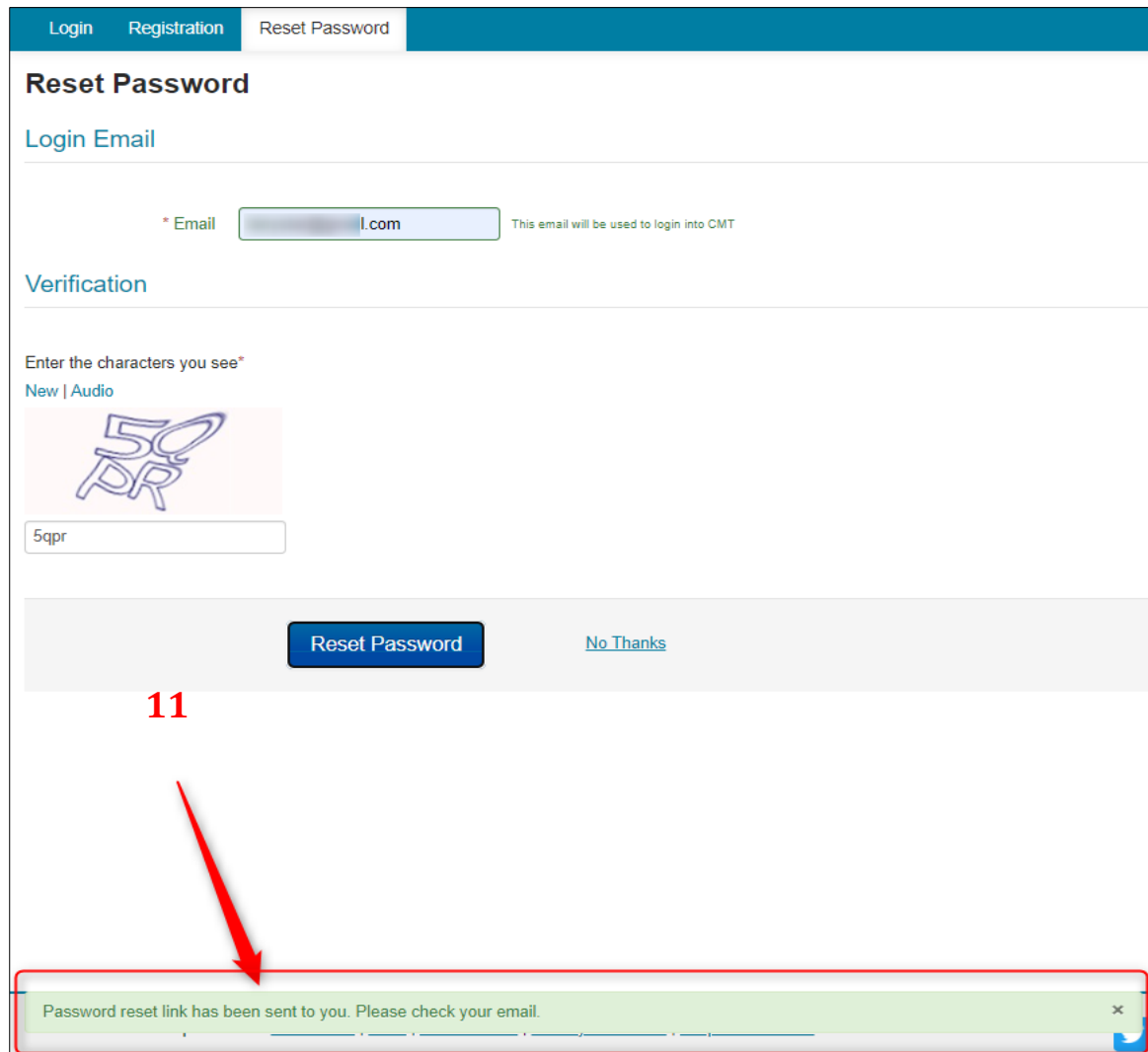

Figure 6
Image Courtesy: Microsoft CMT

EMAIL SENT

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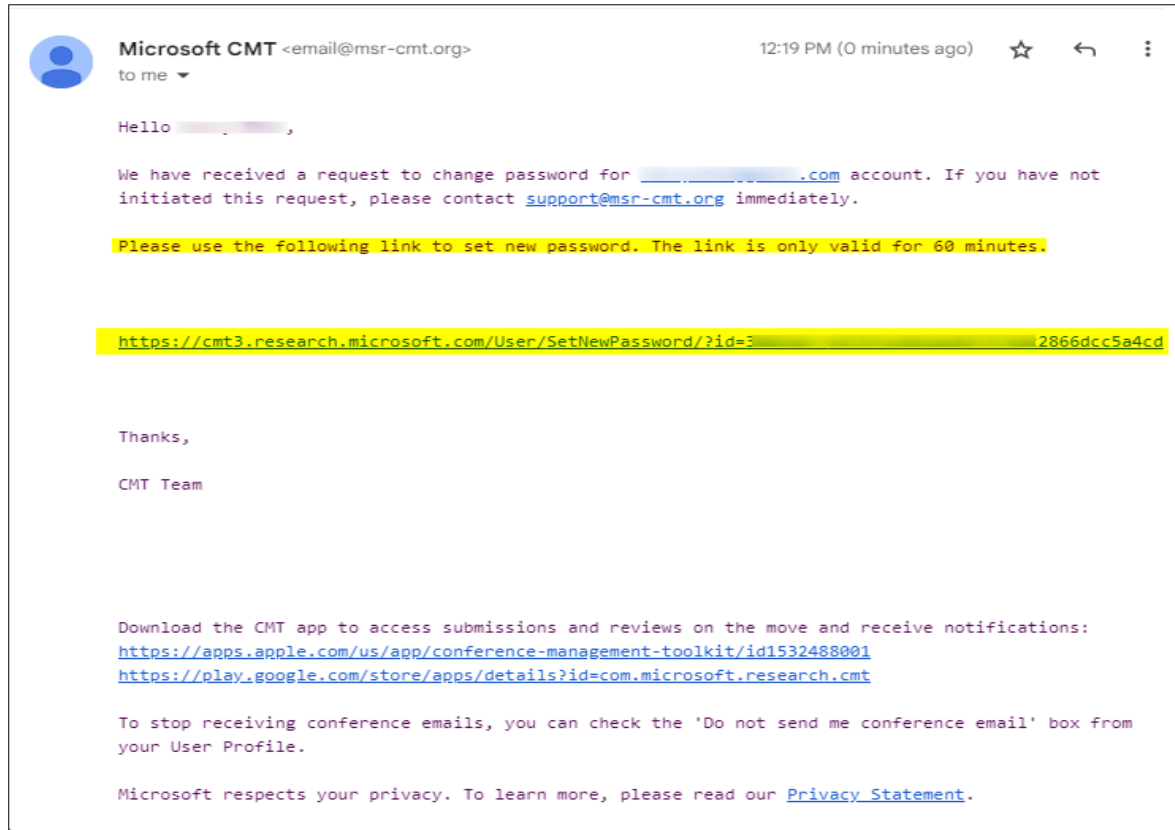
Click on the link in the email.

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

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)**

❶ 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.

Figure 8
Image Courtesy: Microsoft CMT

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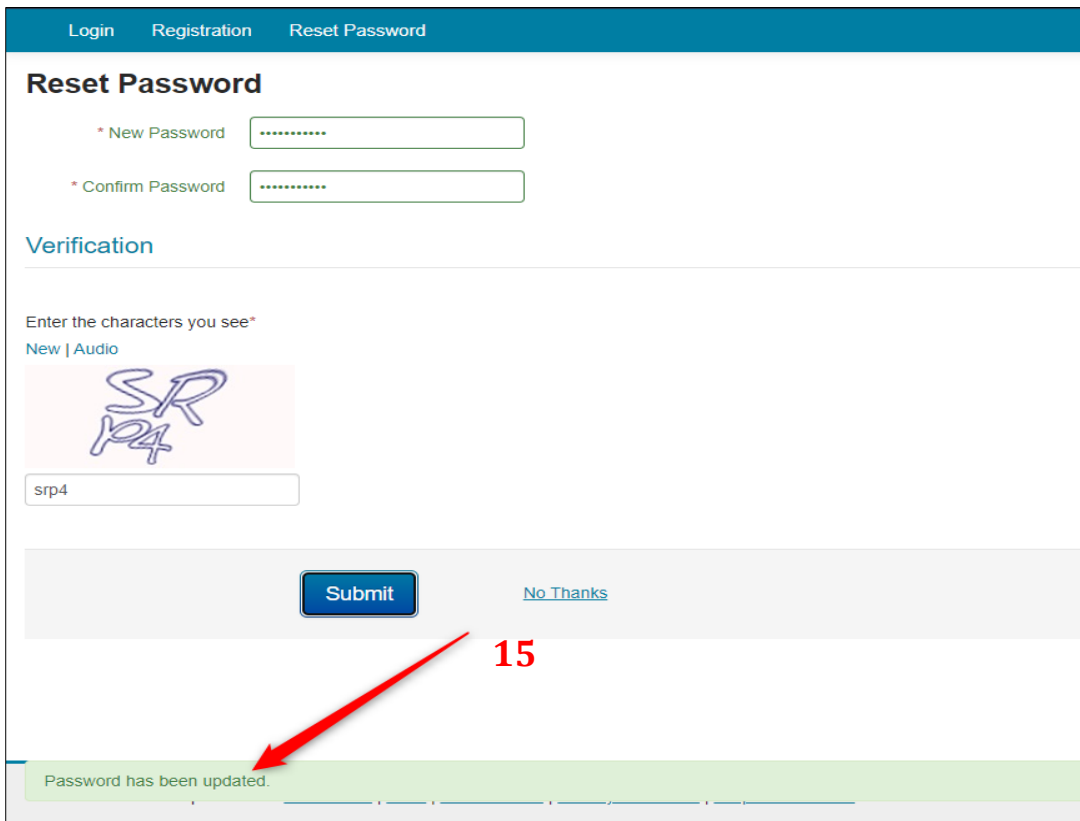

Figure 9
Image Courtesy: Microsoft CMT

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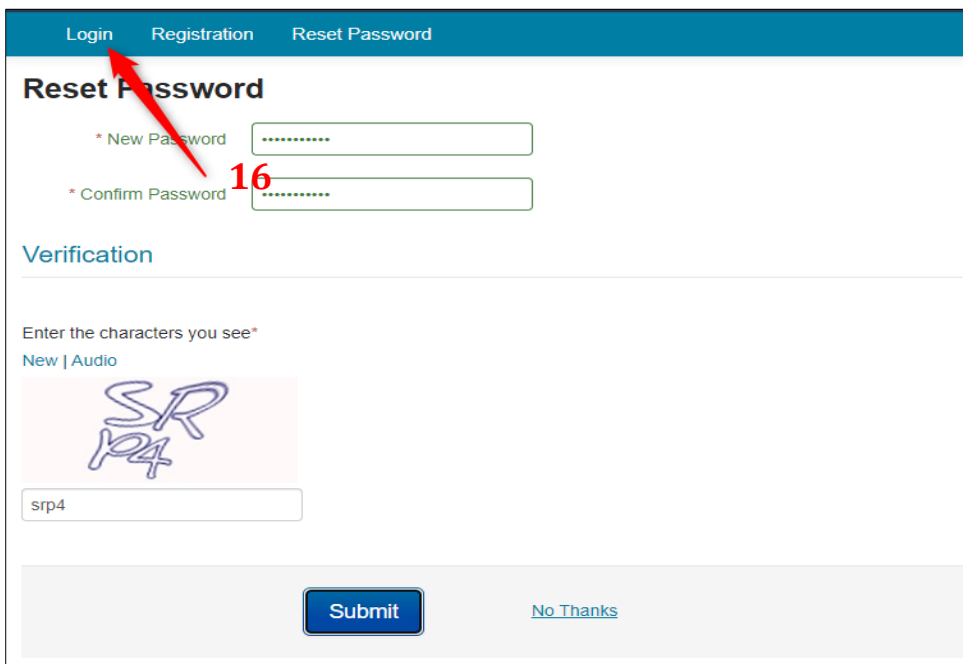(You can also use this link: https://cmt3.research.microsoft.com)

Figure 10
Image Courtesy: Microsoft CMT

LOGIN PAGE

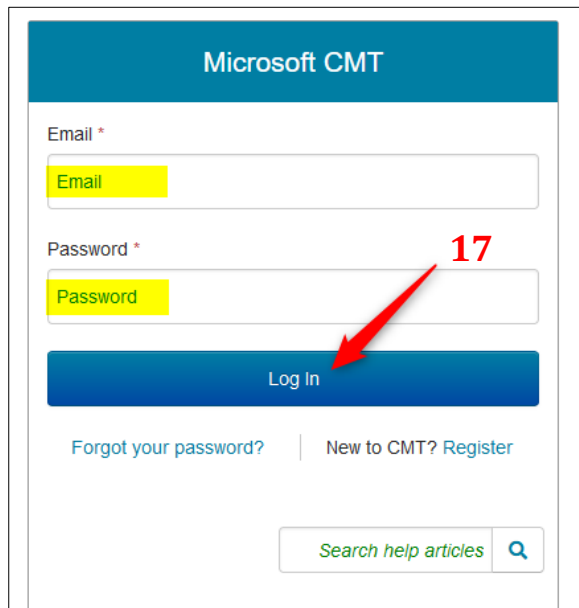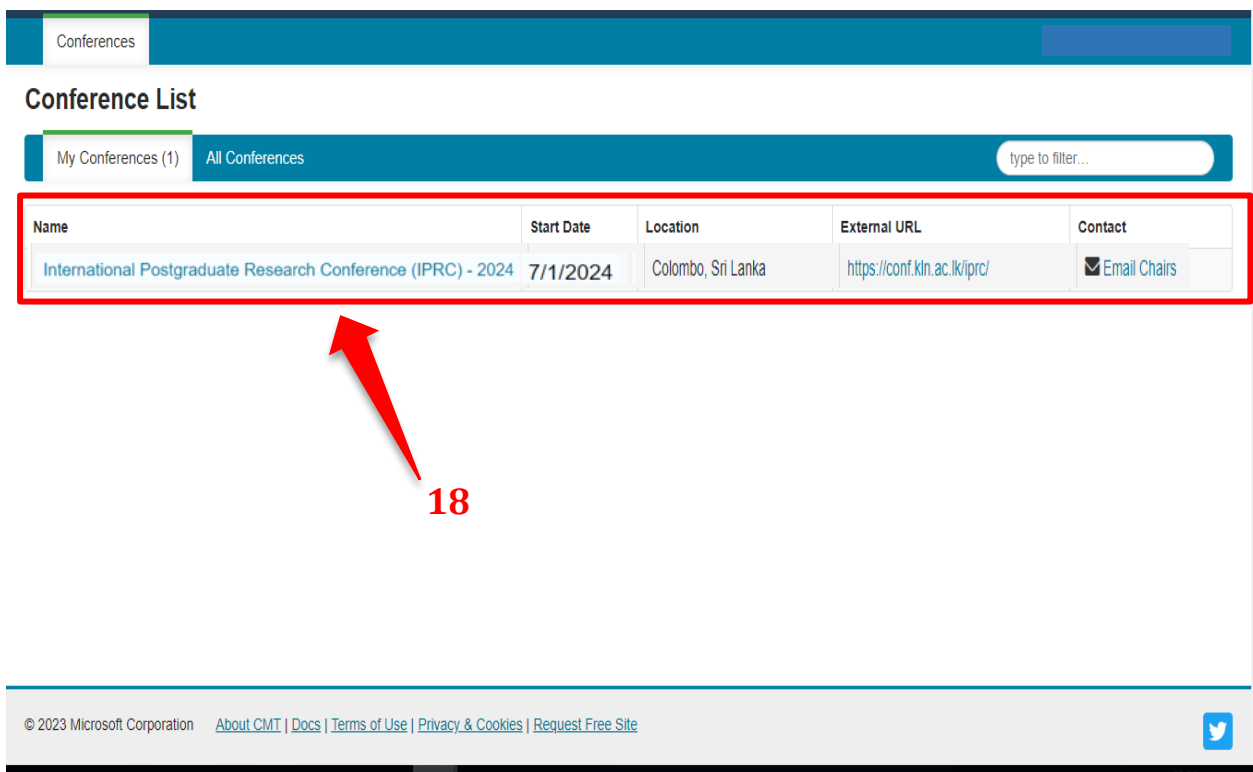Enter your CMT email and password, then click the 'Log In' button. **(17)**

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)**.

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.'

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.

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)**
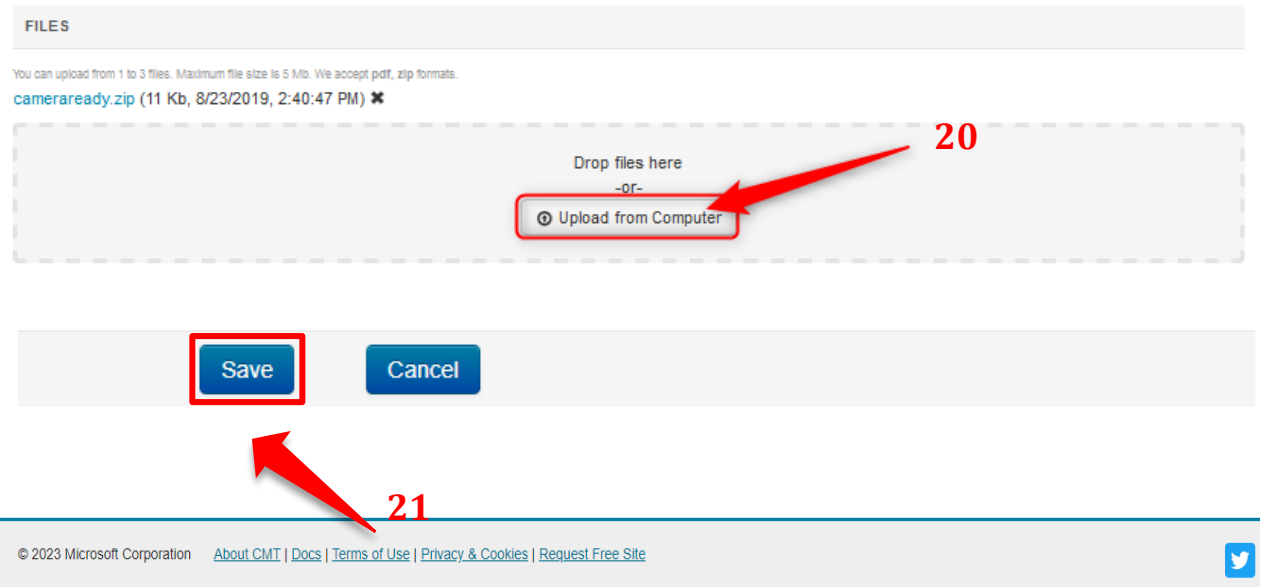

Figure 15
Image Courtesy: Microsoft CMT

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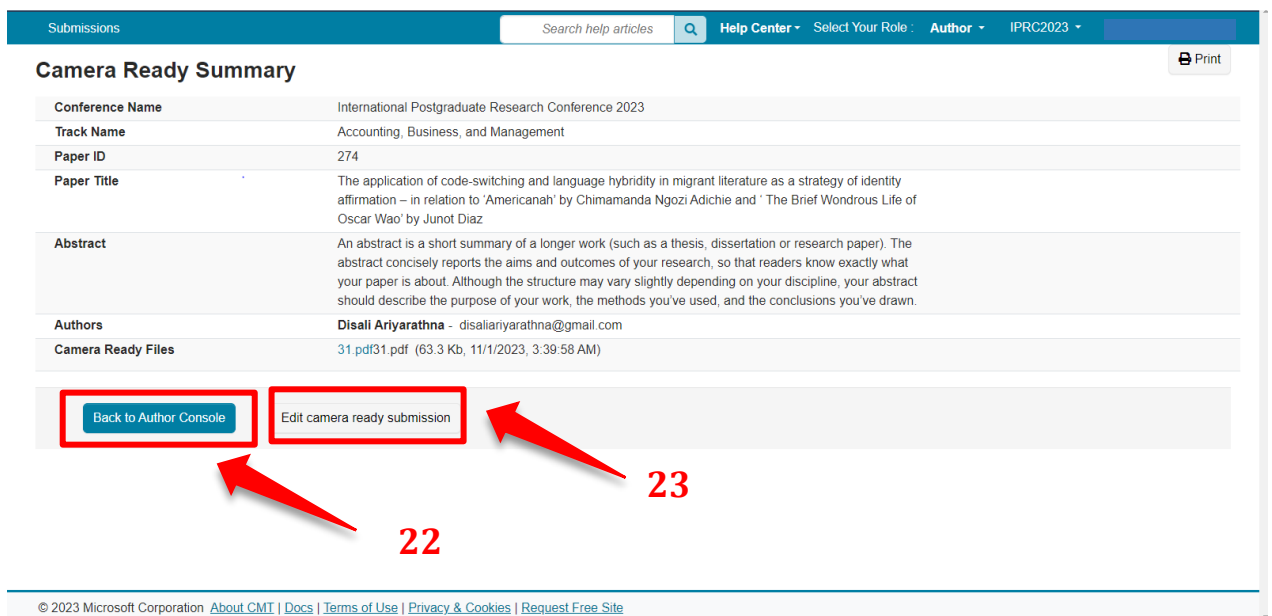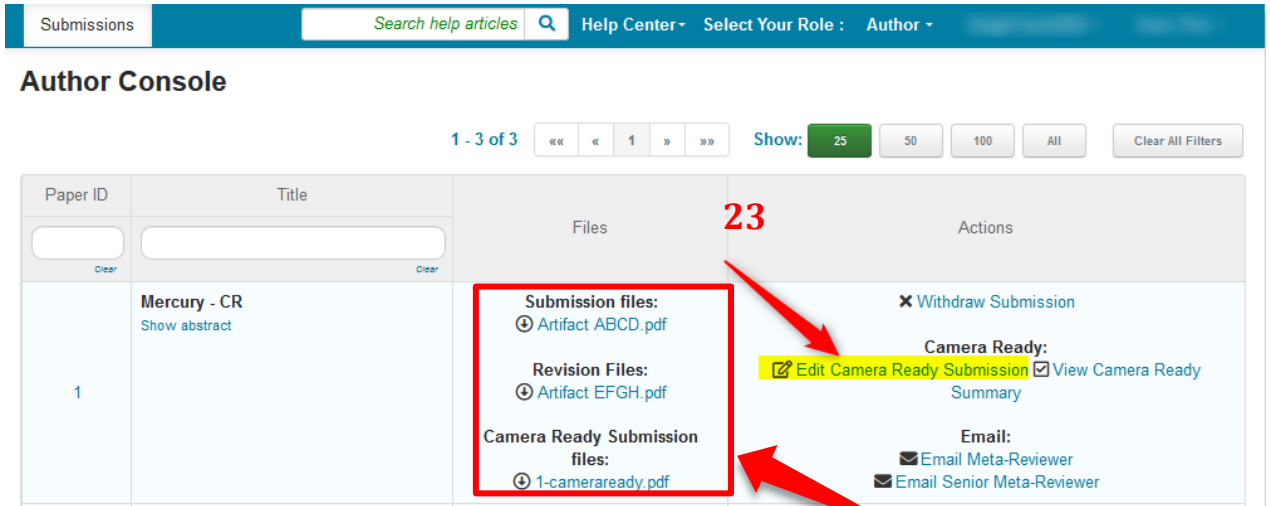

Figure 16
Image Courtesy: Microsoft CMT

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 2024 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 2024)' **(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 22)**.

8) Registration guideline page :

https://docs.google.com/forms/d/1gM7alqDIiTm3By2GfEw0qORuOLEMKwykh0xjT6TGT48/edit
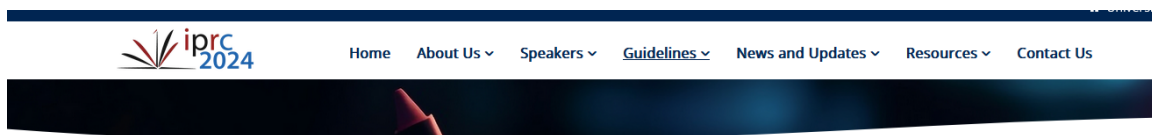

Figure 18

Figure 19

Figure 20

Figure 21

International Postgraduate Research Conference (IPRC) - 2024, Registration Form

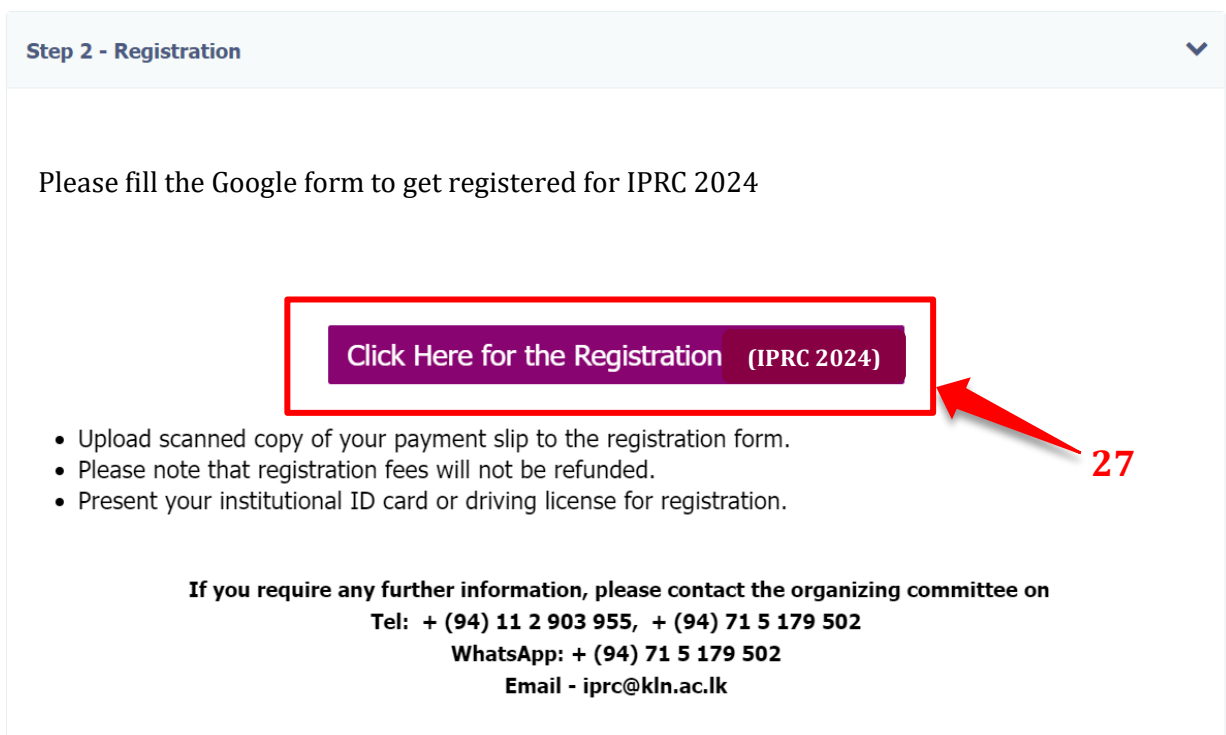*Please note that if there is more than one author for your abstract and you wish to participate in the conference, all of the presenting authors should get registered separately as "presenters" or "participants."
If you have submitted more than one abstract then you should register separately

iprc@kln.ac.lk Switch accounts

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

* Indicates required question

1. Title *

   ◯ Ven/Rev

Figure 22