

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]**.

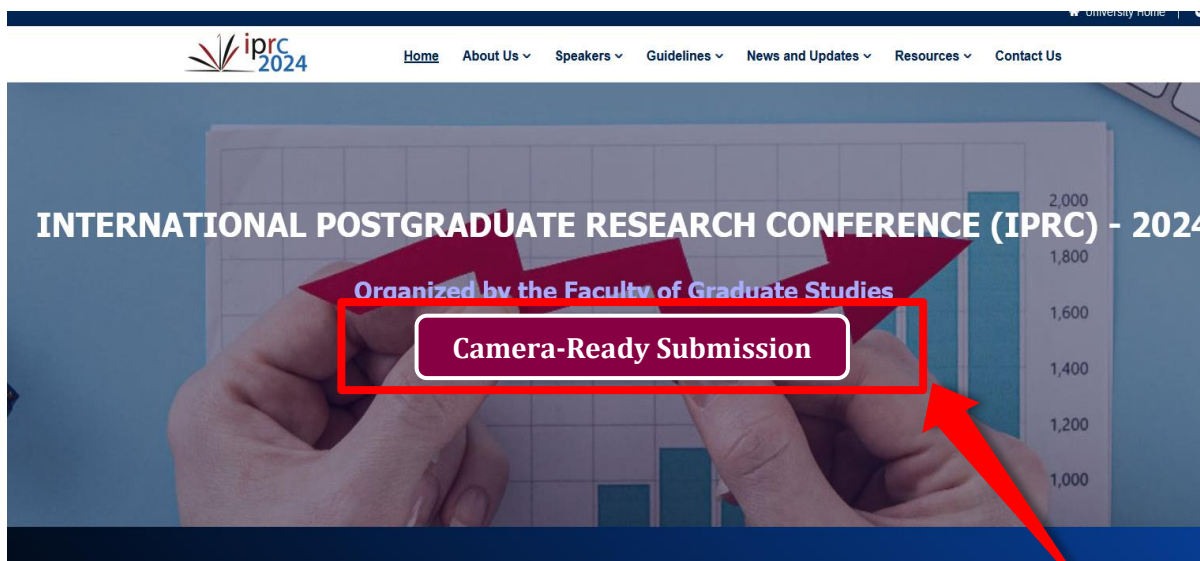
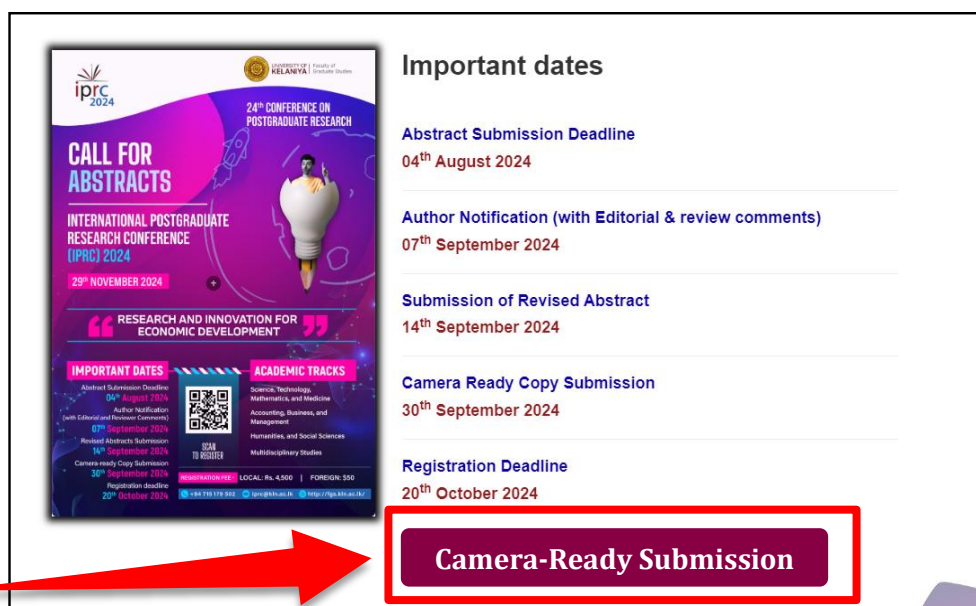


Figure 1A

1A

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



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.



here.' The 'here.' link is highlighted with a red dashed box and labeled '4'. A red arrow points from the 'here.' link to a 'Downloads' sidebar on the right. The 'Downloads' sidebar contains: 'Camera-ready submission Guideline' (with a PDF icon), 'Revised Abstract submission Guideline (English)' (with a PDF icon), 'Template of Abstract (English)' (with a Word icon), 'Template of Abstract (Sinhala)' (with a Word icon), and 'Abstract submission Guideline (English)' (with a PDF icon). At the bottom of the page, a red dashed box contains the text: 'Click here' link to log into CMT. A red arrow points from the 'here.' link to this text."/>

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).

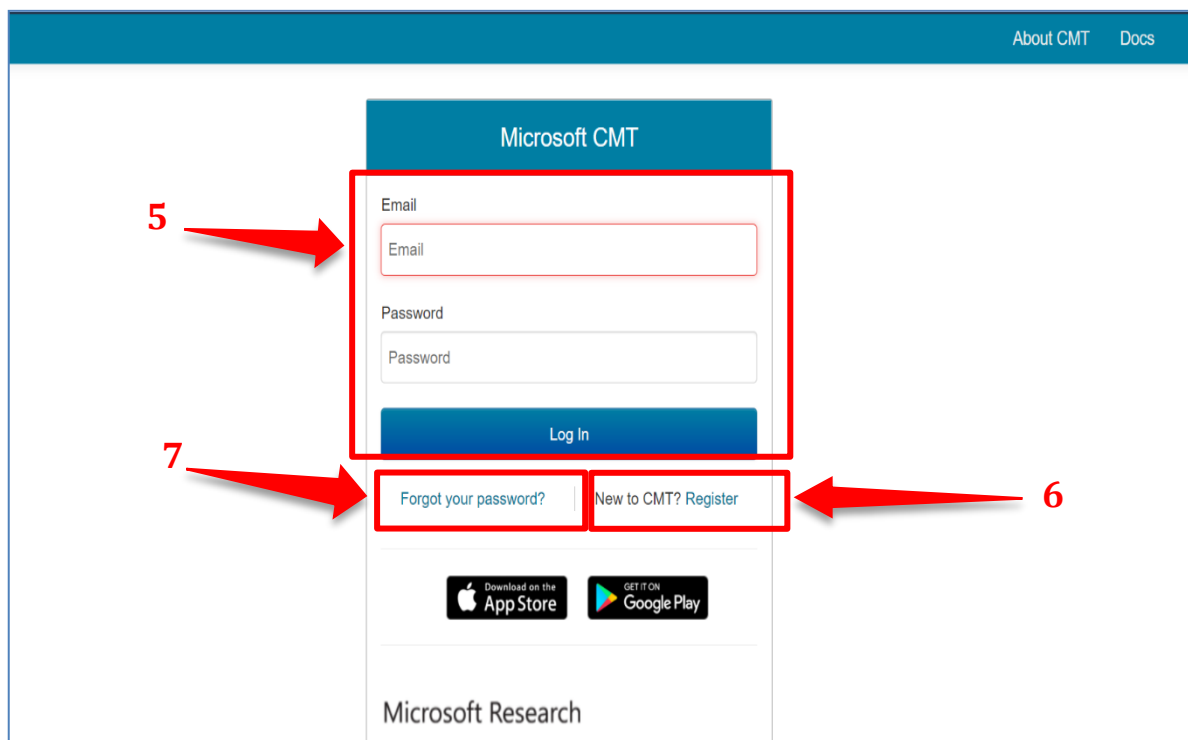


Figure 4

Image Courtesy: Microsoft CMT

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

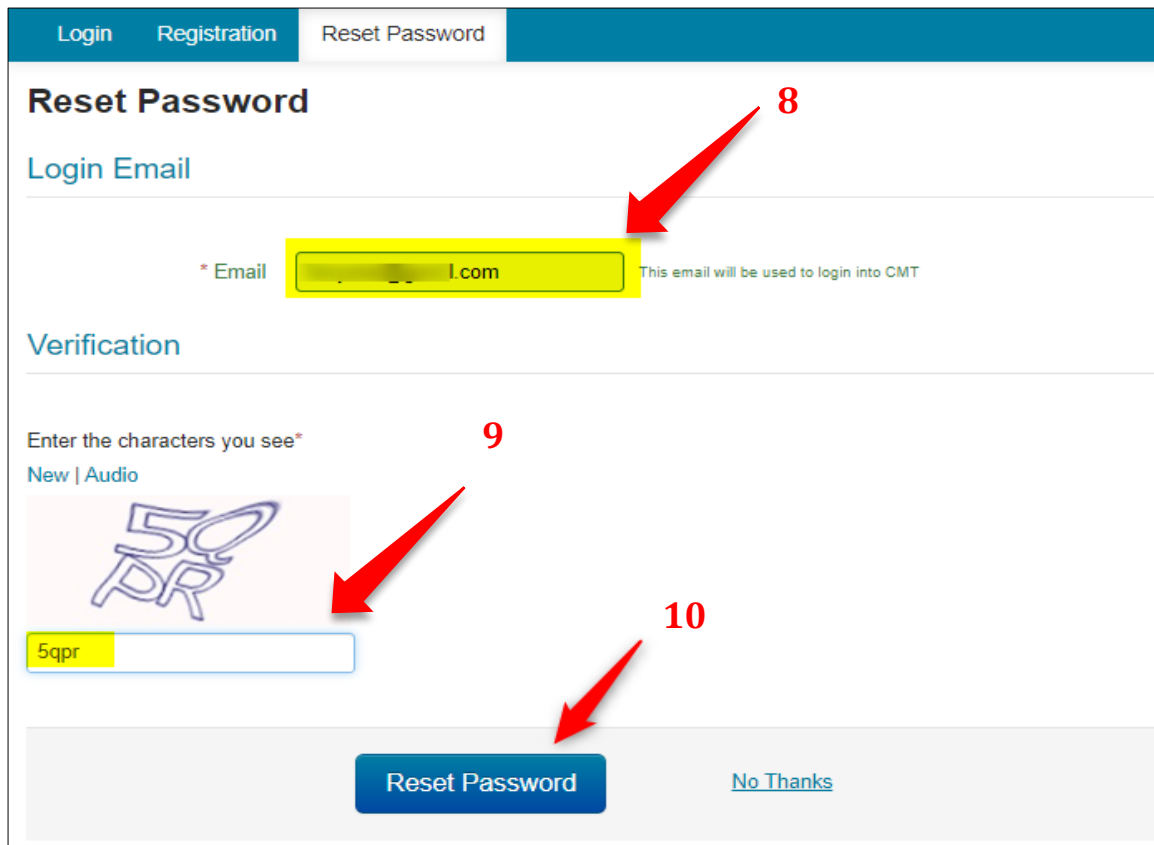
Select the International Postgraduate Research Conference 2024, from the conference list which appears after logging in. Then you will be directed to the 'Author Console' page.

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 links 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 prompt 'Enter the characters you see*'. There is an audio icon and a visual captcha showing the characters '50PR'. A red arrow labeled '9' points to the captcha image. Below the captcha 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 form. 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.

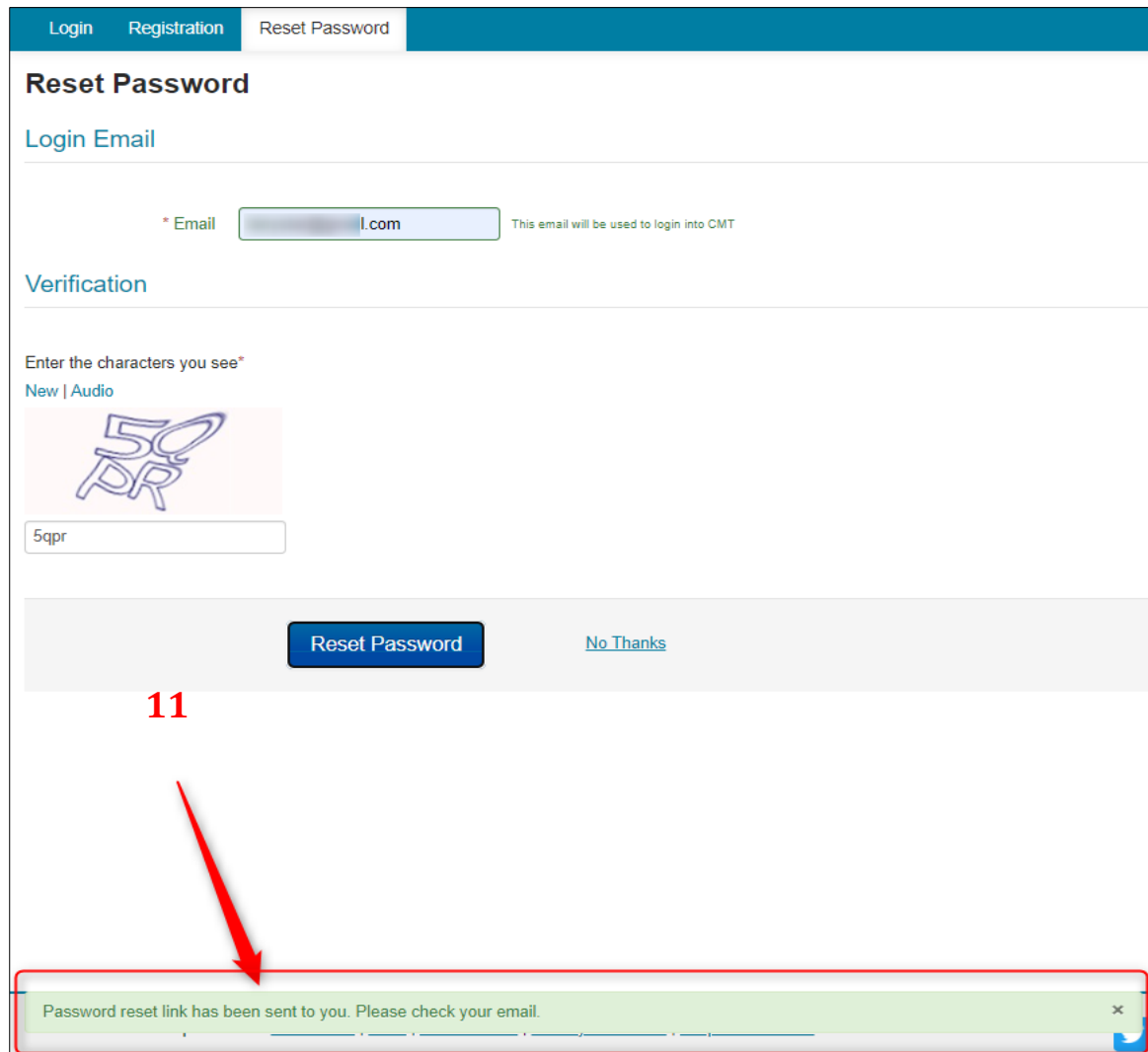


Figure 6
Image Courtesy: Microsoft CMT

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.

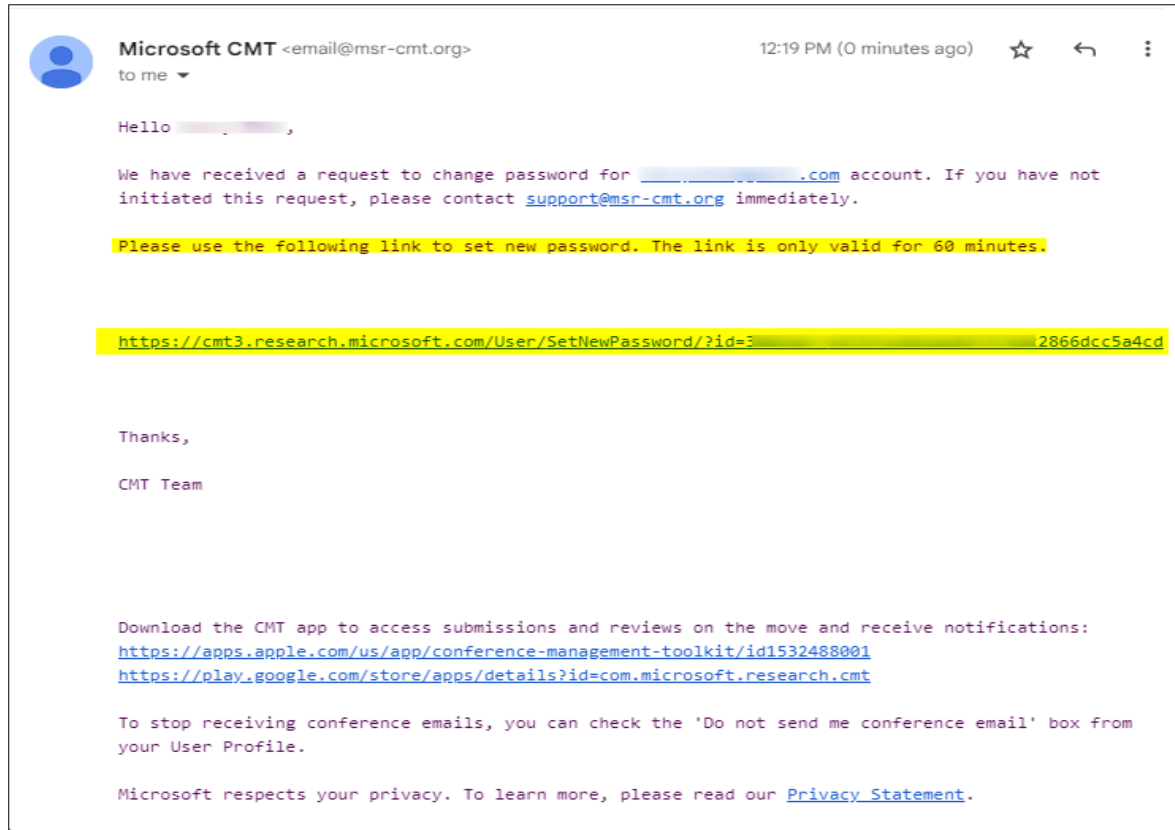


Figure 7
Image Courtesy: Microsoft CMT

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 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 placeholder text. 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 showing the characters 'HLL' and 'MGK' is displayed. 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)

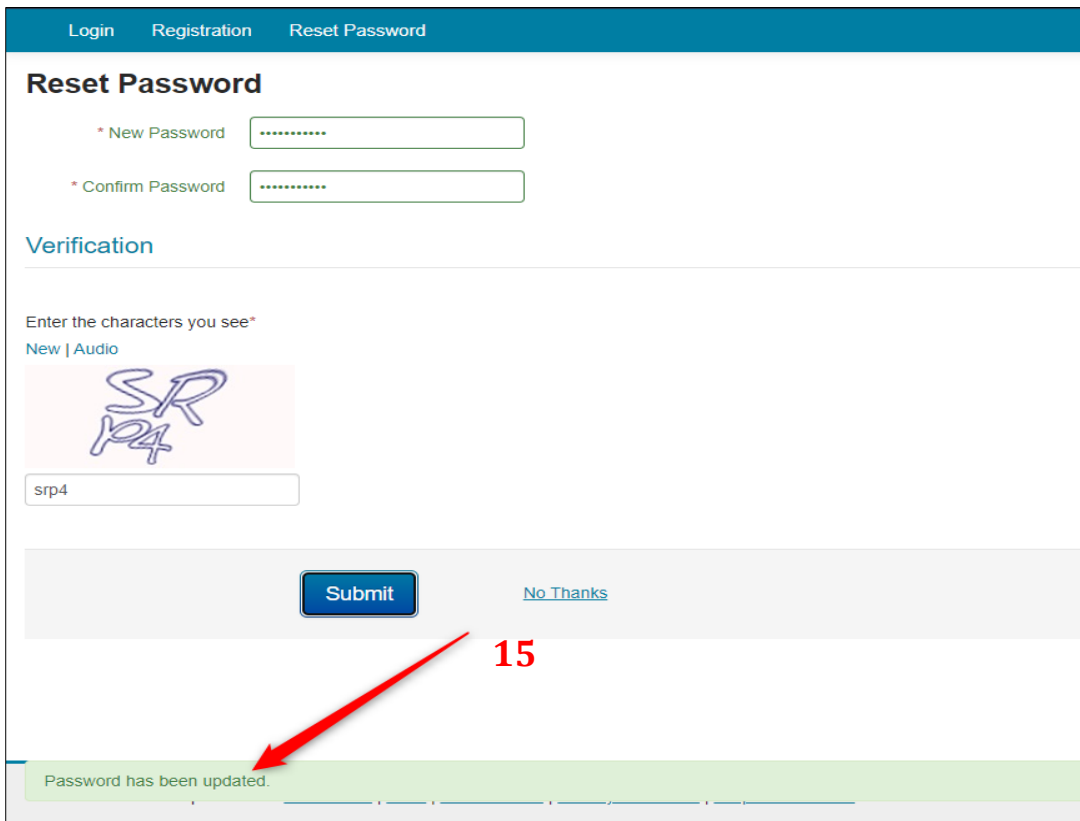


Figure 9
Image Courtesy: Microsoft CMT

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>)

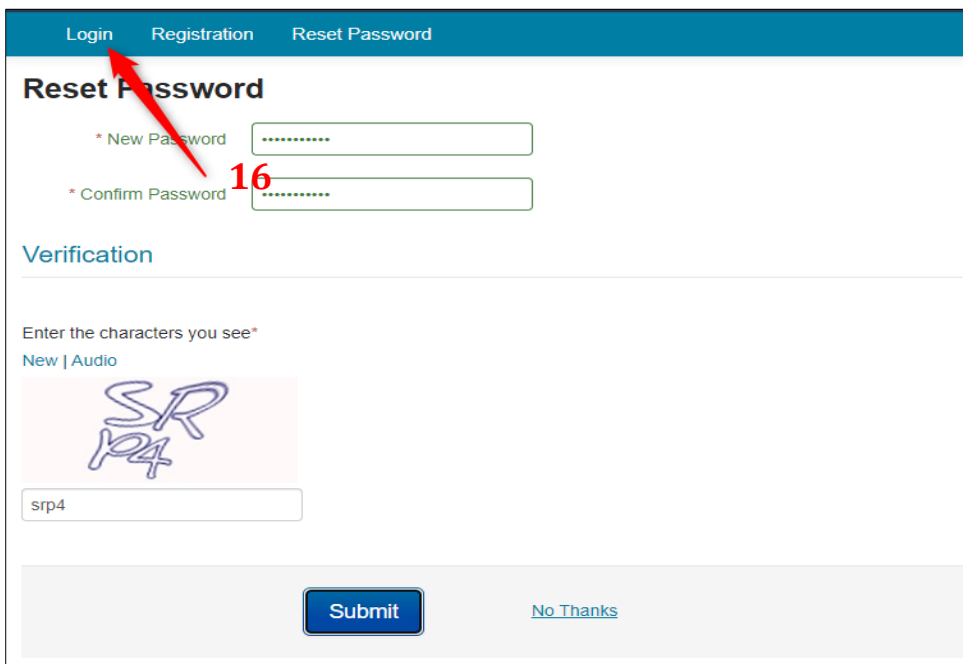


Figure 10
Image Courtesy: Microsoft CMT

LOGIN PAGE

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

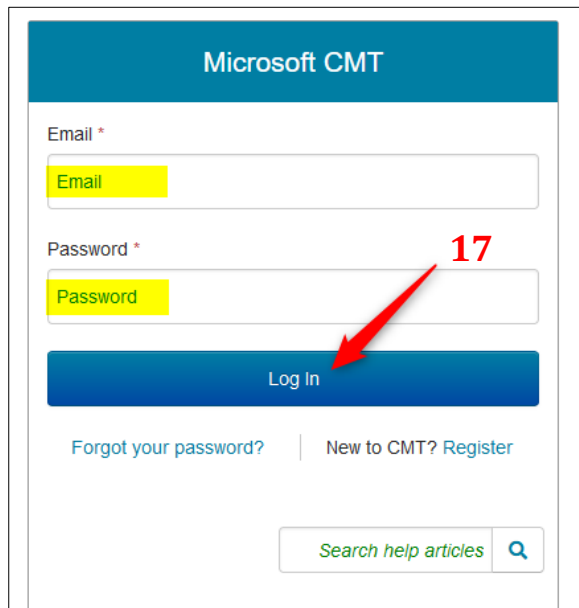
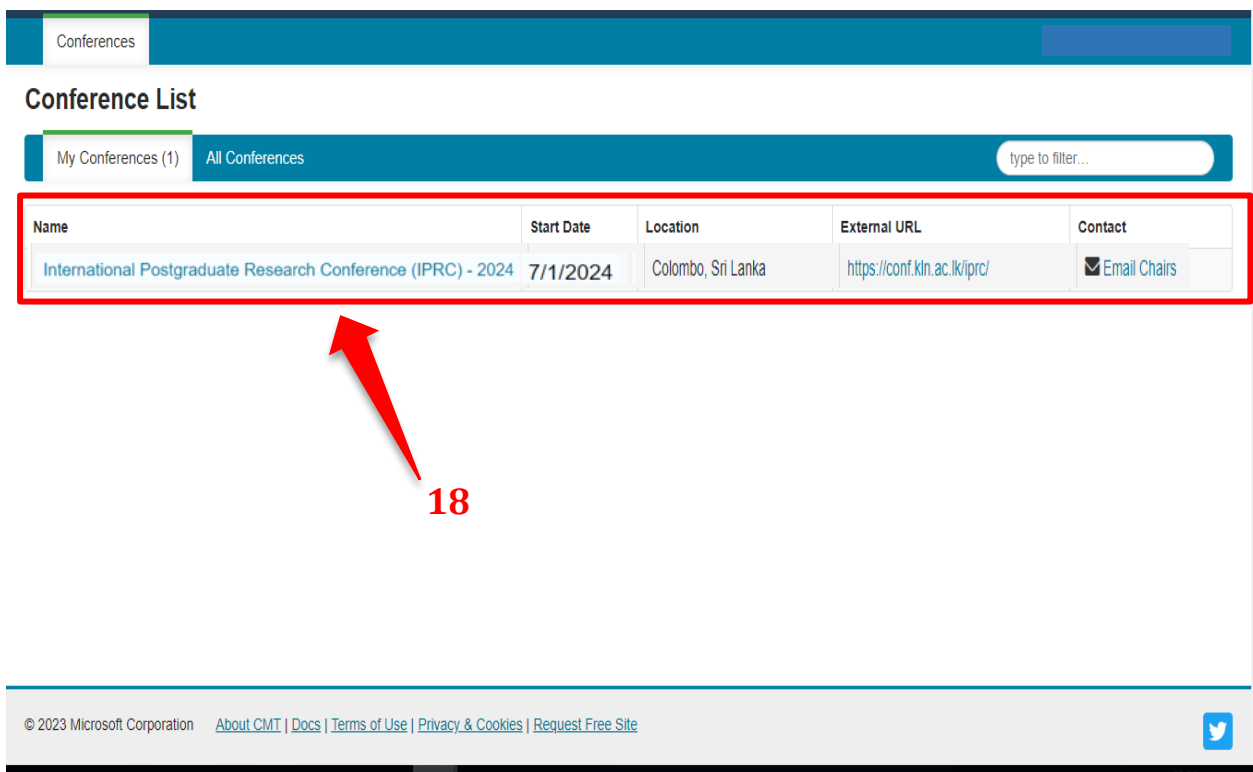


Figure 11

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)**.



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

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 is the 'Author Console' header. A pagination control shows '1 - 2 of 2' items. A 'Show:' dropdown is set to '25'. Below the pagination is a table with columns: Paper ID, Title, Files, Status, and Actions. The table contains two rows: Paper ID 24 (Research Paper 1) and Paper ID 25 (Research Paper 2). The Actions column for Paper ID 25 contains a 'Camera Ready: Create Camera Ready Submission' link, which is highlighted in yellow and pointed to by a red arrow. A red number '19' is also present in the Actions column header area.

Paper ID	Title	Files	Status	Actions
24	Research Paper 1 Show abstract	Submission files: Scientific Paper .docx	Reject View Reviews	
25	Research Paper 2 Show abstract	Submission files: Paper Submission.docx	Accept View Reviews	Camera Ready: 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.

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'. Below this is the 'Create New Camera Ready Submission' header. The page ID is 'Paper ID: 25'. The 'TITLE AND ABSTRACT' section has a 'Title' field with 'Research Paper 2' and an 'Abstract' field with placeholder text. The 'AUTHORS' section has a table with columns: Primary Contact, Email, First Name, Last Name, Organization, and Country. The table contains two rows: one for 'v-lastar@microsoft.com' (Larry Star) and one for 'Author1@contoso.com' (Author One). The Authors table is highlighted with a red border. Below the table is an 'Add' button and a note: 'Enter email to add new author.'

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		

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)**

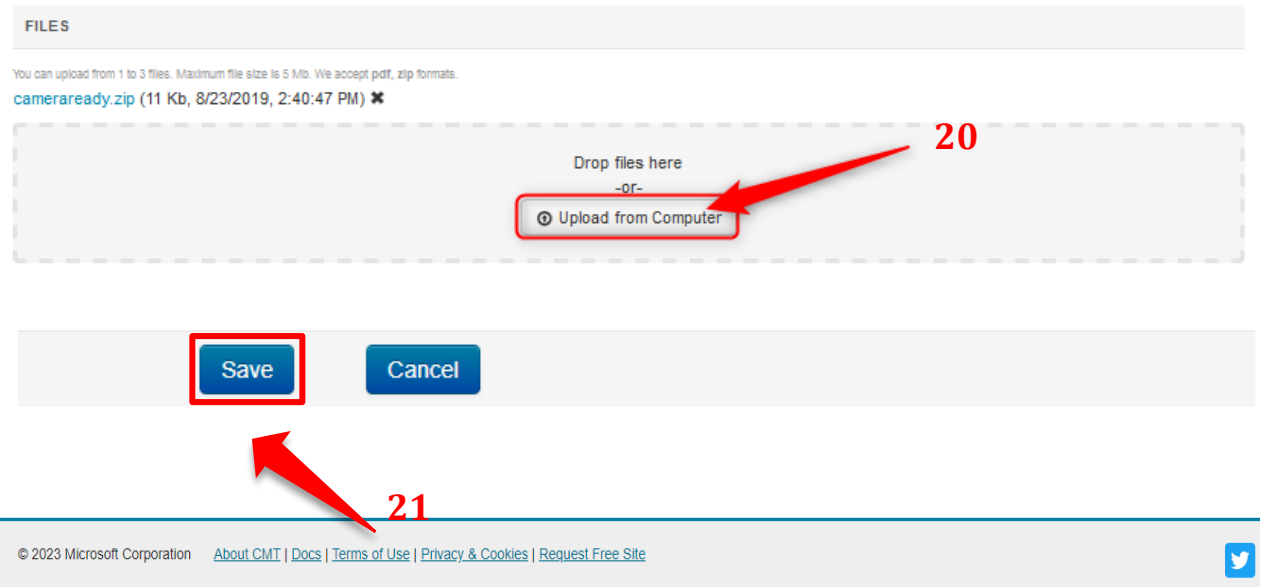


Figure 15
Image Courtesy: Microsoft CMT

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

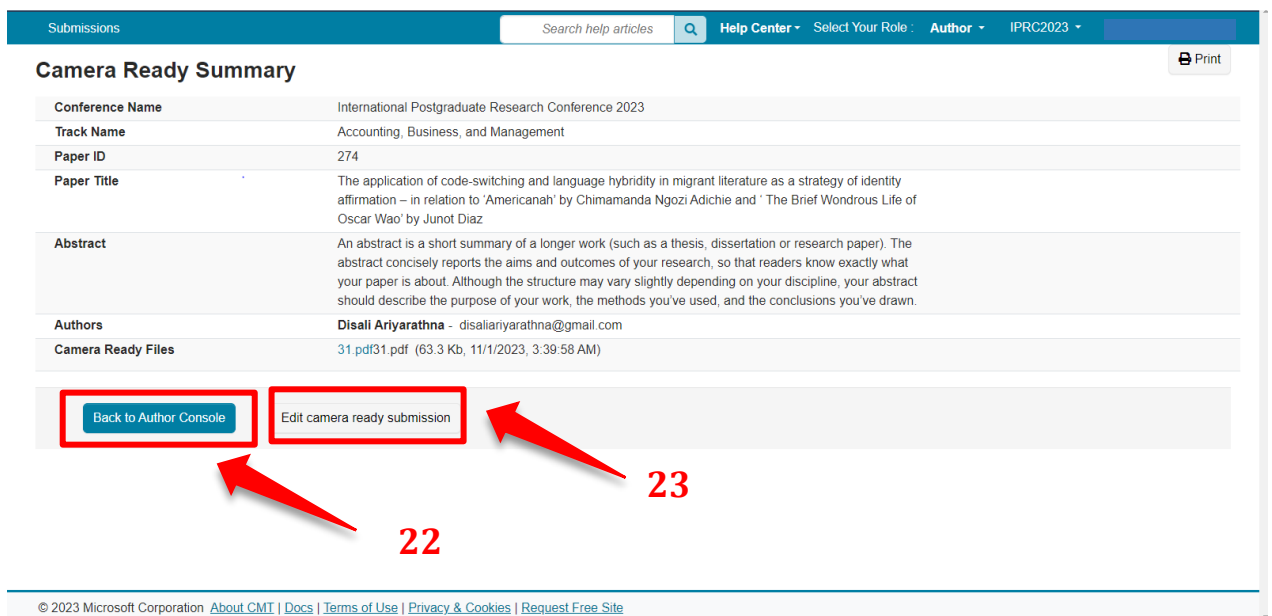


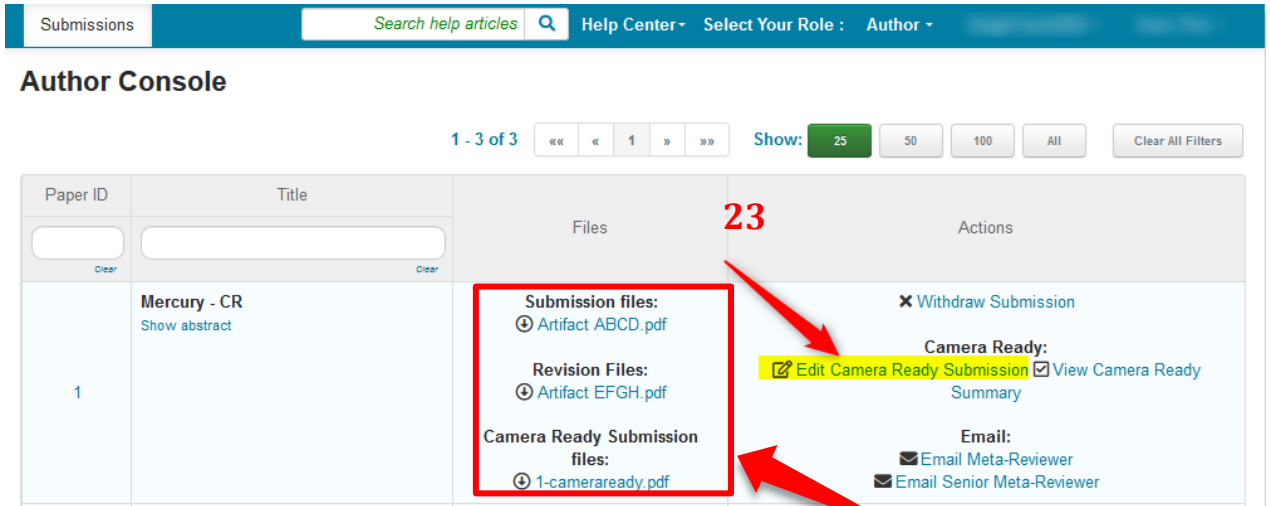
Figure 16
Image Courtesy: Microsoft CMT

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.



The screenshot shows the Author Console interface. At the top, there is a navigation bar with 'Submissions', a search bar for help articles, and a 'Help Center' link. Below this, the 'Author Console' title is displayed. A table lists submissions, with the first entry being 'Mercury - CR'. The table has columns for 'Paper ID', 'Title', 'Files', and 'Actions'. The 'Files' column for the first submission is highlighted with a red box and labeled '23'. It lists 'Submission files: Artifact ABCD.pdf', 'Revision Files: Artifact EFGH.pdf', and 'Camera Ready Submission files: 1-cameraready.pdf'. The 'Actions' column for the same submission has a link 'Edit Camera Ready Submission' highlighted in yellow and labeled '24'. Other actions include 'Withdraw Submission', 'View Camera Ready Summary', and 'Email: Email Meta-Reviewer, Email Senior Meta-Reviewer'.

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/1gM7alqDliTm3By2GfEw0qORuOLEMKwykh0xiT6TGT48/edit>

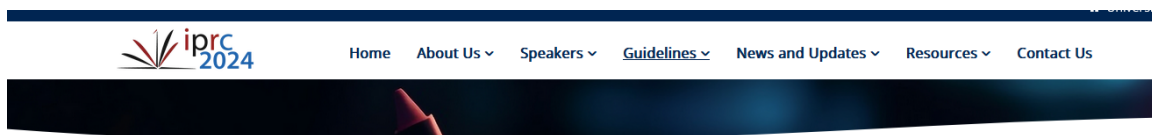


Important dates

- 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

Camera-Ready Submission **Register**

Figure 18



Prospective authors are invited to submit Abstracts

- Step 1 - Initial Submission: >
- Step 2 - Revised Abstract Submission : >
- Step 3 - Camera-Ready Copy: >
- Step 4 – Register: ▾

If there is more than one author, at least one of the authors should register for the IPRC 2024 conference upon the notification of acceptance. Click [here](#) for more information about the registration.
- Step 5 - Present: >

Downloads




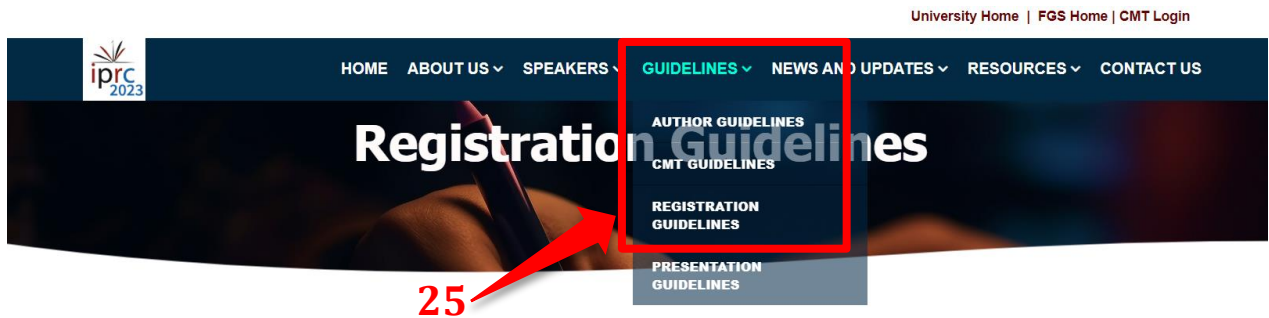
- CMT Guideline for Revised Abstract Submission

- Template of Revised Abstract Submission(English)

- Template of Revised Abstract Submission (Sinhala)


Figure 19



Prospective authors are invited to submit Abstracts



Figure 20

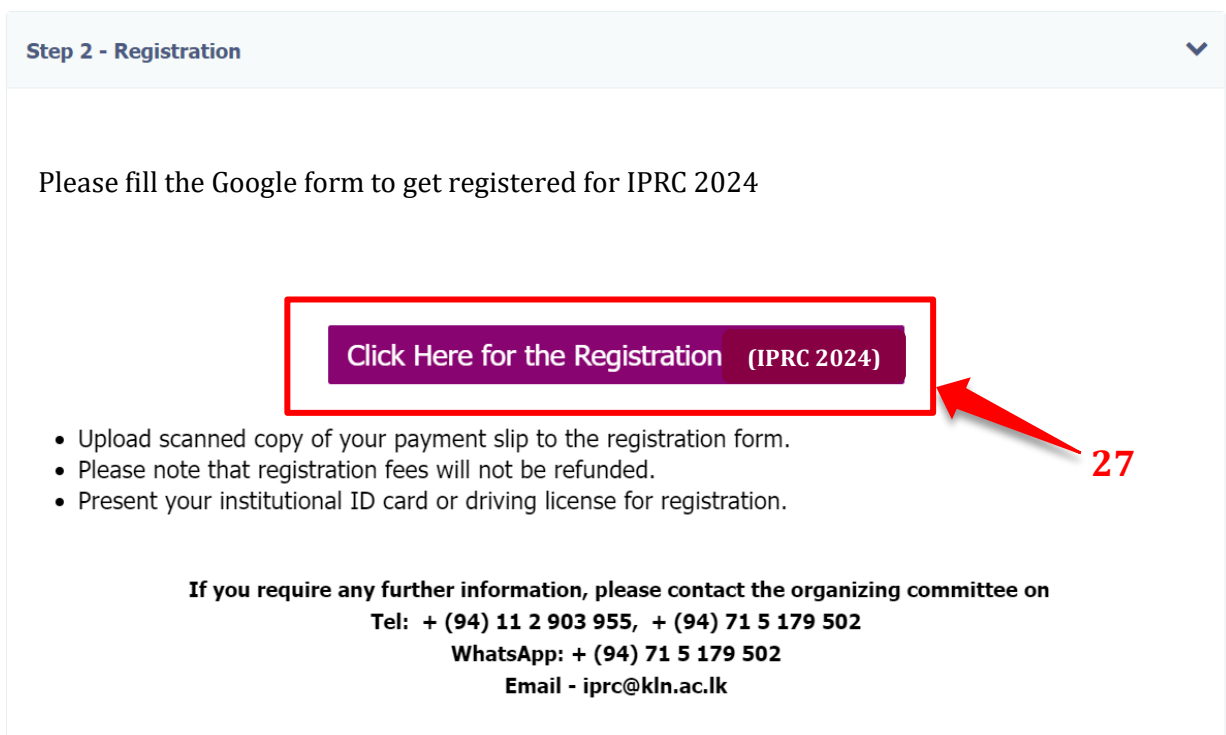


Figure 21



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