



# 25<sup>th</sup> INTERNATIONAL POSTGRADUATE RESEARCH CONFERENCE (IPRC) 2025

## Revised Abstract Submission - User guide for Conference Management Toolkit (CMT) 2025

### 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)**.

### IMPORTANT DATES



Figure 1B

<b>Abstract Submission Deadline - Closed</b>	
13 <sup>th</sup> June 2025	
<b>Editorial decision / Author notification with comments</b>	
16 <sup>th</sup> August 2025	
<b>Submission of Revised Abstracts</b>	
23 <sup>th</sup> August 2025	
<b>Camera-ready Copy Submission</b>	
31 <sup>st</sup> August 2025	
<b>Registration Deadline</b>	
Early Bird Registration Deadline : 31 <sup>st</sup> August 2025	
Regular Registration Deadline : 04 <sup>th</sup> September 2025	
<b>Conference Day!</b>	
13 <sup>th</sup> November 2025	



## Step 2

Then you will be directed to the page that displays ‘**Revised Abstract Submission Guidelines**’ (2) (Figure 2). Authors should follow the revised abstract submission guidelines and policies (3), using the provided downloadable PDF and Word to prepare the revised abstract in both Sinhala and English languages. (4).

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



Figure 2

### **CMT Login Process**

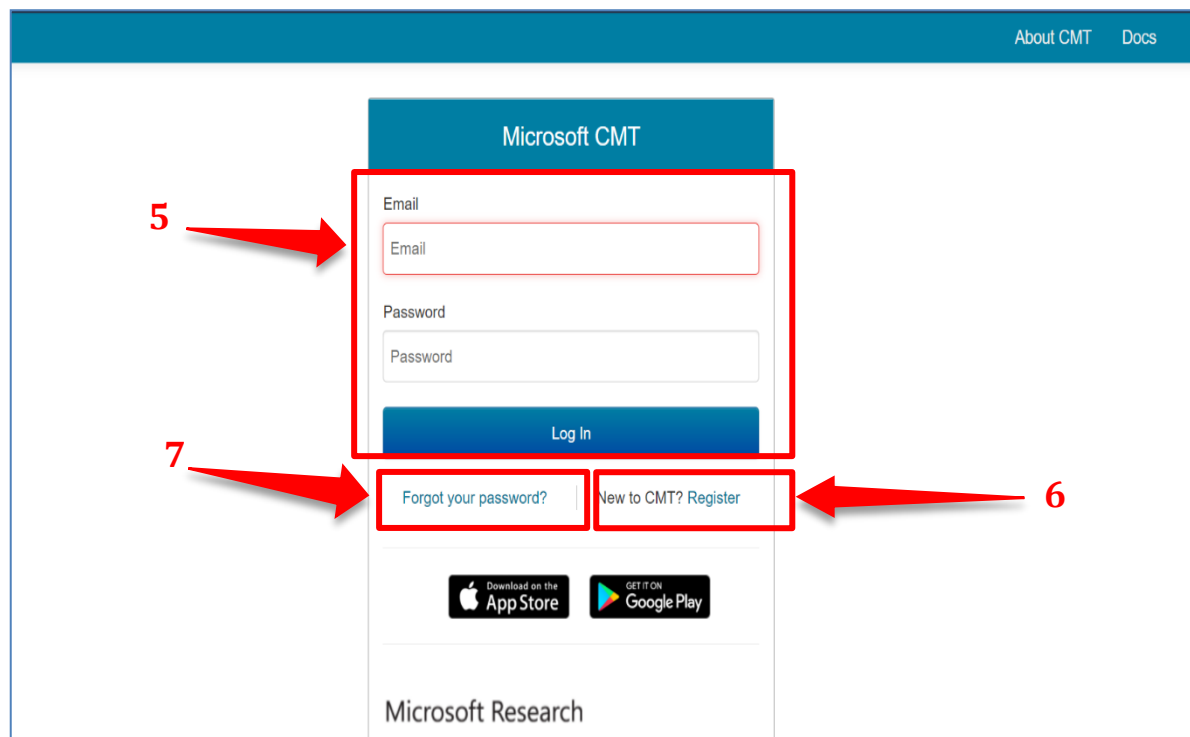
Click on 'Microsoft's Conference Management Toolkit (CMT)' login button to open the login page of the CMT **[1C]**. (See Figure 3)



*Figure 3*

Please log into your CMT account using the following link:

<https://cmt3.research.microsoft.com/User/Login?ReturnUrl=%2FIPRC2025%2FUser%2FIndex> (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 2025 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 '**Revision Reviews**'. Documents of

1. **Editorial Form**
2. **Review Form**
3. **Plagiarism Check Outcomes**
4. **AI Plagiarism Check Outcomes**
5. **Reviewer Comments**
6. **Reviewer Comment Files**
7. **Calling for Resubmissions Email** 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: 'Login', 'Registration', and 'Reset Password'. The main heading is 'Reset Password'. Below it, 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 a text input field for the verification code. A red arrow labeled '9' points to this field. To the left of the verification code field, there is a captcha image showing the characters '50PR'. Below the captcha image, there 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.

11

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.

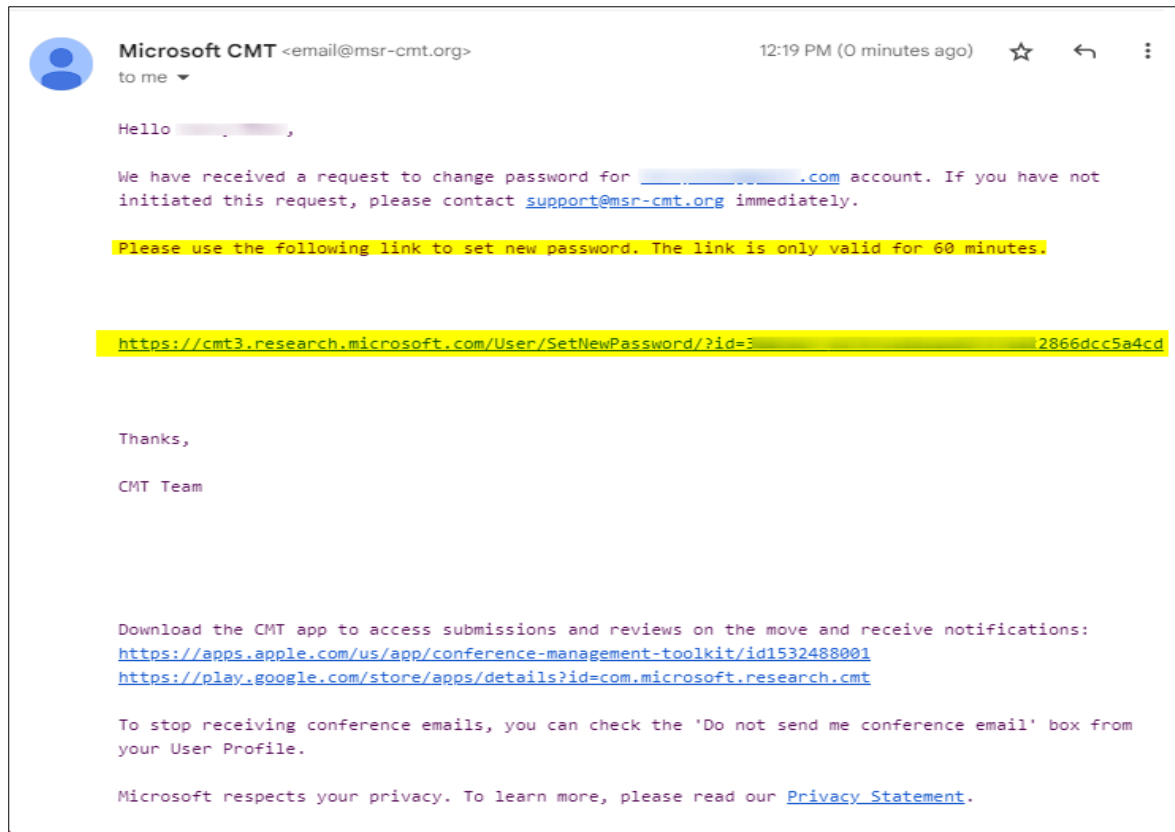


Figure 7  
Image Courtesy: Microsoft CMT

## 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.

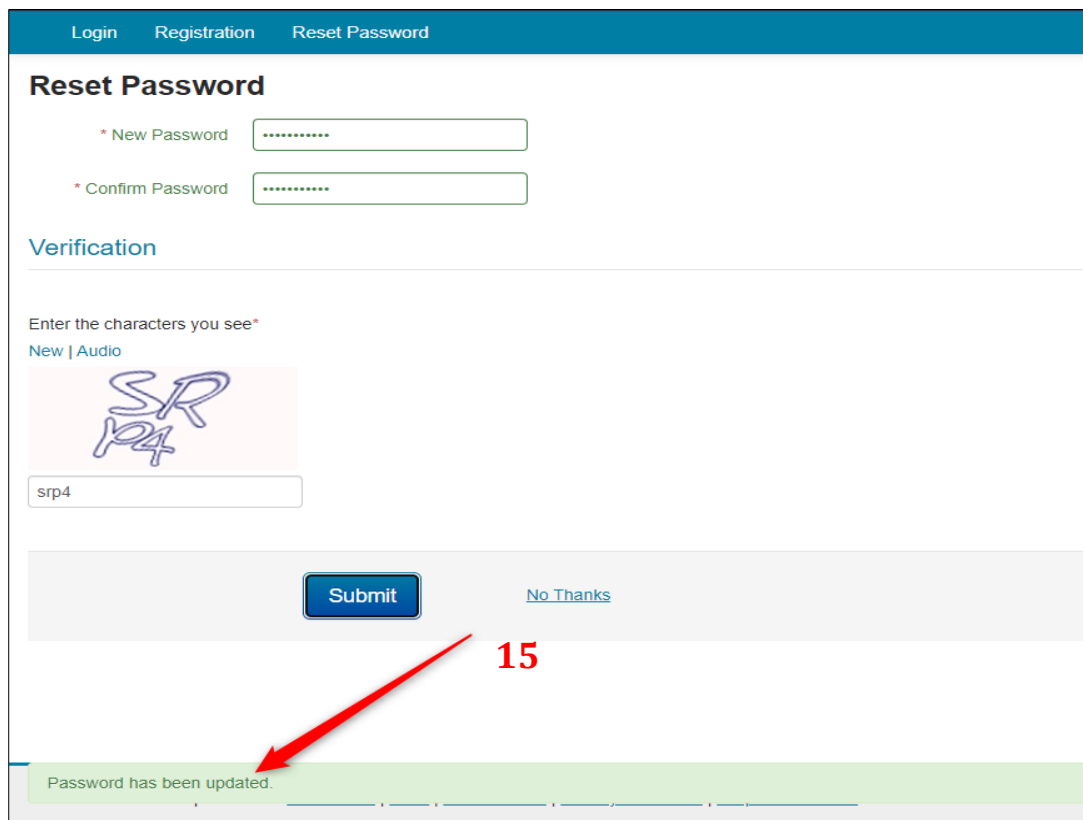
You can also try a different current browser.

The screenshot shows the 'Reset Password' page of the Microsoft CMT system. At the top, there is a navigation bar with 'Login', 'Registration', and 'Reset Password' links. The main heading is 'Reset Password'. Below this, there are two password input fields: '\* New Password' and '\* Confirm Password'. Both fields have a yellow highlight and are pointed to by a red arrow labeled '12'. Below the password fields is a 'Verification' section. It contains the text 'Enter the characters you see\*' and a link 'New | Audio'. Below this is a captcha image showing the characters 'HLL' and 'MGK' in a stylized font. A red arrow labeled '13' points to the captcha image. Below the captcha image is a text input field with a yellow highlight, pointed to by a red arrow labeled '14'. At the bottom of the form, there is a blue 'Submit' button and a blue link '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)

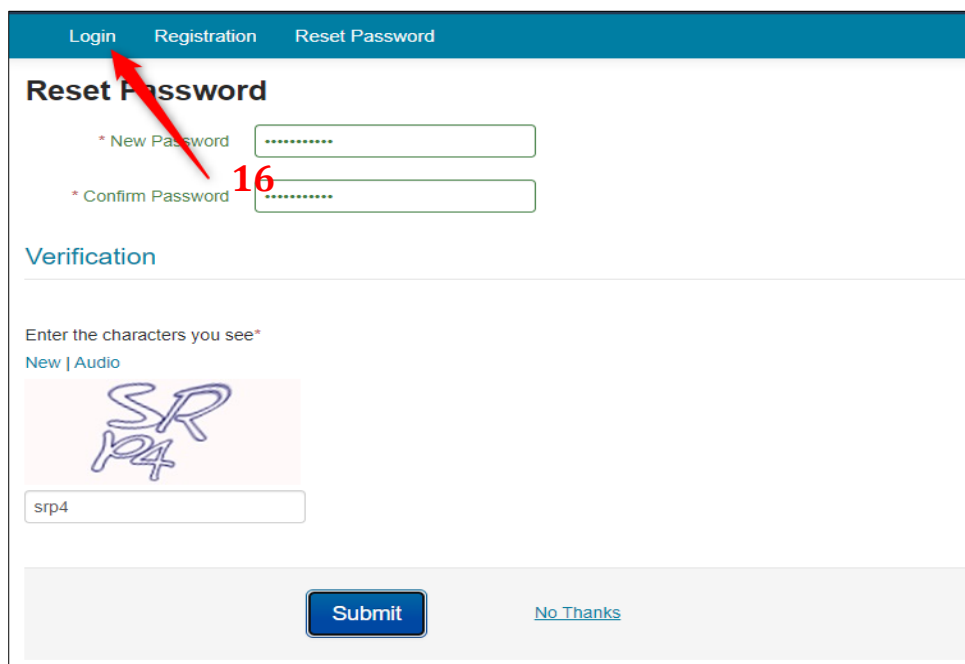


The screenshot shows the 'Reset Password' page with a blue header containing 'Login', 'Registration', and 'Reset Password' links. The main content area has a title 'Reset Password' and two input fields for 'New Password' and 'Confirm Password', both masked with dots. Below these is a 'Verification' section with the instruction 'Enter the characters you see\*' and a 'New | Audio' link. A CAPTCHA image shows the characters 'SRP4' in a stylized font, with a text input field below it containing '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 of the page.

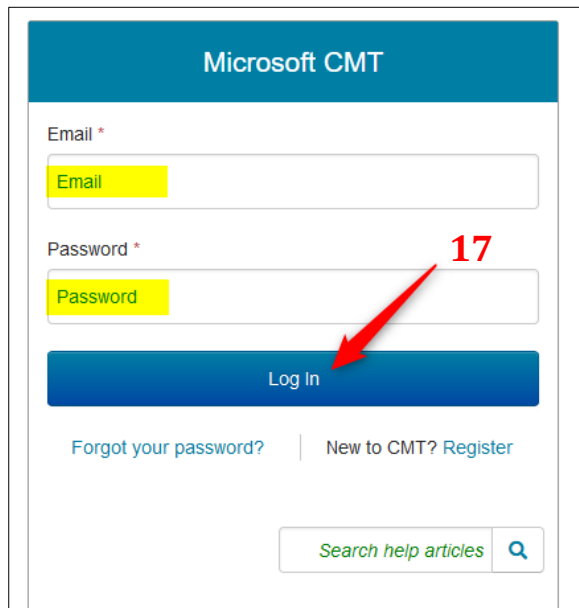
Figure 10

Image Courtesy: Microsoft CMT



## LOGIN PAGE

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

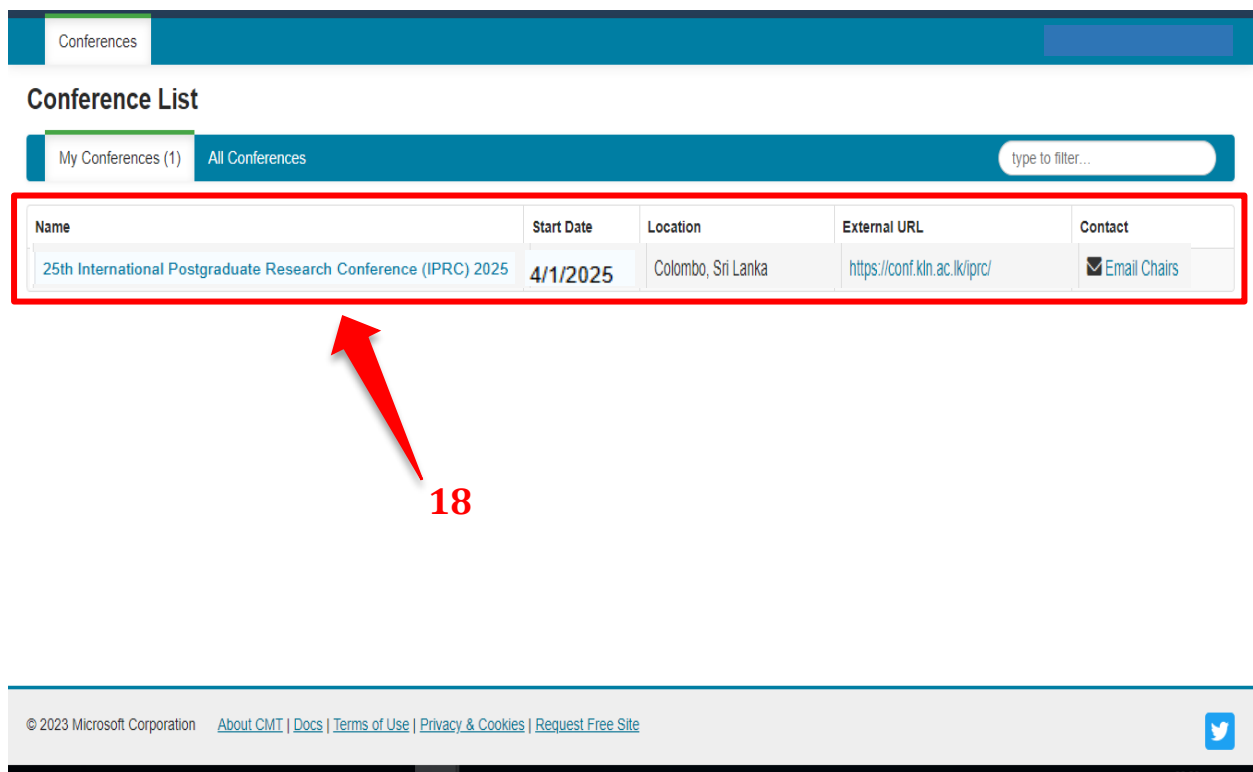


The image shows the Microsoft CMT login page. It has a blue header with 'Microsoft CMT'. Below it are two input fields: 'Email \*' and 'Password \*', both with yellow placeholder text. A red arrow labeled '17' points to the 'Log In' button. Below the button are links for 'Forgot your password?' and 'New to CMT? Register'. At the bottom is a search bar with the text 'Search help articles' and a magnifying glass icon.

Figure 11

Image Courtesy: Microsoft CMT

Select the International Postgraduate Research Conference 2025, 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).



The image shows a 'Conference List' page. At the top is a 'Conferences' tab. Below it is a 'Conference List' section with two tabs: 'My Conferences (1)' and 'All Conferences'. A search bar with the text 'type to filter...' is on the right. Below the tabs is a table with the following data:

Name	Start Date	Location	External URL	Contact
25th International Postgraduate Research Conference (IPRC) 2025	4/1/2025	Colombo, Sri Lanka	<a href="https://conf.kln.ac.lk/iprc/">https://conf.kln.ac.lk/iprc/</a>	<input checked="" type="checkbox"/> Email Chairs

A red arrow labeled '18' points to the first row of the table.

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.

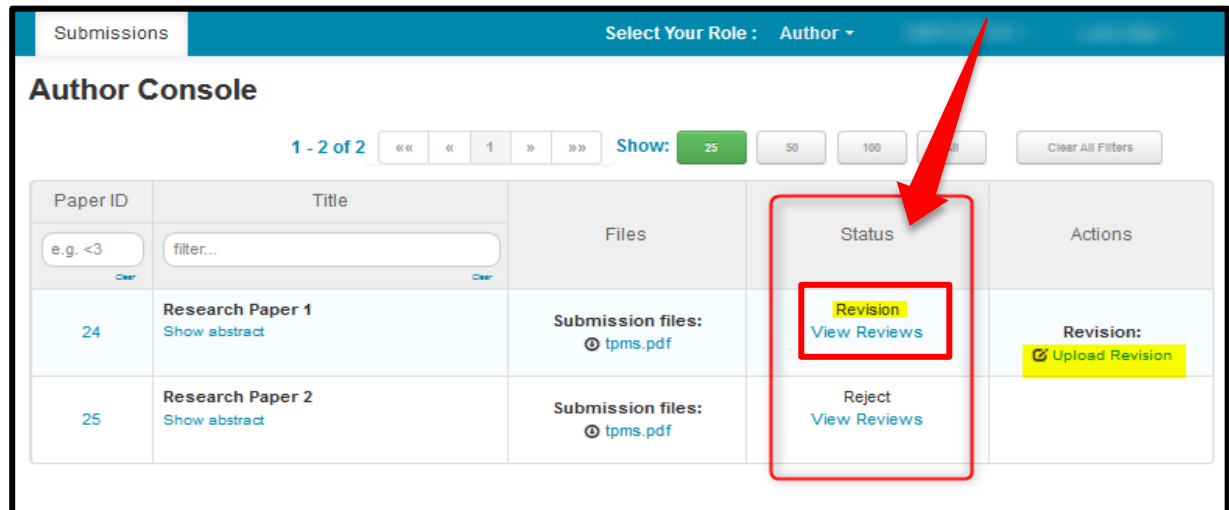


Figure 13

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.

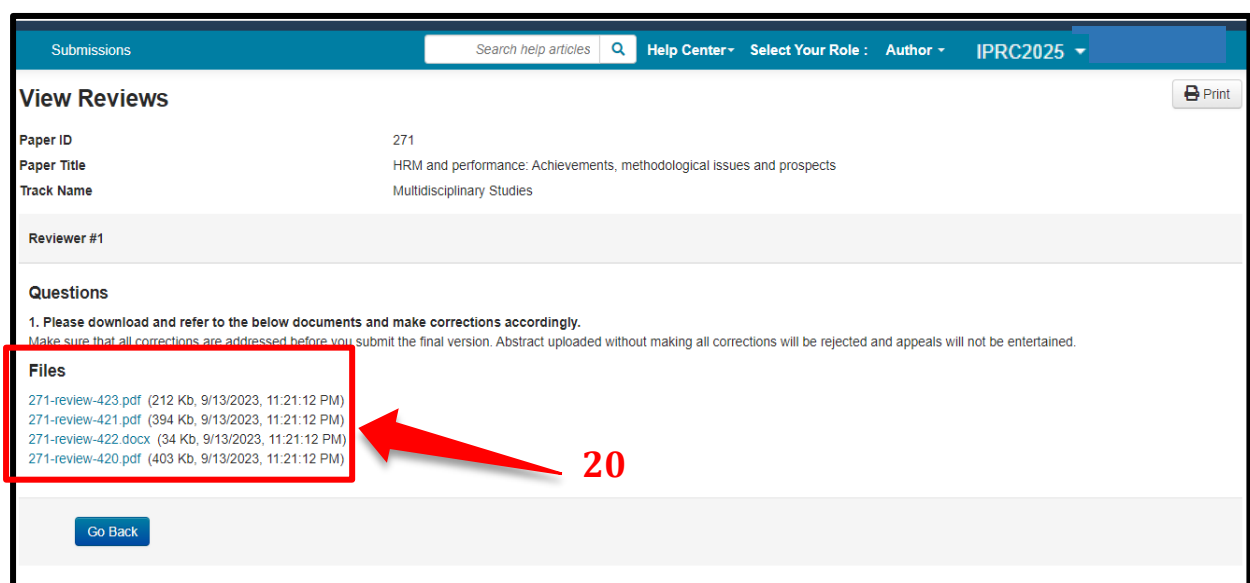


Figure 14

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)

Submissions

Search help articles

Help Center

Select Your Role : Author

IPRC2025

### Upload Revision

Paper ID: 271

Title: HRM and performance: Achievements, methodological issues and prospects

Track: Multidisciplinary Studies

FILES

You can upload from 2 to 2 files. Maximum file size is 100 Mb. We accept doc, docx, pdf formats.

Drop files here  
-or-  
Upload from Computer

Save Cancel

© 2023 Microsoft Corporation About CMT Docs Terms of Use Privacy & Cookies Request Free Site

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.

Submissions

Search help articles

Help Center

Select Your Role : Author

IPRC2025

### Submission Summary

Conference Name  
International Postgraduate Research Conference 2023

Track Name  
Multidisciplinary Studies

Paper ID  
271

Paper Title  
HRM and performance: Achievements, methodological issues and prospects

Abstract  
HRM and performance: Achievements, methodological issues and prospects

Created on  
9/7/2023, 8:51:09 PM

Last Modified  
9/10/2023, 2:50:58 PM

Authors  
Kishan Manuranga ( Lanka Amoniya PVT (LTD) ) < kishanmanuranga@gmail.com >

Submission Files  
CV-Isuru.pdf (1 Mb, 9/7/2023, 8:50:49 PM)

Revision Files  
Jude\_d\_perera\_CV.pdf (957.6 Kb, 9/10/2023, 8:20:36 AM)  
Samita\_Devasinghe\_CV.docx (73.7 Kb, 9/10/2023, 8:21:00 AM)

Back to Author Console

© 2023 Microsoft Corporation About CMT Docs Terms of Use Privacy & Cookies Request Free Site

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)

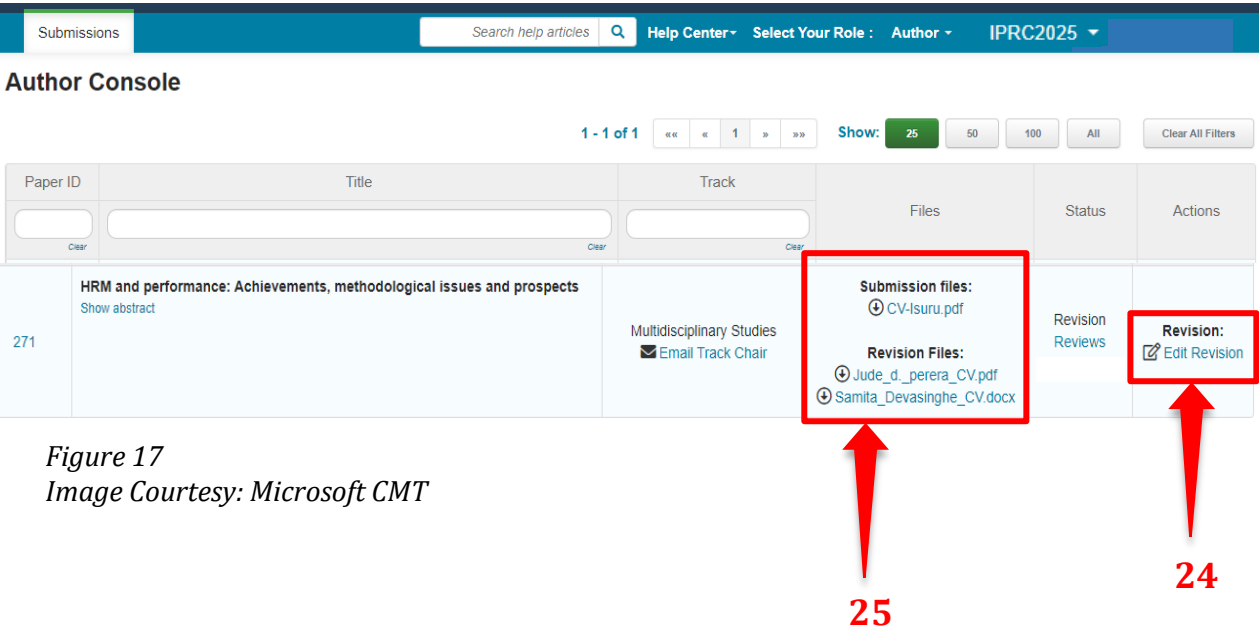


Figure 17  
Image Courtesy: Microsoft CMT

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.