



25th INTERNATIONAL POSTGRADUATE RESEARCH CONFERENCE (IPRC) 2025

Camera-Ready Submission - User guide for Conference Management Toolkit (CMT) 2025

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 web page and system by clicking the following button **(1B)**.

IMPORTANT DATES



Abstract Submission Deadline - **Closed**

13th June 2025

Editorial decision / Author notification with comments

21st September 2025

Submission of Revised Abstracts

25th September 2025

Camera-ready Copy Submission

30th September 2025

Registration Deadline

Early Bird Registration Deadline : 30th September 2025

Regular Registration Deadline : 11th September 2025

Conference Day!

13th November 2025

Camera-Ready Submission

1B



Step 2

Then you will be directed to the page that displays '**Camera-Ready Submission Guidelines**' (**Figure 2**). Authors should click and follow the '**Camera-Ready Submission Policies**' (**3**) (step3 below the initial submission) and using the provided downloadable PDF and Word to prepare the Camera-Ready Submission in both Sinhala and English languages. (**4**).

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

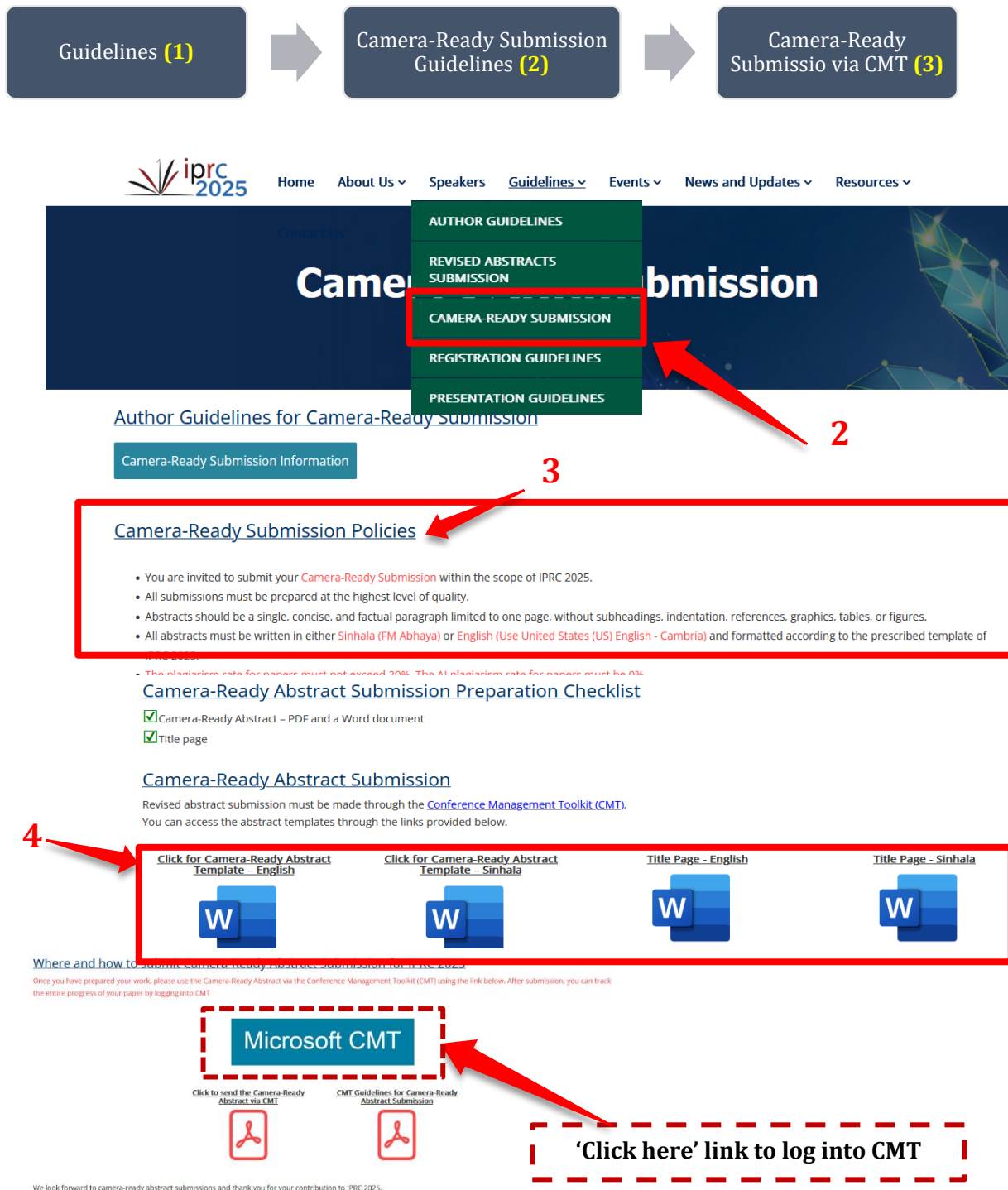


Figure 2

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%2FSubmission%2FManage>

(Figure 4).

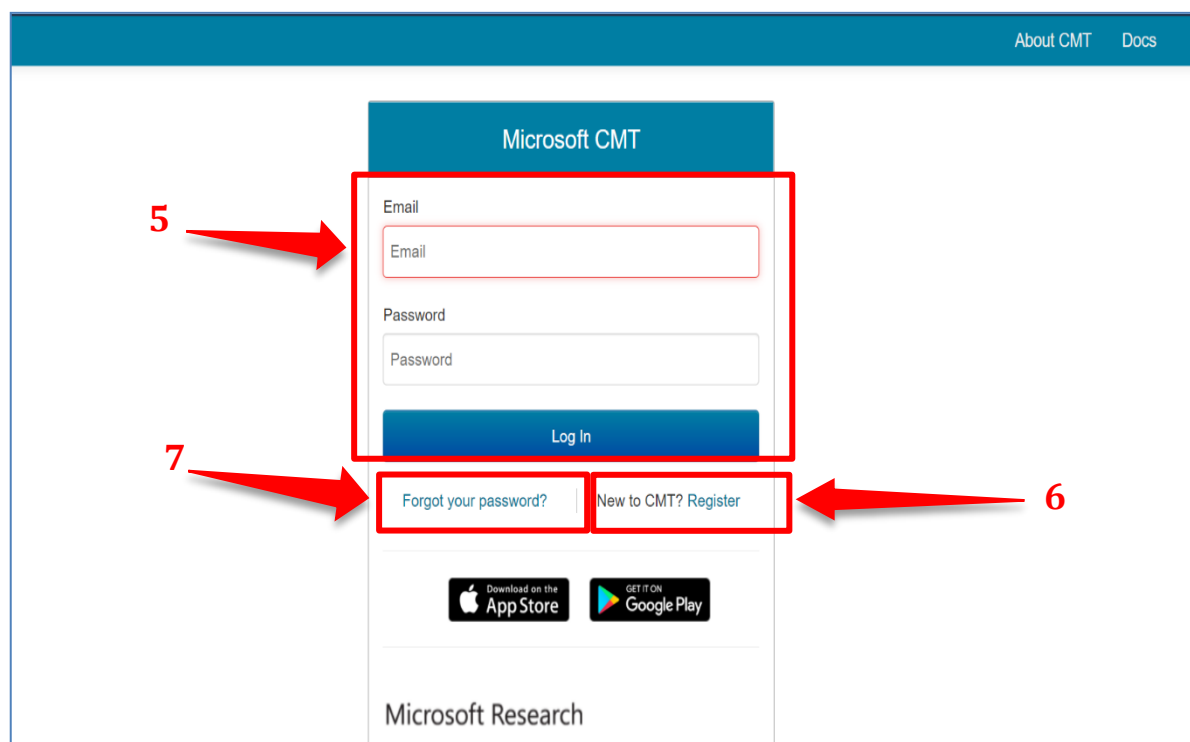


Figure 4

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 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 **'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: '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 the text 'Enter the characters you see*'. There are two options: 'New' (selected) and 'Audio'. A captcha image shows the characters '5QPR'. Below the image is a text input field containing '5qpr'. A red arrow labeled '9' points to this field. At the bottom of the page, there is a blue button labeled 'Reset Password' and a link labeled 'No Thanks'. A red arrow labeled '10' points to the 'Reset Password' 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.

Reset Password

Login Email

* Email This email will be used to login into CMT

Verification

Enter the characters you see*

New | Audio

50 PR

5qpr

Reset Password No Thanks

11

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.

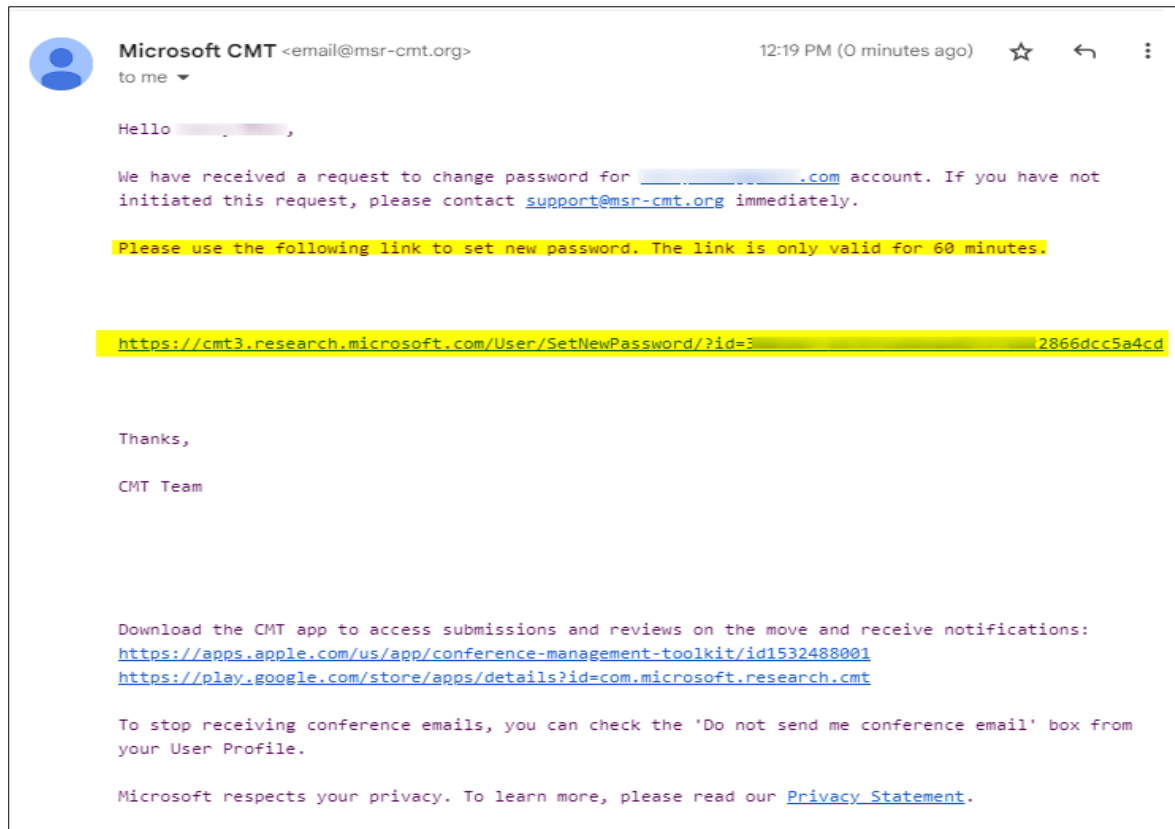


Figure 7

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.

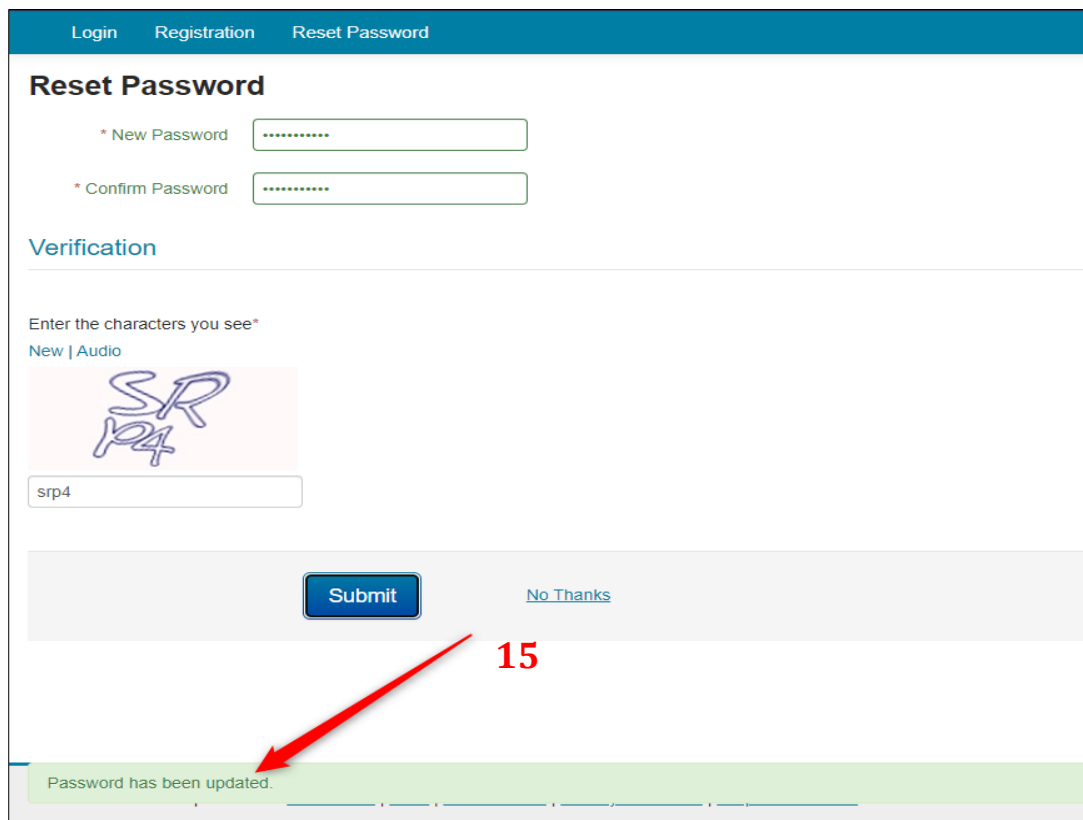
You can also click on 'Audio' to hear the characters displayed.

You can also try a different current browser.

The screenshot shows the 'Reset Password' page of the Microsoft CMT system. At the top, there is a navigation bar with 'Login', 'Registration', and 'Reset Password'. 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)

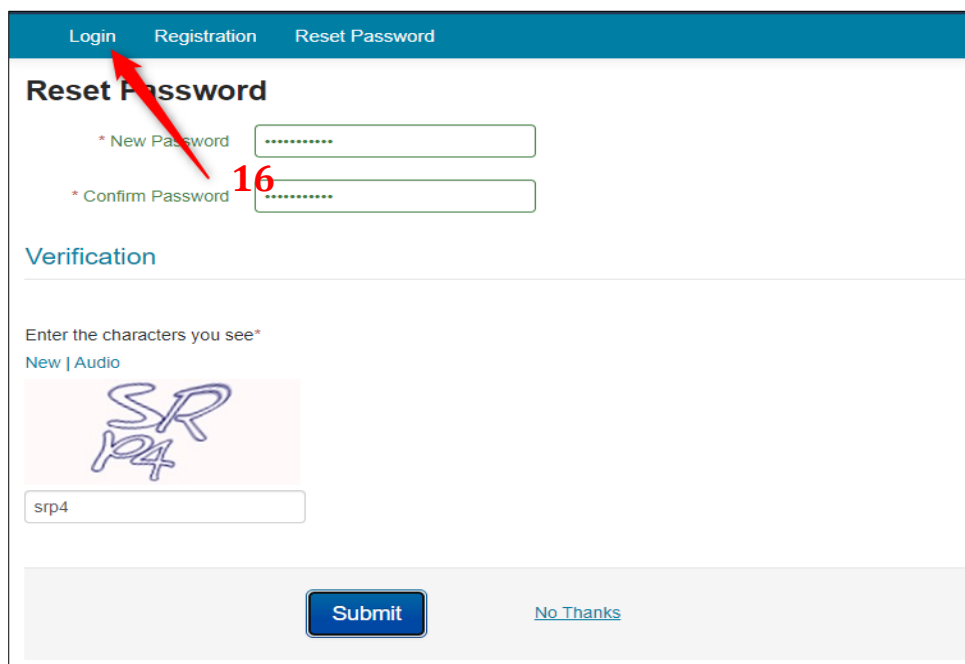


The screenshot shows the 'Reset Password' page of the Microsoft CMT interface. At the top, there is a navigation bar with 'Login', 'Registration', and 'Reset Password' links. The main heading is 'Reset Password'. Below it, there are two input fields: '* New Password' and '* Confirm Password', both with masked characters. A 'Verification' section follows, asking the user to 'Enter the characters you see*' and providing a 'New | Audio' link. The verification image shows the characters 'SRP4' and the input field contains 'srp4'. At the bottom of the form, there is a 'Submit' button and a 'No Thanks' link. A red arrow points from the number '15' to a green bar at the bottom of the page that says '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>)



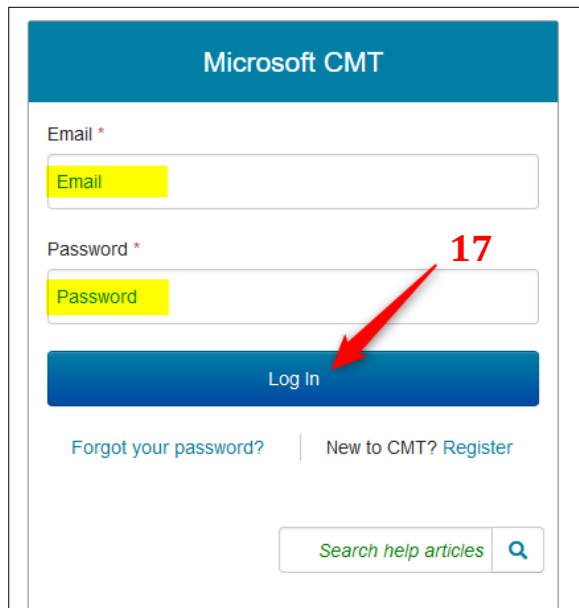
This screenshot is identical to Figure 9, showing the 'Reset Password' page. However, a red arrow points from the number '16' to the 'Login' tab in the top navigation bar, indicating the next step in the process.

Figure 10

Image Courtesy: Microsoft CMT

LOGIN PAGE

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

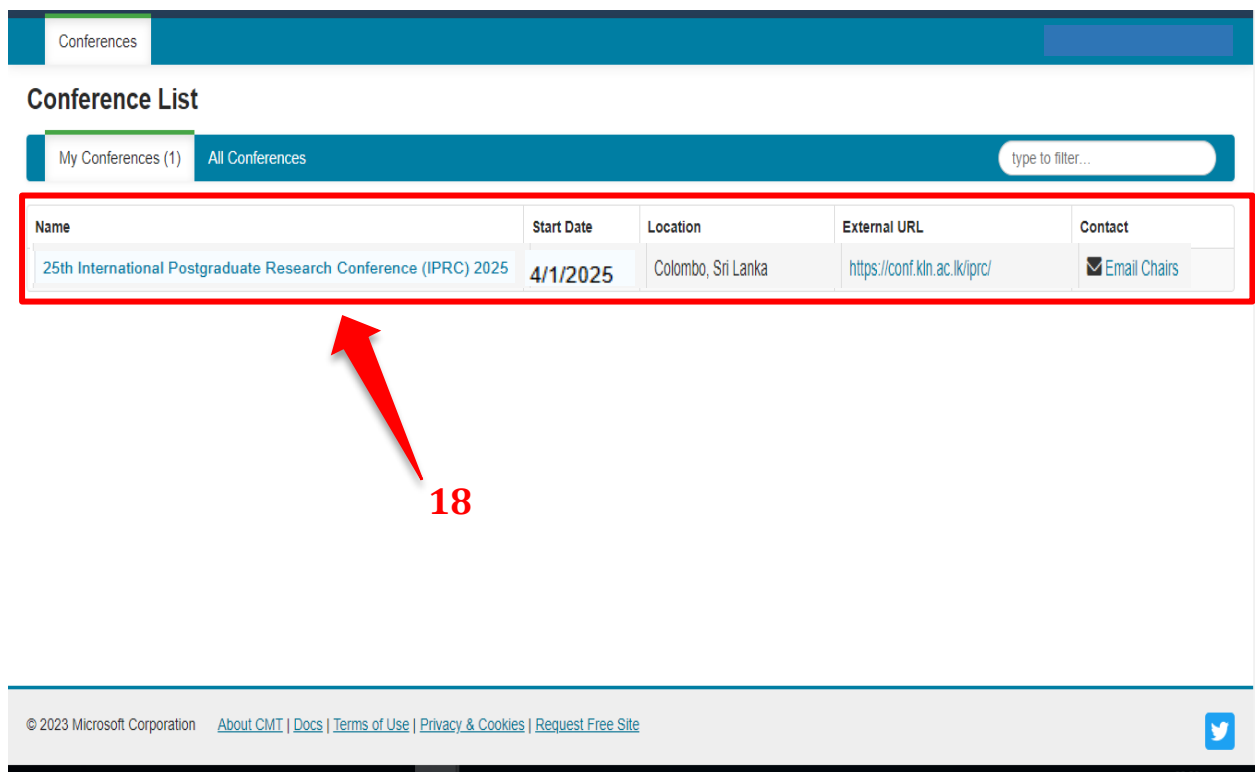


The image shows the Microsoft CMT login page. It has a blue header with 'Microsoft CMT'. Below it are two input fields: 'Email *' and 'Password *', both with yellow placeholder text. A blue 'Log In' button is below the password field, with a red arrow pointing to it and the number '17' next to it. Below the button are two links: '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 the 'Conference List' page. It has a blue header with 'Conferences'. 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	https://conf.kln.ac.lk/iprc/	<input checked="" type="checkbox"/> Email Chairs

A red arrow points to the first row of the table, and the number '18' is next to it.

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, a table lists two submissions:

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

A red arrow points to the 'Create Camera Ready Submission' link in the Actions column for Paper ID 25. The number '19' is written in red next to the arrow.

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, the page title is 'Create New Camera Ready Submission'. The 'Paper ID' is 25.

The 'TITLE AND ABSTRACT' section has two fields:

- 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

The 'AUTHORS' section has a table with two columns: 'Primary Contact' and 'Email'. The table has two rows:

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		

Below the table, there's an 'Email' field and an 'Add' button. The text 'Enter email to add new author.' is displayed below the button.

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)

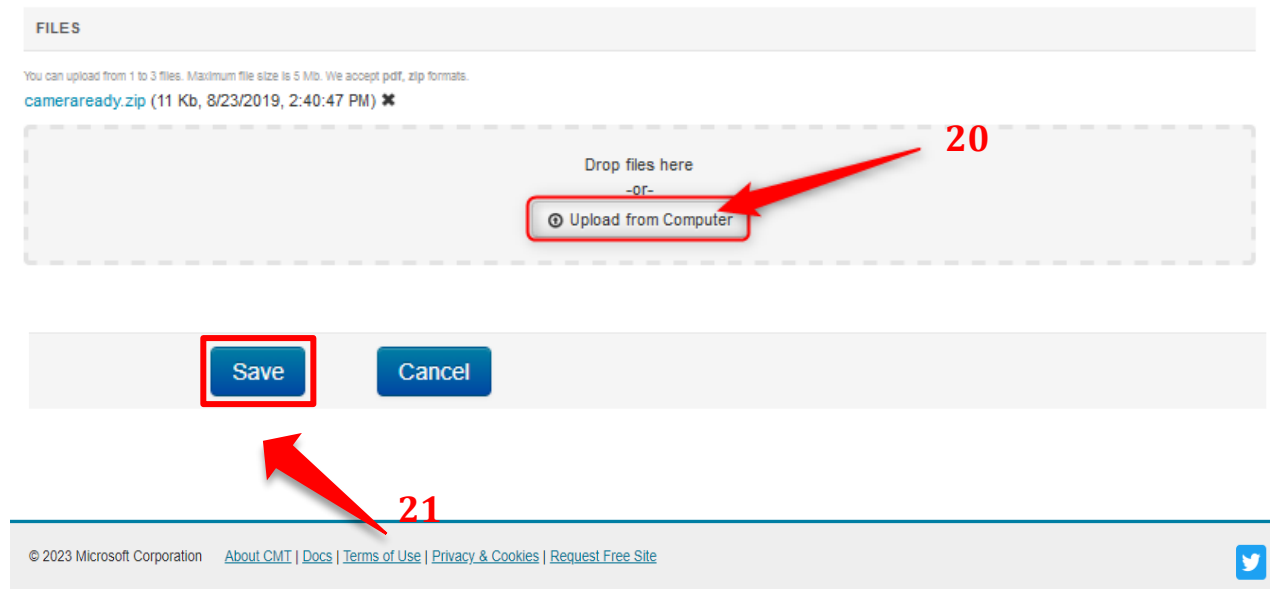


Figure 15
Image Courtesy: Microsoft CMT

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

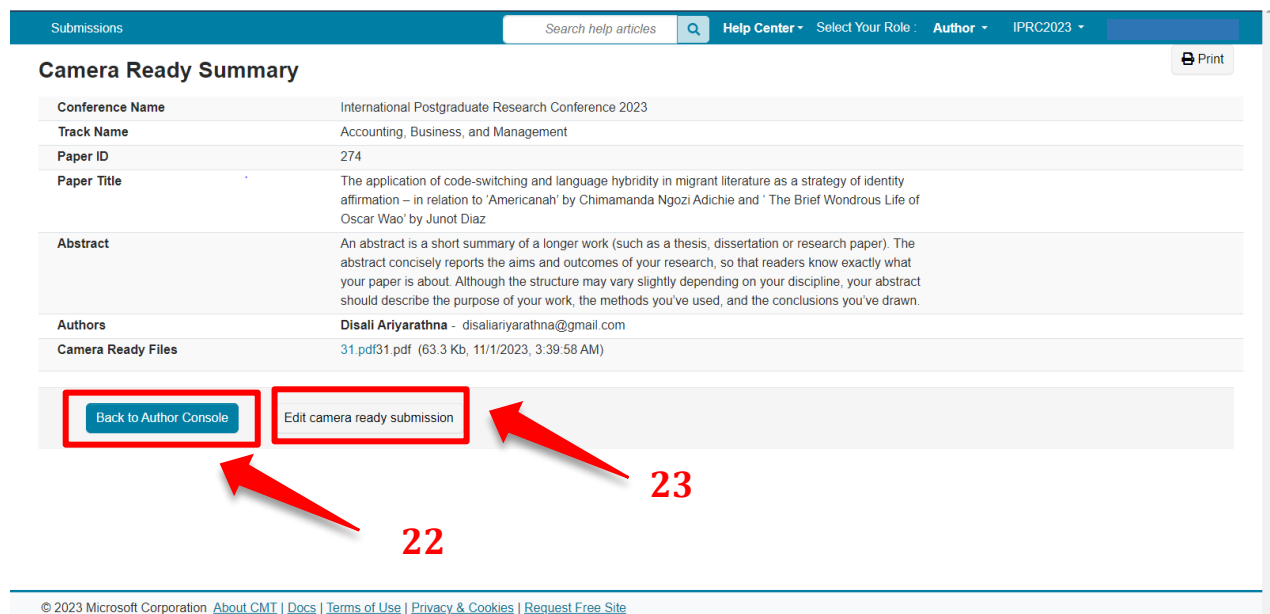


Figure 16
Image Courtesy: Microsoft CMT

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.

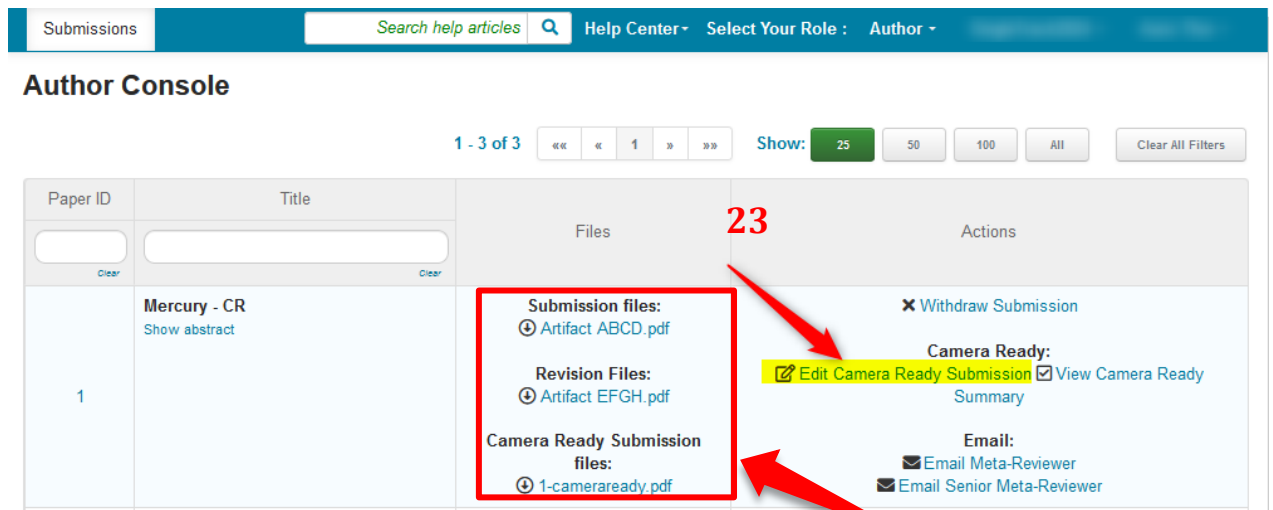


Figure 17

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.