# Camera-Ready Submission - User guide for Conference Management Toolkit (CMT) 2026

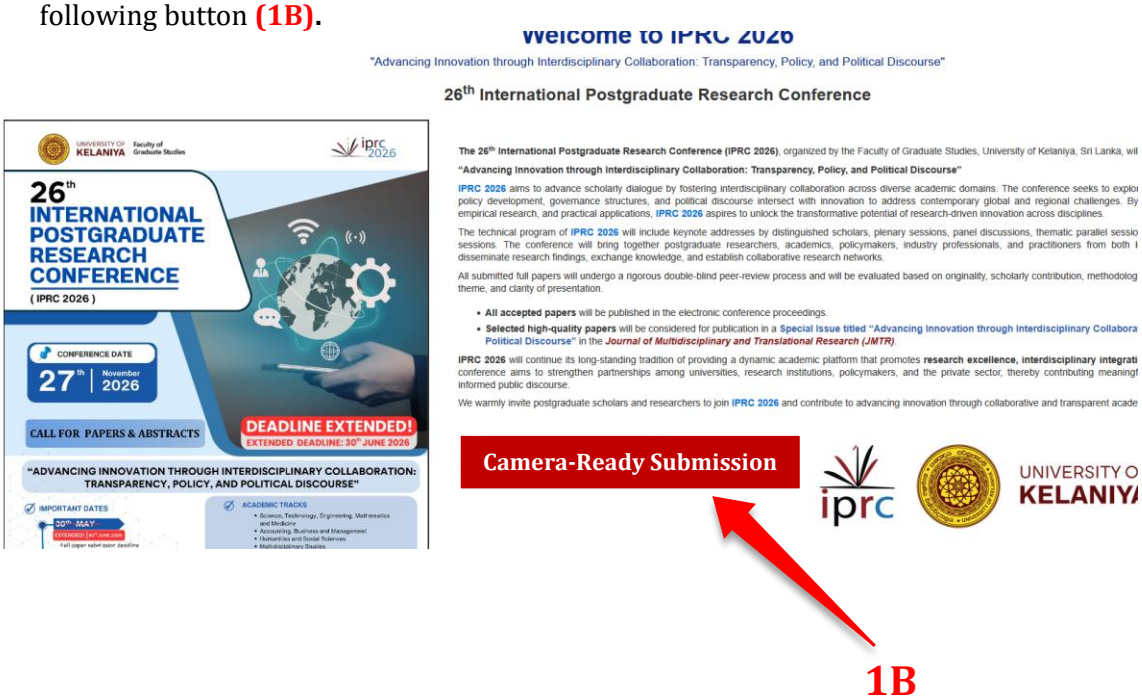
***Step 1***

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 Camera-Ready Submission web page and system by clicking the following button **(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.

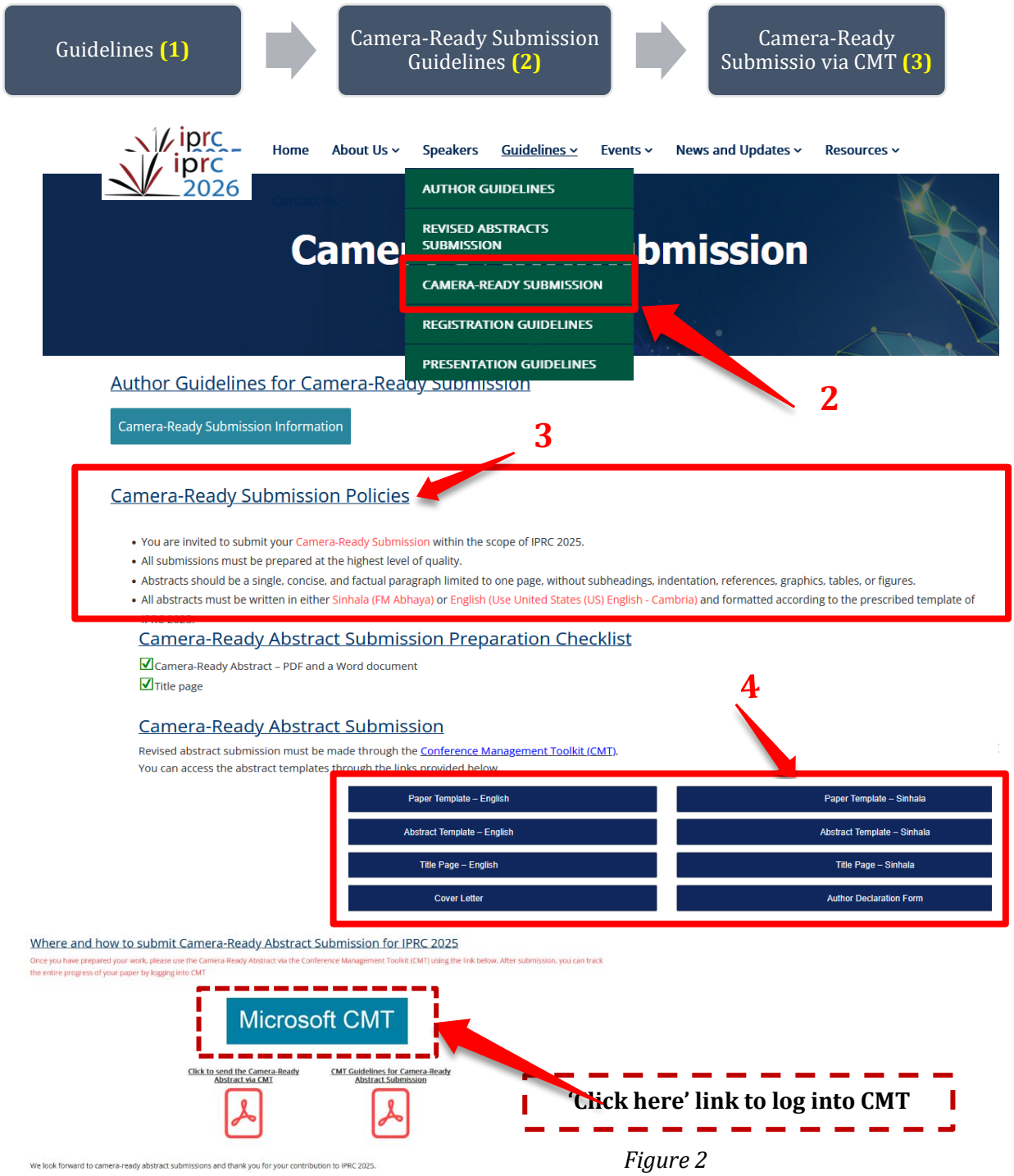



*Figure 2*

**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=%2FIPRC2026%2FSubmission%2FManage
(Figure 4).

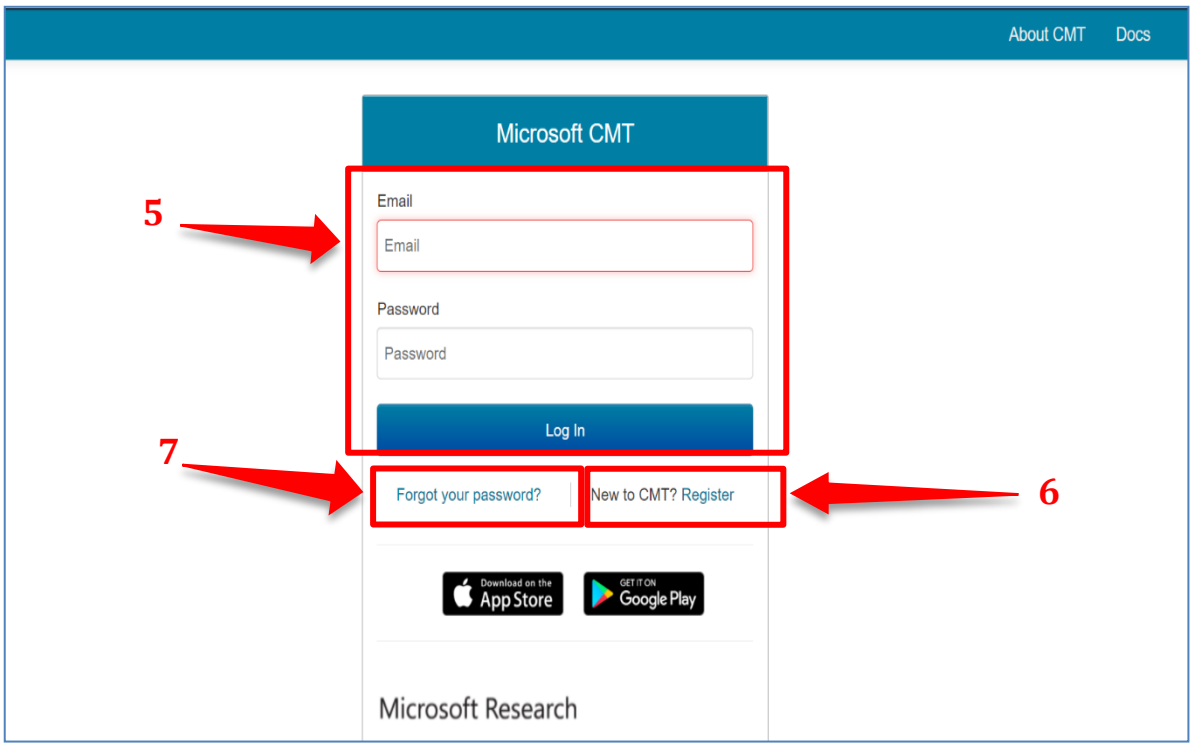



*Figure 4*
*Image Courtesy: Microsoft CMT*

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

Select the International Postgraduate Research Conference 2026, 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)**

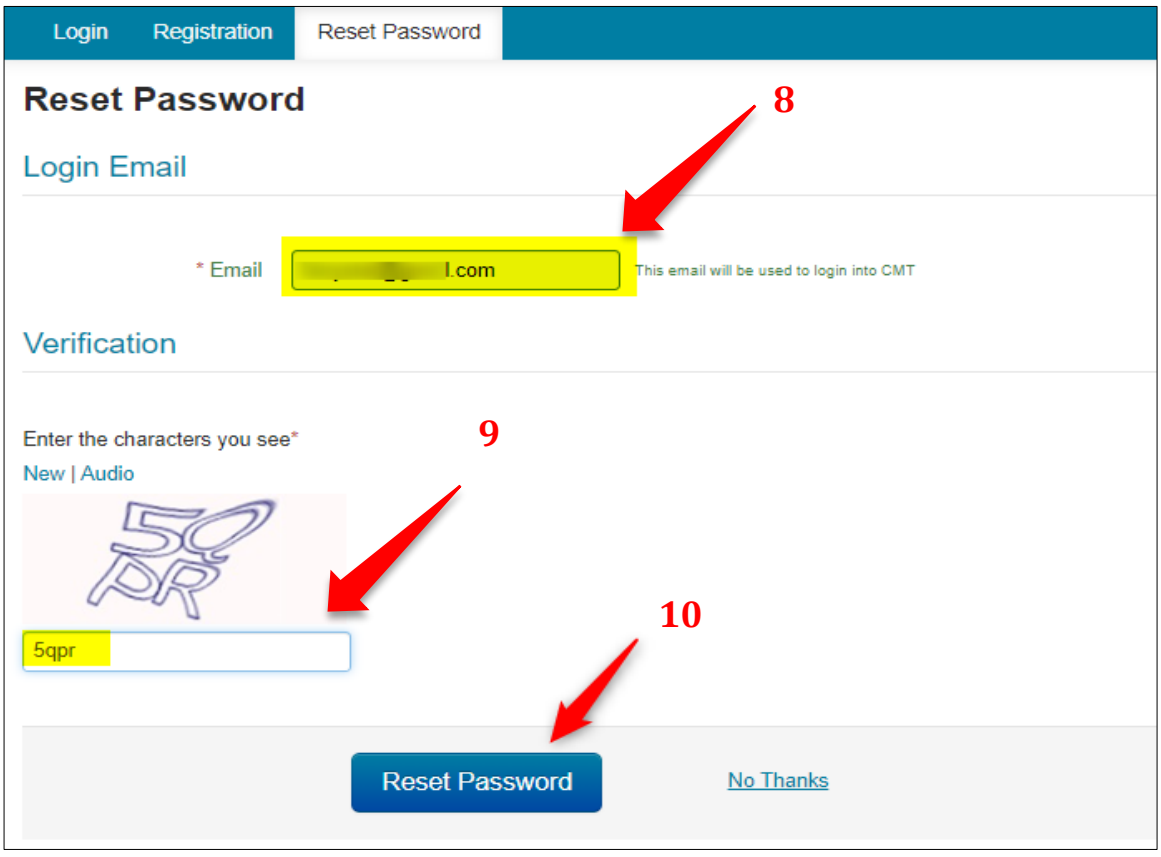



*Figure 5*
*Image Courtesy: Microsoft CMT*

**(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.

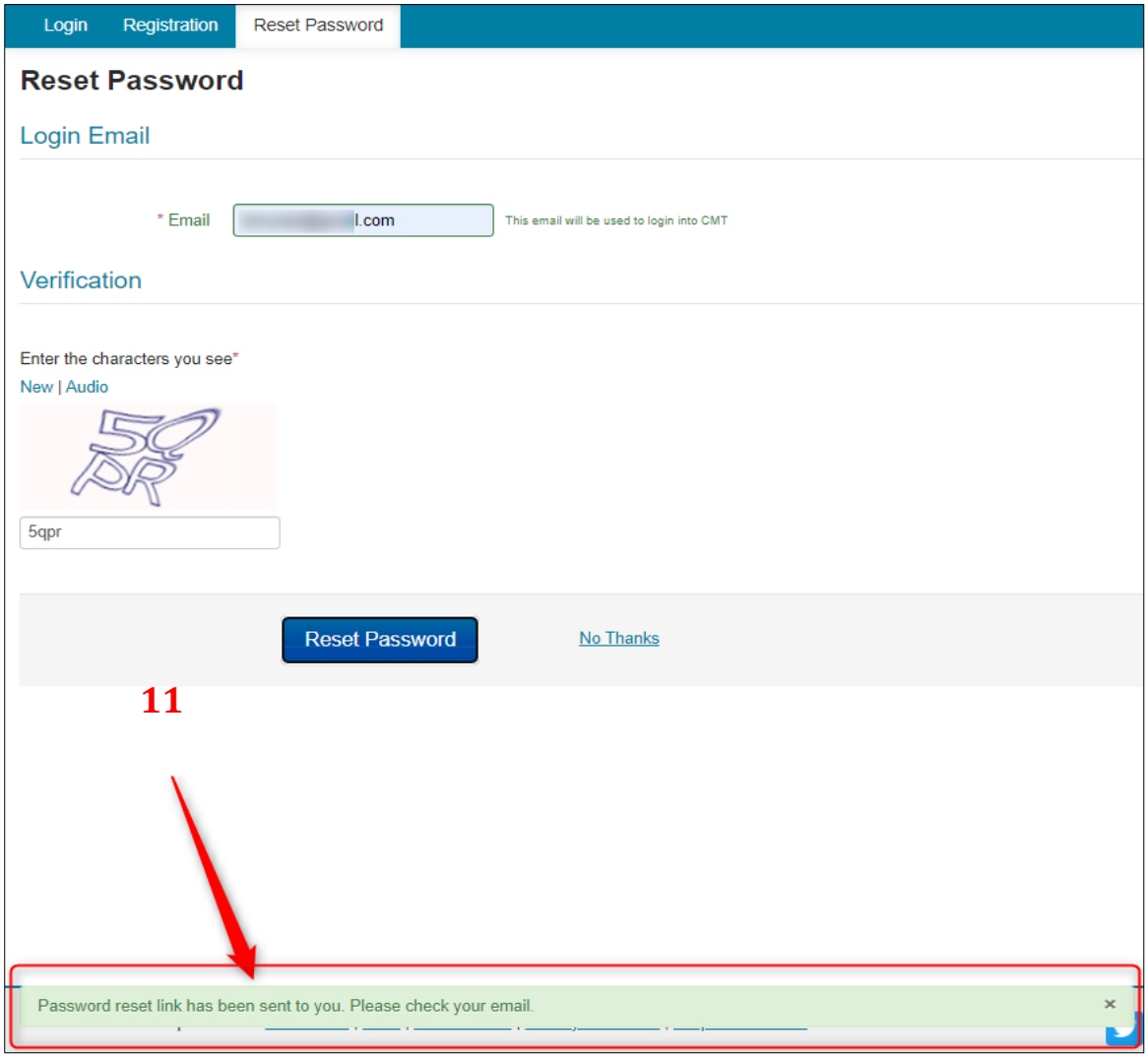



*Figure 6*
*Image Courtesy: Microsoft CMT*

**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.

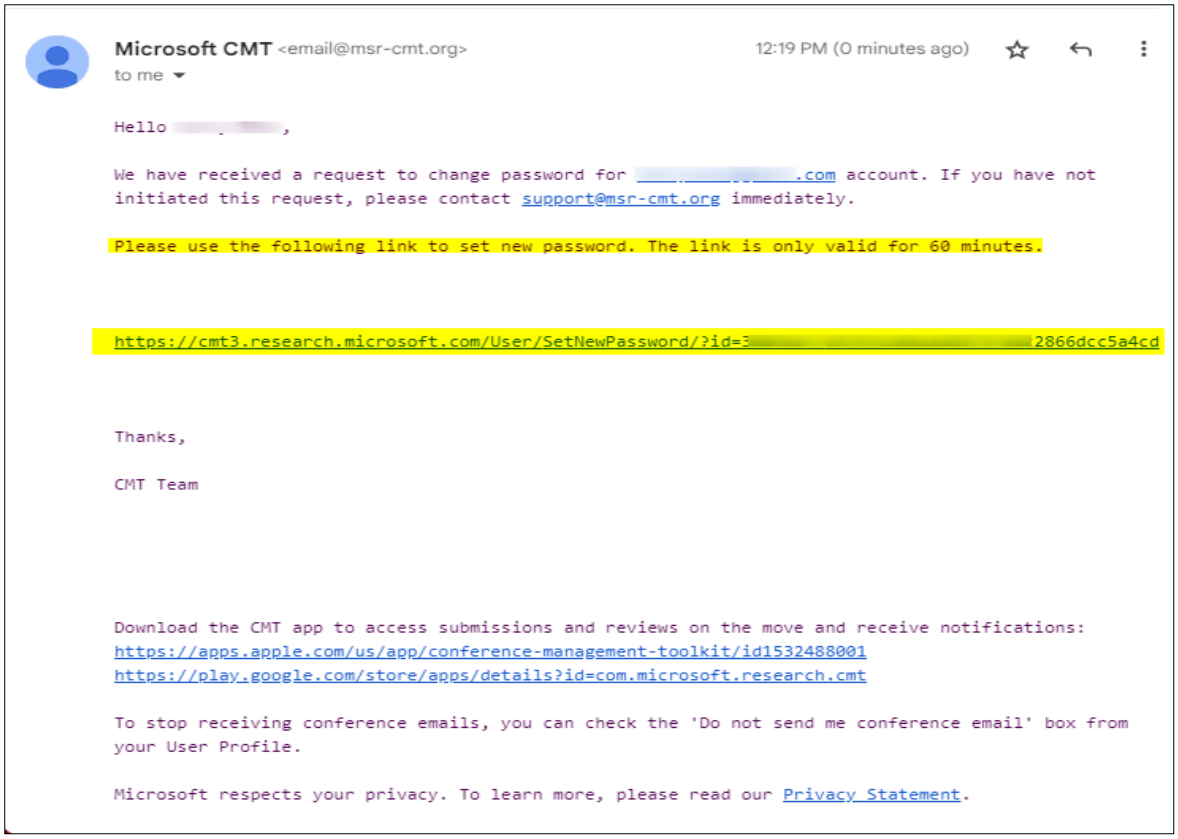



*Figure 7*
*Image Courtesy: Microsoft CMT*

**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**

> ⚠ **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.

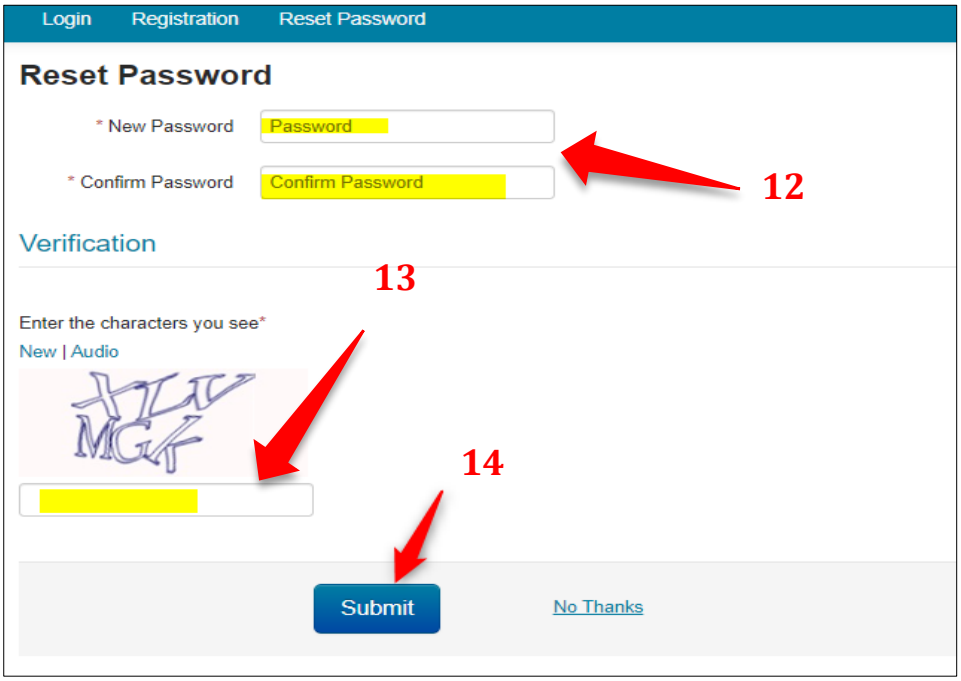



*Figure 8*
*Image Courtesy: Microsoft CMT*

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

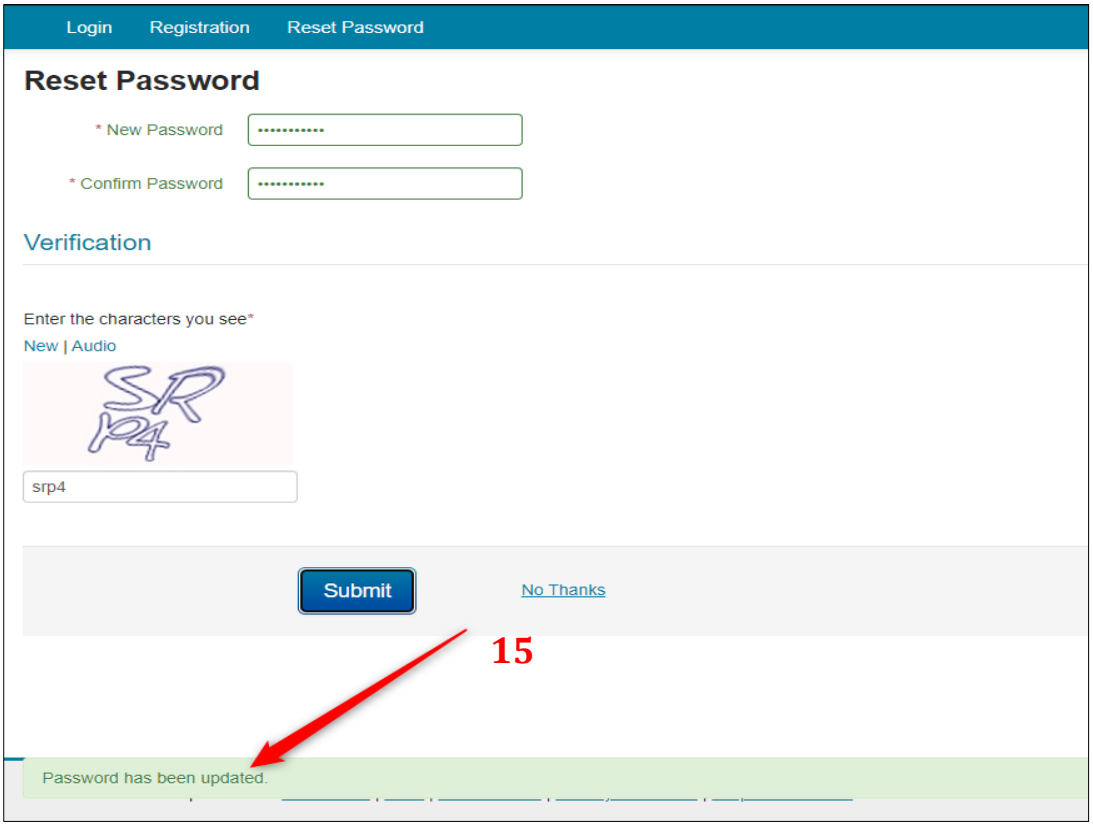



*Figure 9*
*Image Courtesy: Microsoft CMT*

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)

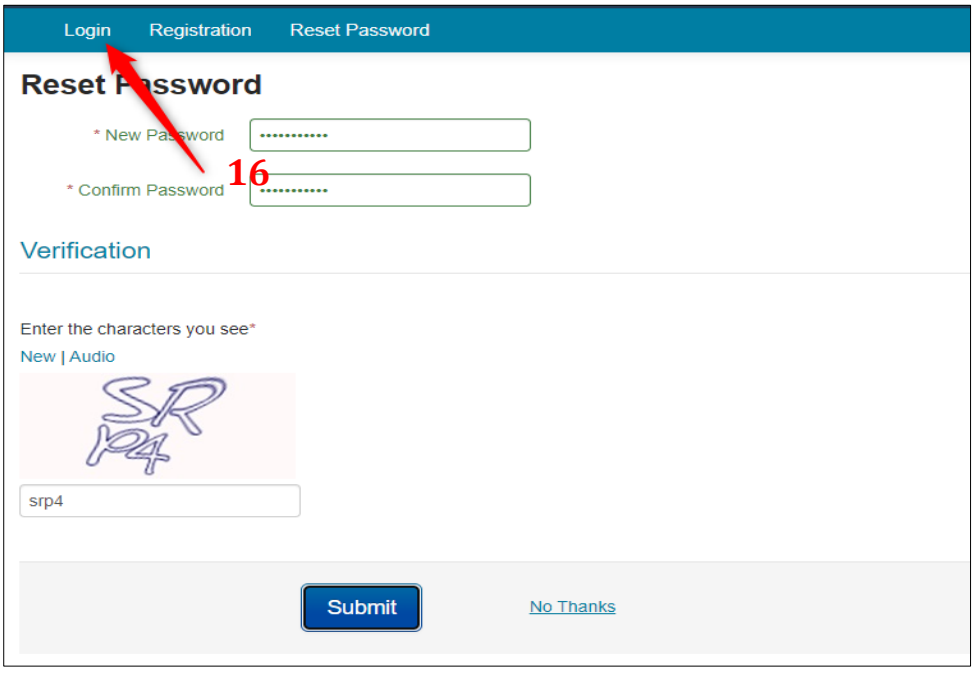



*Figure 10*
*Image Courtesy: Microsoft CMT*

**LOGIN PAGE**

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

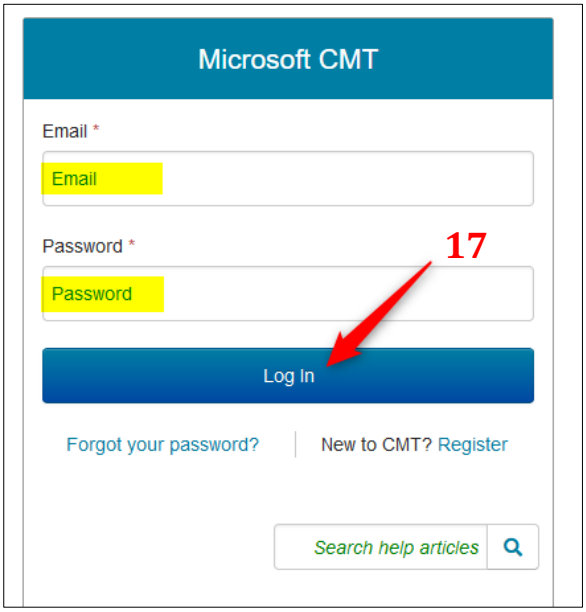



*Figure 11*
*Image Courtesy: Microsoft CMT*

Select the International Postgraduate Research Conference 2026, 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)**.

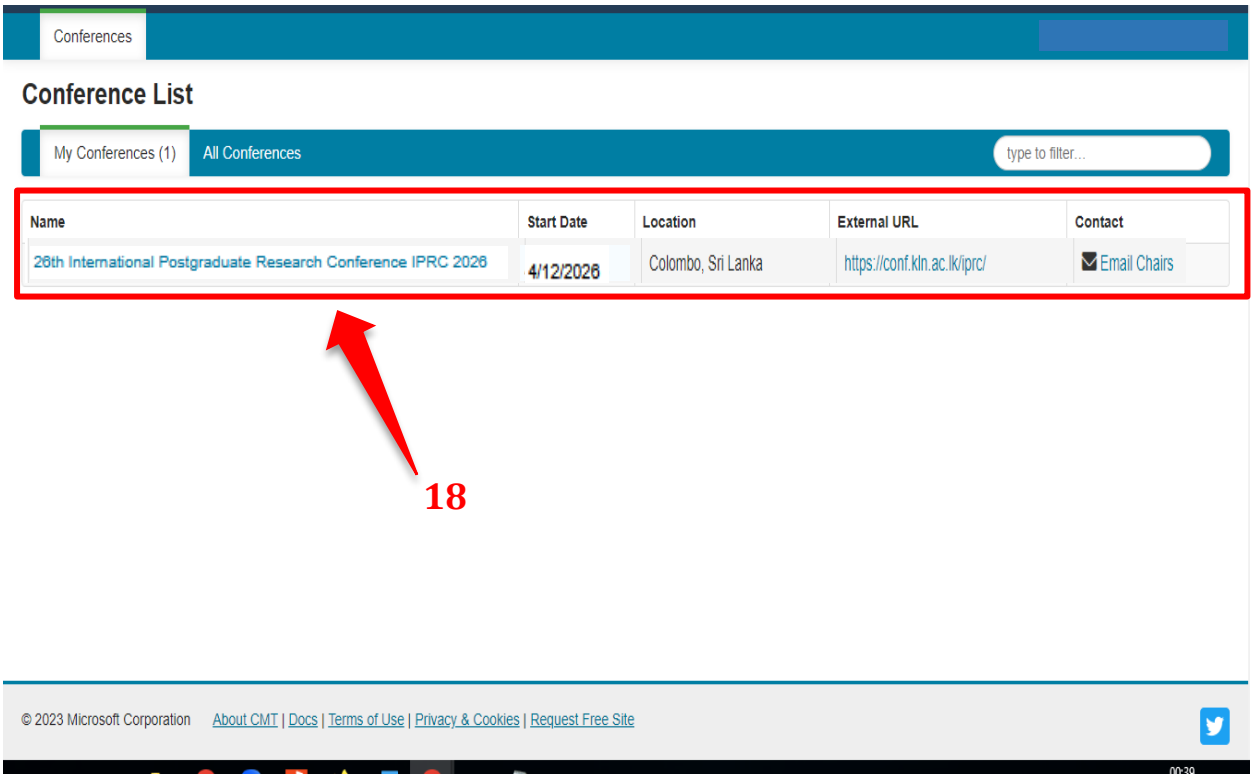



*Figure 12*
*Image Courtesy: Microsoft CMT*

***Step 3* - Viewing the Status of the abstract - Author Console**

From the Author Console in CMT, click on the link 'Create Camera Ready Submission.'

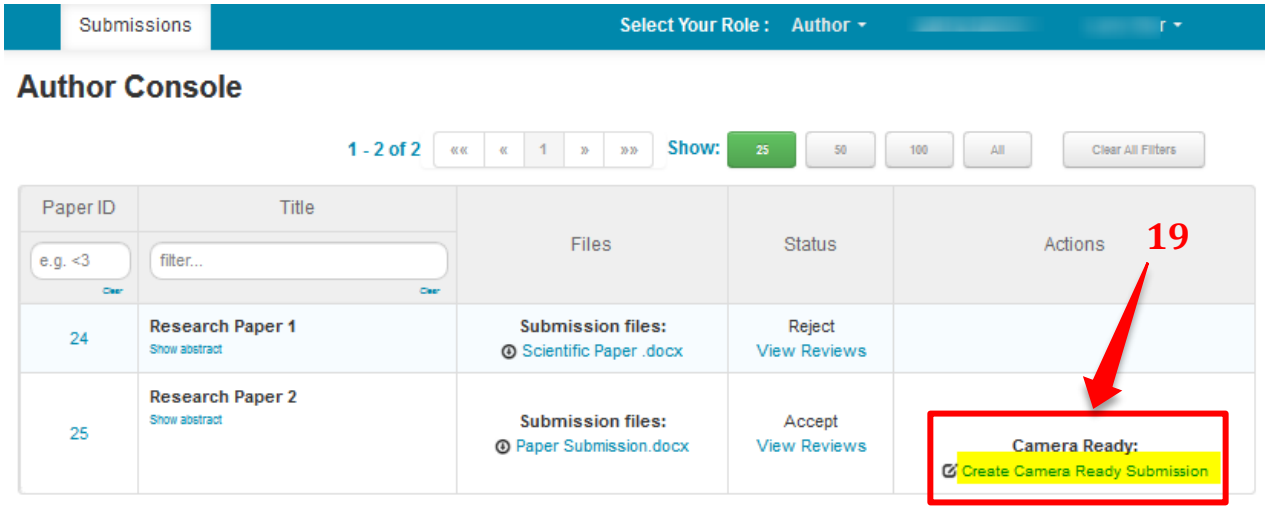



*Figure 13*
*Image Courtesy: Microsoft CMT*

**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.

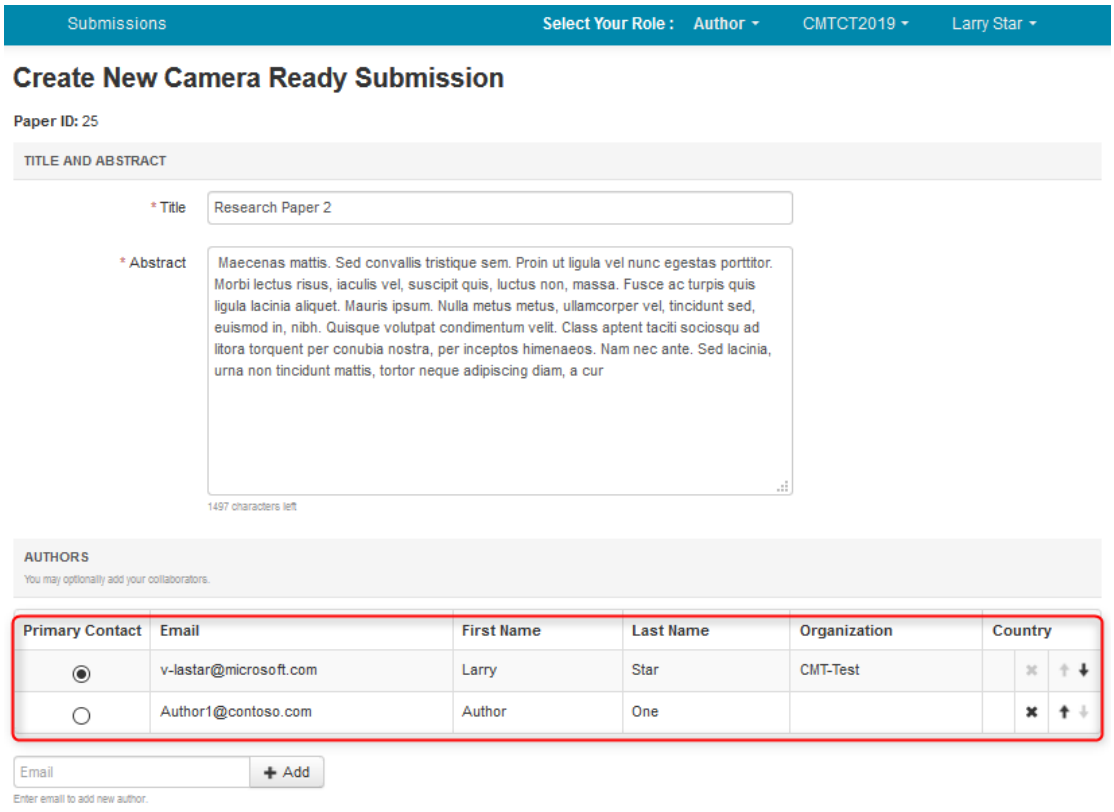



*Figure 14*
*Image Courtesy: Microsoft CMT*

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)**

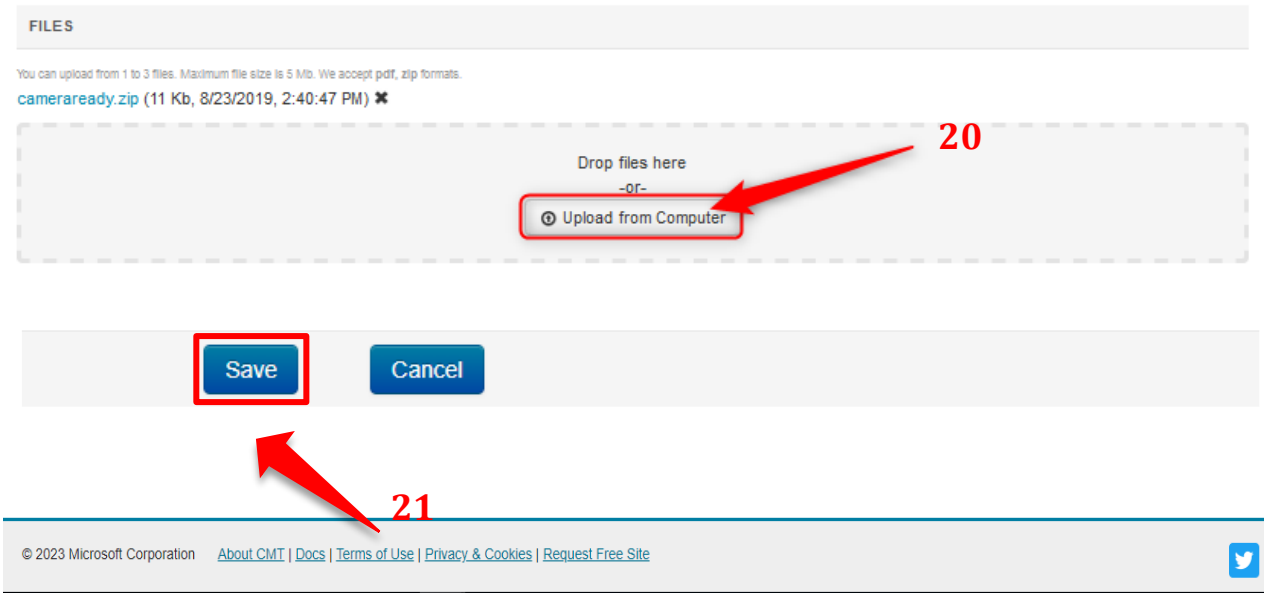



*Figure 15*
*Image Courtesy: Microsoft CMT*

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

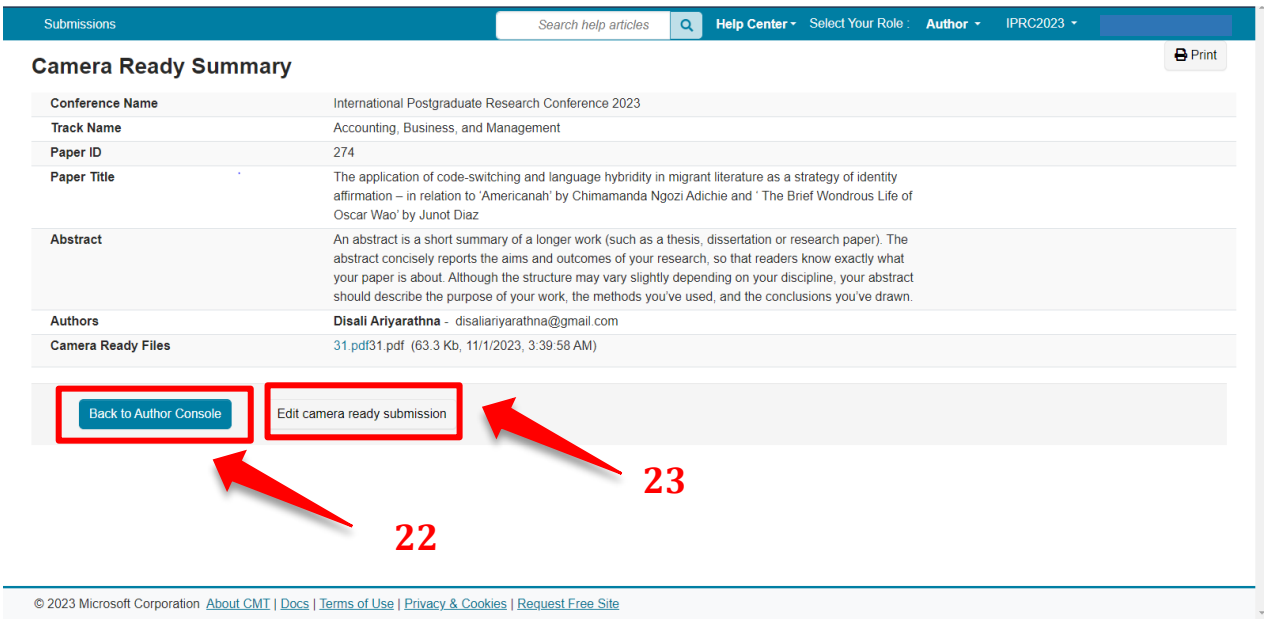



*Figure 16*
*Image Courtesy: Microsoft CMT*

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.

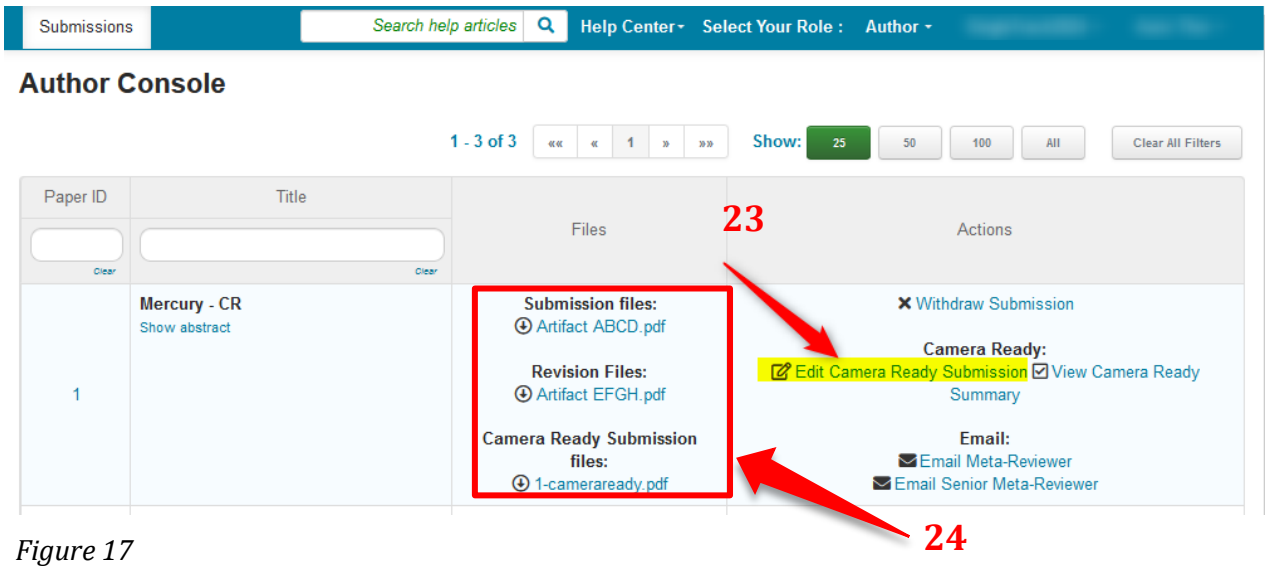



*Figure 17*
*Image Courtesy: Microsoft CMT*

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.