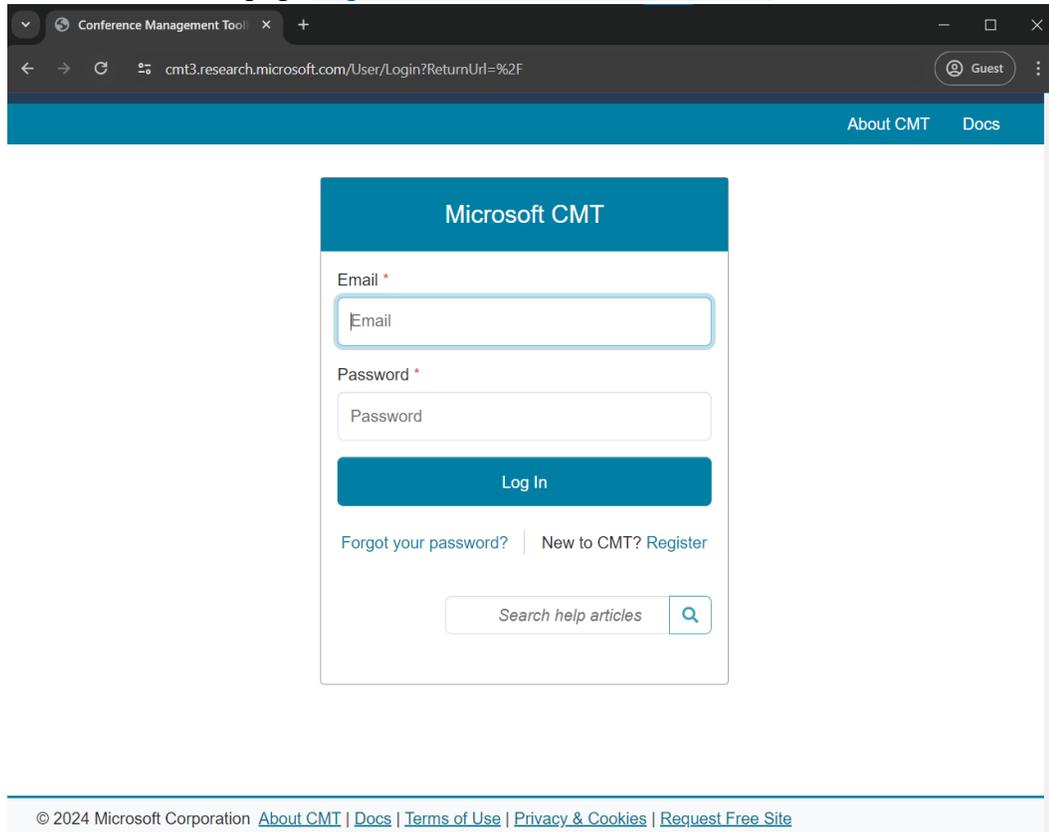


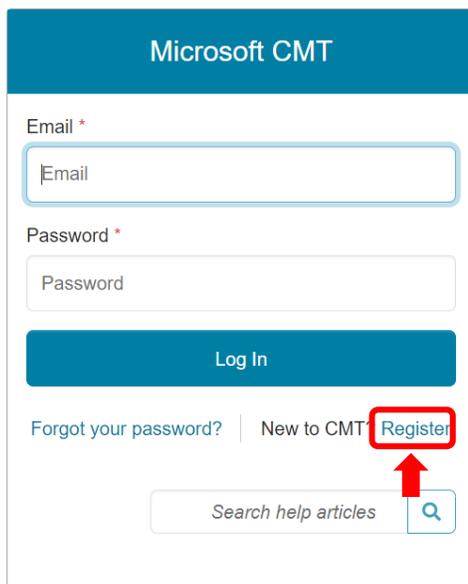
Tutorial for submitting a paper to a conference using the CMT platform

1. Register Account

- a. Access the webpage <https://cmt3.research.microsoft.com>



- b. Click on the "Register" button on the page to register as a new user on the CMT platform.



- c. Complete all the required account creation information and click the "Register" button once all data is provided.

The screenshot shows the 'Create New Account' page with the following sections:

- Login information:** * Email, * Password, * Confirm Password.
- Personal Information:** * First Name, Middle Initial, * Last Name, Nickname, * Organization Name, * Country/Region (dropdown).
- External Profile Information:** Google Scholar Id, Semantic Scholar Id, DBLP Id, ORCID Id, OpenReview Id.
- Verification:** Enter the characters you see* (Captcha image showing 'WLP6 SLR').

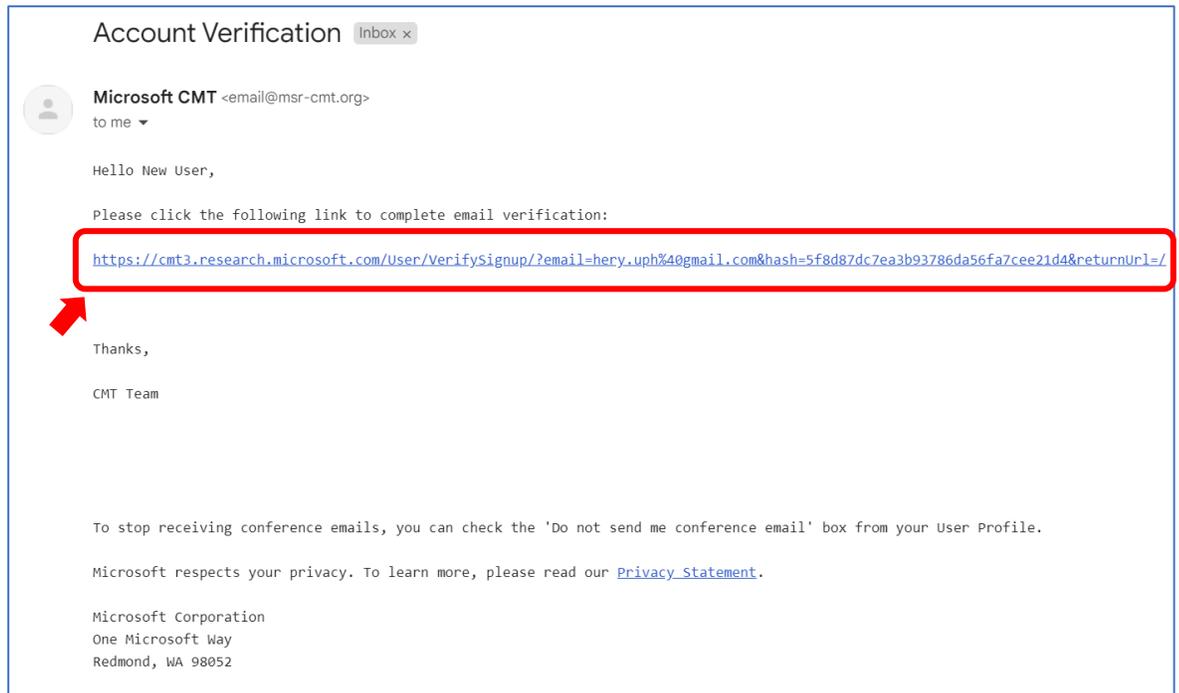
At the bottom, there is a checkbox for terms and conditions, and a 'Register' button highlighted with a red circle and a red arrow pointing to it. A 'No, thanks' link is also present.

- d. After clicking the "Register" button, the webpage will display information that an account activation link has been sent via email.

The screenshot shows the 'Welcome to CMT!' page with the following content:

- Welcome to CMT !**
- Your account has been registered, please verify it by clicking the activation link that has been sent to this email address.
- If you do not receive the activation link**
- If you do not receive our mail to activate account, the following are some of the possible reasons for the problem.
 1. You typed in an incorrect email address.
 2. Slow mail processing at your email server.
 3. Your mailbox has exceeded quota.
 4. Spam filters configured at your mailbox or email server have marked the email as spam.
 5. There are connection issue with your email server.
- CMT could not address issues related to your mailbox or mail server. You could probably try to use an email account such as Hotmail, Outlook, Gmail, or Yahoo! Mail. You will be able to change email address with your account later.

- e. Check the email used for registration, then click the activation link to activate the newly registered account.



- f. After clicking the link sent via email, the verification of the new account is successful, and the new account has been created.

[Login](#) [Registration](#) [Reset Password](#)

Account Verification

Hello New User, your account **newuser@gmail.com** has been verified, click [here](#) to log into CMT.

2. Login to CMT

- a. After successfully registering the account, return to the webpage <https://cmt3.research.microsoft.com> and log in using the email and password created in the provided fields, then click the "Log In" button.

Microsoft CMT

Email *

Email

Password *

Password

Log In

[Forgot your password?](#) | [New to CMT? Register](#)

Search help articles

- b. Upon successful login, users will be directed to the main page containing the "Conference List."

Conferences

Search help articles

New User

Conference List

My Conferences (0) All Conferences

type to filter...

| Name | Start Date | Location | External URL | Contact |
|------|------------|----------|--------------|---------|
|------|------------|----------|--------------|---------|

3. Submit Paper

- a. Click on the ¹"All Conferences" tab, then type ²"ICTIIA" in the search field (the system will automatically search and filter data **without** needing to press "Enter").

Select the ICTIIA conference with the following details:

Name The 2nd International Conference on Technology Innovation and Its Applications 2024

Start Date 9/12/2024

Location Medan, Indonesia

External URL <https://ictiia.uph.edu>

| Name | Start Date | Location | External URL |
|---|------------|----------------------|---|
| The 2nd International Conference on Technology Innovation and Its Applications 2024 | 9/12/2024 | Medan, Indonesia | https://ictiia.uph.edu |
| International Conference on Technology Innovation and Its Applications | 9/23/2022 | Tangerang, Indonesia | http://ictiia.uph.edu |

- b. After selecting the conference that matches the details above, users will be directed to the "Author Console" page to submit their article/paper.

+ Create new submission

| Paper ID | Title | Files | Actions |
|----------------------|----------------------|-------|---------|
| <input type="text"/> | <input type="text"/> | | |

- c. To submit a paper, click the "+ Create New Submission" button located at the top left of the "Author Console" page.

+ Create new submission

| Paper ID | Title | Files | Actions |
|----------------------|----------------------|-------|---------|
| <input type="text"/> | <input type="text"/> | | |

- d. Fill in all the required information in the submission form (the paper should be in .PDF format) and click the "Submit" button.

Submissions Help Center Select Your Role: Author ICTIIA2024 New User

Create New Submission

Dear Author, Welcome to ICTIIA 2024, it is an honour to have you join to this conference. Your submission should have strictly between 4 to 6 pages, other than that will be rejected. In order to avoid any uncomfortable situation, please prepare your paper comply with IEEE conference paper format. In here: <https://www.ieee.org/conferences/publishing/templates.html> or if you want to use Overleaf: <https://www.overleaf.com/gallery/tagged/ieee-official>

TITLE AND ABSTRACT

* Title

* Abstract
1000 characters left

AUTHORS*
You may add your coauthors.

| Primary Contact | Email | First Name | Last Name | Organization | Country/Region |
|----------------------------------|--|------------|-----------|----------------------------|----------------------|
| <input checked="" type="radio"/> | hery.uph@gmail.com | Hery | UPH | Universitas Pelita Harapan | <input type="text"/> |

Email
Enter email to add new author.

FILES
You can upload from 1 to 1 files. Maximum file size is 10 Mb. We accept pdf formats.

Drop files here

-or-

ADDITIONAL QUESTIONS

1. Submission to ICTIIA 2024 *
Herewith I send you my paper to be reviewed for ICTIIA 2024. It is my concern to responsible for the legal aspect of the originality and their respective information within my paper.

I agree

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- e. The submitted paper will appear on the "Author Console" page under the respective conference.

Author Console

1 - 1 of 1 Show: 25 50 100 All

| Paper ID | Title | Files | Actions |
|----------|--|--|--|
| 9 | Paper ICTIIA Show abstract | Submission files: <input type="button" value="Paper.pdf"/> | Submission: <input type="button" value="Edit Submission"/> <input checked="" type="checkbox"/> <input type="button" value="Edit Conflicts"/> <input checked="" type="button" value="Delete Submission"/> |

- f. All information regarding the paper's status will be automatically communicated to the user via the email registered on the CMT account.