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

1. Register Account

a. Access the webpage	https://cmt3.research.microsoft.com	
Conference Management Tool ×		- 🗆 X
← → C 😁 cmt3.research.microso	sft.com/User/Login?ReturnUrl=%2F	Guest :
		About CMT Docs
	Microsoft CMT	
	Email * Email Password *	
	Password Log In	
	Forgot your password? New to CMT? Register Search help articles Q	
@ 2024 Missard Company's Alexa		

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

Microsoft CMT						
Email *						
Email						
Password *						
Password						
Log In						
Forgot your password? New to CMT Register						
Search help articles						

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

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

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.
 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 <u>https://cmt3.research.microsoft.com</u> 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."

			Search help articles Q New User -
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Conferences			type to filter
Start Date	Location	External URL	Contact
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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 Date9/12/2024LocationMedan, IndonesiaExternal URLhttps://ictiia.uph.edu

Conference List My Conferences (0) All Conferences			
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	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.

Submissions	Search help articles Q Help	Center - Select Your Role :	Author • ICTIIA2024 •	New User -
Author Console				
+ Create new submission		0-0 of 0 «« « 1 » »»	Show: 25 50 100 All	Clear All Filters
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c. To submit a paper, click the "+ Create New Submission" button located at the top left of the "Author Console" page.

Submissions		Search help articles	Q Help Center -	Select Your Role :	Author - ICTIIA	2024 👻	New User 👻
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d. Fill in all the required information in the submission form (the paper should be in .PDF format) and click the "Submit" button.

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