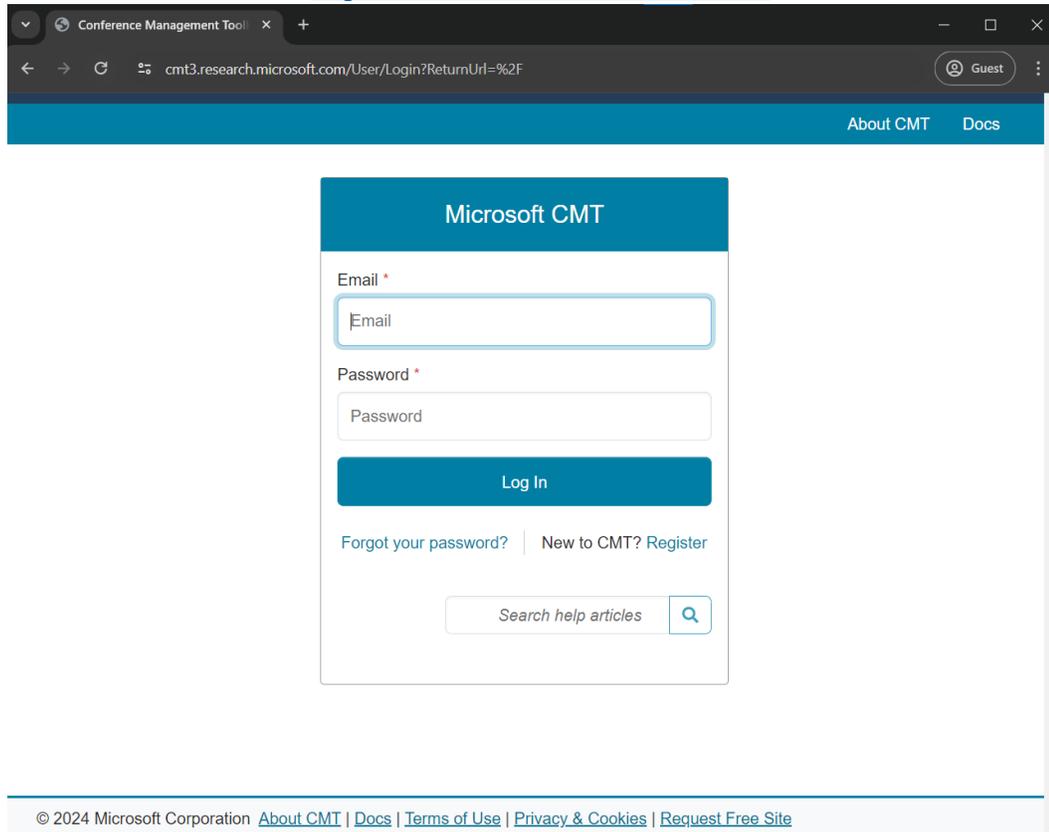


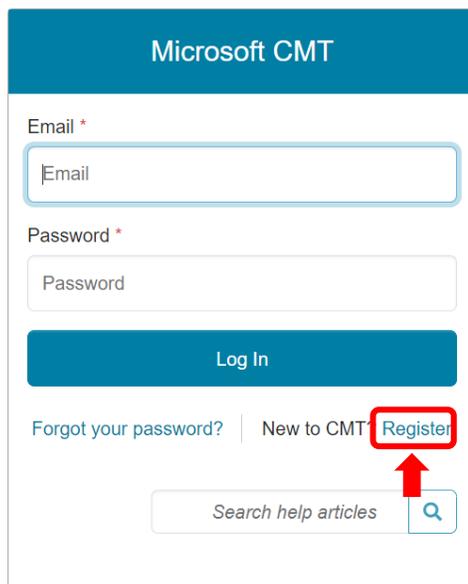
# Tutorial untuk submit paper pada conference menggunakan platform CMT

## 1. Register Account

- a. Akses halaman web <https://cmt3.research.microsoft.com>



- b. Tekan tombol "Register" pada halaman untuk melakukan pendaftaran user baru pada platform CMT.



- c. Lengkapi seluruh informasi pembuatan akun yang diminta dan klik tombol "Register" jika seluruh data telah dilengkapi.

The screenshot shows the 'Create New Account' page with the following fields and 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').

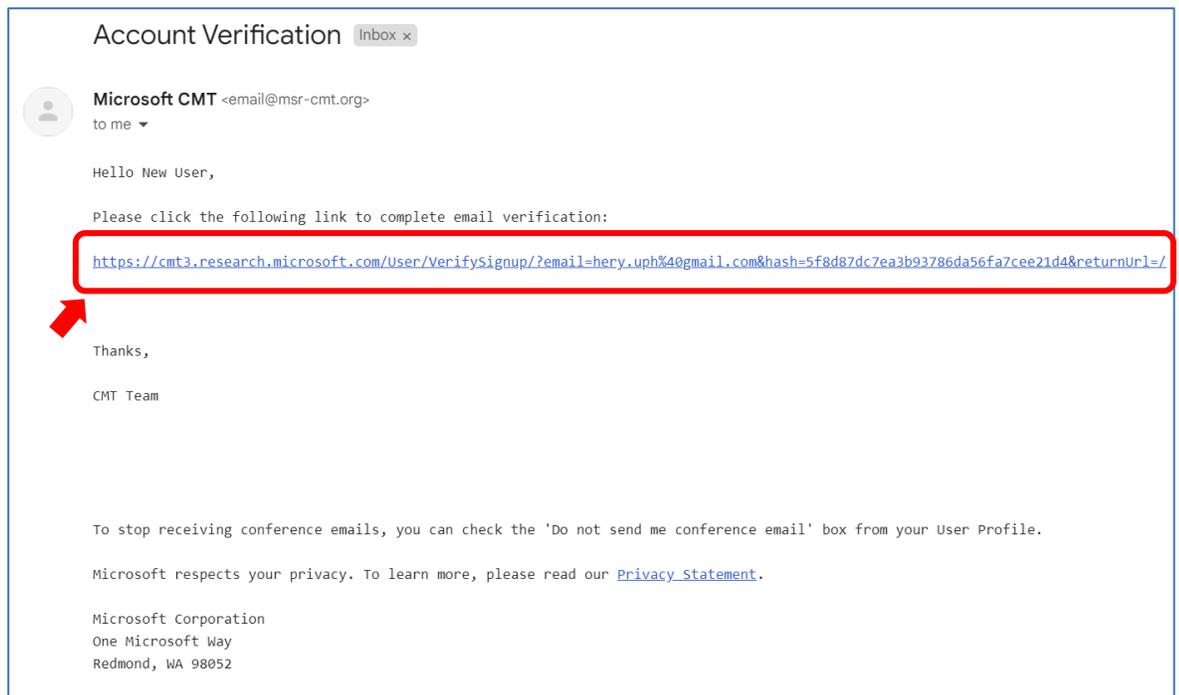
At the bottom, there is a checkbox for terms and conditions, a red arrow pointing to the 'Register' button, and a 'No, thanks' link.

- d. Setelah menekan tombol "Register" halaman web akan menampilkan informasi bahwa link aktivasi akun telah dikirimkan melalui 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. Periksa email yang digunakan untuk mendaftar sebelumnya, kemudian tekan link aktivasi untuk mengaktifkan akun yang baru di daftarkan.



- f. Setelah menekan link yang ada dikirimkan melalui email, maka verifikasi akun yang baru telah berhasil dan akun baru telah selesai dibuat.

[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 CMT

- a. Setelah proses registrasi akun berhasil, silahkan kembali ke halaman <https://cmt3.research.microsoft.com> dan login menggunakan email dan password yang telah dibuat pada kolom yang tersedia dan klik tombol "Log In".

Microsoft CMT

Email \*

Email

Password \*

Password

Log In

Forgot your password? | New to CMT? Register

Search help articles

- b. Setelah berhasil login, pengguna akan diarahkan ke halaman utama yang berisi "Conference List".

Conferences

Search help articles

New User

### Conference List

My Conferences (0) All Conferences

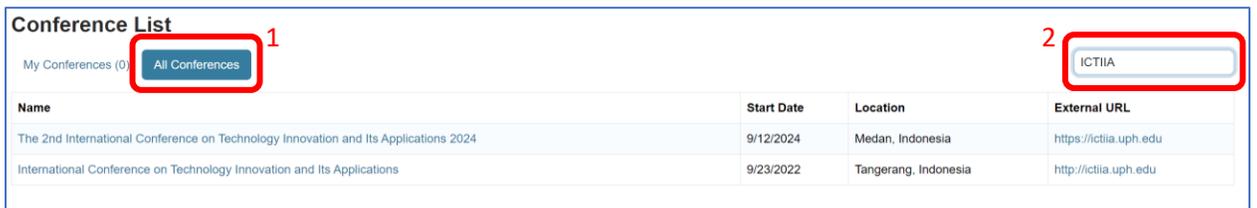
type to filter...

Name	Start Date	Location	External URL	Contact
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### 3. Submit Paper

- a. Klik tab <sup>1</sup>”All Conferences”, kemudian ketik <sup>2</sup>”ICTIIA” pada kolom pencarian (sistem akan otomatis akan melakukan pencarian dan filter data **tanpa** perlu menekan ”Enter”). Pilih conference ICTIIA dengan keterangan berikut:

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	<a href="https://ictiia.uph.edu">https://ictiia.uph.edu</a>
International Conference on Technology Innovation and Its Applications	9/23/2022	Tangerang, Indonesia	<a href="http://ictiia.uph.edu">http://ictiia.uph.edu</a>

- b. Setelah memilih conference yang sesuai dengan keterangan sebelumnya, pengguna akan diarahkan ke halaman ”Author Console” untuk melakukan submit artikel / paper.



Submissions    Search help articles    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

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

- c. Untuk melakukan submit paper. Tekan tombol ”+ Create New Submission” yang terletak dikiri atas halaman ”Author Console”.



Submissions    Search help articles    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

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

- d. Isi semua data dari form submission yang ada (untuk artikel paper harus dalam format .PDF) dan klik tombol "Submit".

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"/>	<a href="mailto:hery.uph@gmail.com">hery.uph@gmail.com</a>	Hery	UPH	Universitas Pelita Harapan	<input type="text"/>

Email  [+ Add](#)  
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-

[Upload from Computer](#)

**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. Paper yang tersubmit akan terlihat pada halaman "Author Console" sesuai dengan converence yang diikuti.

### Author Console

[+ Create new submission](#) 1 - 1 of 1 [«](#) [1](#) [»](#) Show: [25](#) [50](#) [100](#) [All](#) [Clear All Filters](#)

Paper ID	Title	Files	Actions
9	<b>Paper ICTIIA</b> <a href="#">Show abstract</a>	<b>Submission files:</b> <a href="#">Paper.pdf</a>	<b>Submission:</b> <a href="#">Edit Submission</a> <a href="#">Edit Conflicts</a> <a href="#">Delete Submission</a>

- f. Seluruh informasi mengenai status paper akan diinfokan secara otomatis kepada pengguna melalui email yang terdaftar pada akun CMT.