

Paper Submission Guidelines

THINGS TO KNOW

1. The terms 'submission' and 'paper' can be interchangeable, however the term 'paper' also refers to the file that is uploaded to the conference.
2. You may have multiple papers (files) uploaded in one submission (based on conference rules/restrictions/settings).
3. You may have multiple submissions in a conference (based on conference rules/restrictions/settings).
4. There is no way to create multiple submissions in bulk; they must be created one at a time.

IMPORTANT

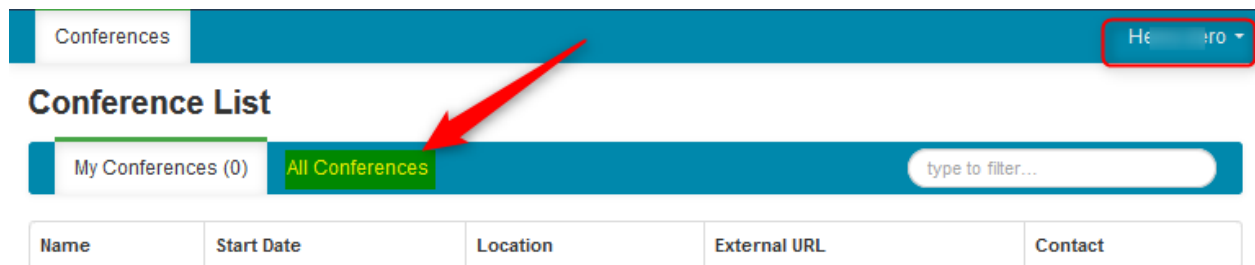
ANY QUESTIONS not covered here, such as timeline dates or no link for file upload, need to go to the [Chairs of the conference directly](#) -- DO NOT FILE A SUPPORT TICKET.

USE KNOWN CONFERENCE URL

- Most users access CMT Conferences with a link provided by the Chair in the Call for Papers. Click on the link or copy it and paste it in a browser. If you do not have a link from a Chair or Call for Papers, you may search for the conference in CMT.
- If you have an account, enter your CMT credentials to access the site at log in. If you do not have an account in CMT, please refer to 'HOW-TO: Account Creation.'

SEARCH FOR CONFERENCE URL IN CMT

- Log into CMT and click on All Conferences to search for the Conference to which you will submit your paper.



The screenshot shows the CMT interface. At the top, there is a blue navigation bar with a 'Conferences' tab on the left and a user profile dropdown on the right. Below this is the 'Conference List' section. It features a sub-navigation bar with 'My Conferences (0)' and 'All Conferences' (highlighted in green with a red arrow pointing to it). To the right of this bar is a search filter field with the placeholder text 'type to filter...'. Below the navigation bar is a table with the following columns: Name, Start Date, Location, External URL, and Contact.

- Use the filter field in the upper right to search for the Conference you need.

Conference List

My Conferences (0)

All Conferences

type to filter...

Name	Start Date	Location	External URL
Polskie Porozumienie na Rzecz Rozwoju Sztucznej Inteligencji (Polish Alliance for Artificial Intelligence Development)	10/16/2019	Wroclaw, Polska	http://pp-rai.pwr.edu.pl/
Welcome to the CMT Site Request Submission System!	1/1/2023		
IEEE International Symposium on Circuits and Systems	5/23/2021	Daegu, South Korea	
International Hypoxia Symposia	2/14/2021	Englewood, Colorado, USA	http://www.hypoxia.net
Smart Grids and Energy Systems	1/2/2019	Astana, Kazakhstan	https://moodle.nu.edu.kz/mod/page/view.php?id=62312
International Conference for Joint Research and Development Laboratory	12/17/2020	Beijing, China	

WARNING

1. When you click on the 'All Conferences' tab and start typing in the search field - it must be done **SLOWLY** as the page refreshes and may omit a character, thereby not giving any results.
2. If the user is pasting in the search field [Title of conference] or [Short Name] - **DO NOT click 'Enter'**. Click **OUTSIDE** of the field to any blank spot on the page.
3. Beware of any leading or trailing spaces as this will also lead to **no results**.
4. Users must have a **current browser** or there may be issues. A different **current** browser can be tried as well.

- Once you find the Conference, click on the Conference Name link.

Conference List

My Conferences (0)

All Conferences

cc

Name	Start Date	Location	External URL
C...o	6/20/2019	Redmond, United States	https://www.microsoft.com/en-us/

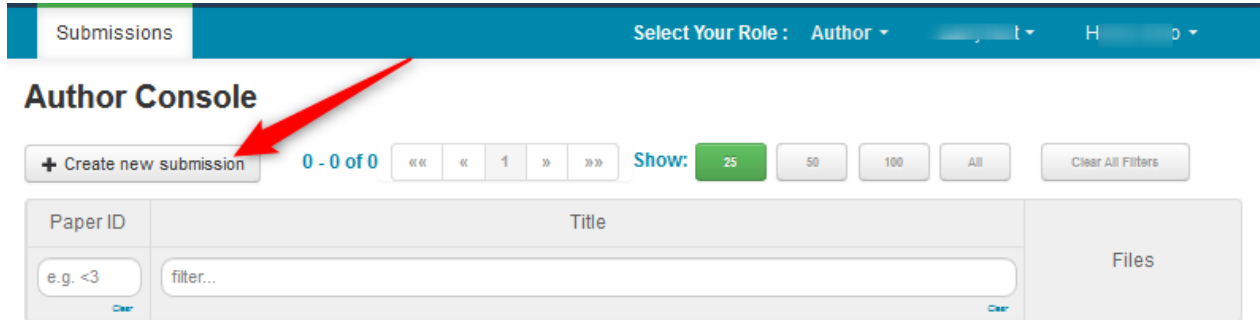
The Author Console page appears.

SUBMIT TO A SINGLE TRACK CONFERENCE

NOTE

If there is no '+ Create new submission' button, that means the Chairs have not enabled this phase of the conference. Please contact the Chairs.

- In a single track conference, click on the "+ Create new submission" button.

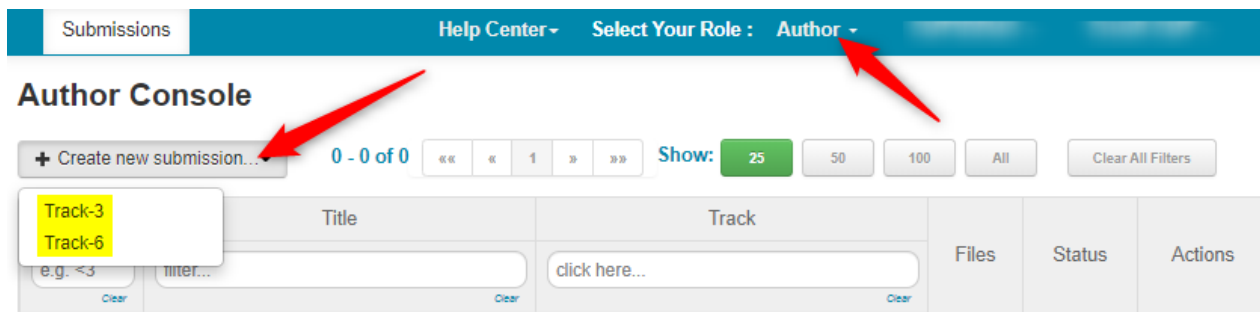


SUBMIT TO A MULTI-TRACK CONFERENCE

NOTE

If there is no '+ Create new submission' button or the specific track to which you want to submit is not in the dropdown list, that means the Chairs have not enabled this phase on your specific track of the conference. Please contact the Chairs.

- A multi-track conference works the same way, only the track desired will need to be selected before the 'Create New Submission' page appears.



The 'Create New Submission' page appears. Depending upon how it is set up by the Chair, this page will take on different looks.

CREATE NEW SUBMISSION

When all sections are enabled, the Create New Submission page will look like the image below. Note the image is for demonstration purposes; the actual page will vary. Required fields are marked with an <*> asterisk.

The sections are:

- Welcome message
- Title and Abstract
- Authors
- Domain Conflicts
- Subject Areas
- Files
- Additional Questions
- Submit and Cancel buttons

It is important to note that no files uploaded will be saved unless the Submit button is clicked.

WELCOME AND INSTRUCTIONS

- Chairs may have a message and/or instruction for all authors. This will appear at the top of the Create New Submission page.

Submissions Select Your Role : Author ▾

Create New Submission

Welcome to the Contoso Conference. Please have your papers submitted by the deadline.

TITLE AND ABSTRACT

* Title

* Abstract

2000 characters left

TITLE AND ABSTRACT

- The Title field is for the title of the paper.
- The Abstract field is where you put the summary of your paper. Note, you are allowed to submit the Title and Abstract without uploading file(s) when creating a submission. You can edit the submission subsequently to upload file(s) before paper deadline.

Create New Submission

Welcome to the Contoso Conference. Please have your papers submitted by the deadline.

TITLE AND ABSTRACT

* Title

* Abstract

2000 characters left

AUTHORS

- The Author section is prepopulated with your profile information and you are preselected as the Primary Contact.

AUTHORS

You may optionally add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country
<input checked="" type="radio"/>	ft.com	I	:	CMT-Test	<input type="text"/> <input type="text"/>

Value is required.

Enter email to add new author.

ADD CO-AUTHORS

IMPORTANT

THERE IS NO AUTOMATIC CHECK TO VERIFY THE CO-AUTHOR'S EMAIL. PLEASE ENSURE EVERY BIT OF INFORMATION IS CORRECT AND VALID OR THERE WILL BE ISSUES

1. It is important to know if the **co-author to be added has a CMT account**.
2. A co-author can be added to the paper without having a CMT account, but it only acts as a placeholder; they are not a part of the conference.
3. If a **non-CMT user** was added to the paper, they **MUST register their email with CMT**.
4. To mitigate any later problems, contact the co-author and **make sure their email is, in fact, a CMT account** and you have **ALL of their information correct**.

- From the Authors Console, click the 'Edit Submissions' link in the 'Actions' column

Submissions Contact Chairs Help Center Select Your Role : Author

Author Console

[+ Create new submission](#) 1 - 4 of 4 « « 1 » » Show: 25 50 100 All Clear All Filters

Paper ID ↓	Title	Files	Actions
<input type="text"/> <i>Clear</i>	<input type="text"/> <i>Clear</i>		
38	Yea or Nay Show abstract	Submission files: Ⓞ Artifact generic.pdf	Submission: Edit Submission <input checked="" type="checkbox"/> Edit Conflicts <input checked="" type="checkbox"/> Delete Submission
33	ISLE OF MANN Show abstract	Submission files: Ⓞ Artifact ABCD.pdf	Submission: Edit Submission <input checked="" type="checkbox"/> Edit Conflicts <input checked="" type="checkbox"/> Delete Submission

- In the Edit Submission page, click '+Add'

NOTE

Make sure the page allows for adding co-authors

1961 characters left

AUTHORS *
You may add your coauthors.

Primary Contact	Email	First Name	Last Name	Organization	Country/Region
<input checked="" type="radio"/>	[Redacted]	[Redacted]	[Redacted]	Roqer	United States

+ Add

FILES

Updating file is not allowed
Artifact generic.pdf (49 Kb, 2/18/2026, 10:23:09 AM)

Save changes **Cancel**

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- Enter the co-author's email address, First and Last name, Organization, and Country/Region into the field (in yellow below) and click add, then Save.

1961 characters left

AUTHORS *
You may add your coauthors.

Primary Contact	Email	First Name	Last Name	Organization	Country/Region
<input checked="" type="radio"/>	[Redacted]	[Redacted]	[Redacted]	Roqer	United States

Email First Name Last Name Organization

Country/Region **+ Add** **Cancel**

FILES

Updating file is not allowed
Artifact generic.pdf (49 Kb, 2/18/2026, 10:23:09 AM)

Save changes **Cancel**

The author is added to the Edit Summary page.

IMPORTANT

Because of security reasons, there will be no way of the author knowing that the co-author just added has a registered CMT account. Reach out to the co-author directly or [contact the Chairs](#).
If the co-author **does not have a CMT account**, they are not part of the conference. This just serves as a placeholder until they register the email with CMT.

CO-AUTHOR CANNOT BE ADDED

If the Author section says 'Author list cannot be modified' then the Chair has set it so there can be no other authors on the paper than the ones already there. If there are any questions, [please contact the Chairs](#).

AUTHORS *					
Author list cannot be modified.					
Primary Contact	Email	First Name	Last Name	Organization	Country/Region
<input type="radio"/>	Author	Author			Germany

DOMAIN CONFLICTS

- Domain Conflicts is a required field. You will need to fill out all known Domain Conflicts. As noted in the instructions, do not enter public webmail providers as institution domains.

DOMAIN CONFLICTS

Please enter the domain of each institution (semicolon separated) that authors have a conflict of interest with (example: mit.edu; ox.ac.uk; microsoft.com). More specifically, please list domains of all institutions authors worked for, or have had very close collaboration with, within the last 3 years.

Note: It is important that you enter authors current institution's domain here since CMT does not automatically add it to conflicting domains. **Please DO NOT enter the domain of email providers such as gmail.com, yahoo.com, hotmail.com and 163.com as institution domains.**

*Domain Conflicts

SUBJECT AREAS

- If Chairs have included the Subject Areas section on submission form, Authors can select a Primary Subject Area and optional Secondary Subject Areas. Note the image Subject Areas are for demonstration purposes. Actual Subject Areas will vary.

SUBJECT AREAS

You may select up to 4 secondary subject areas.

Primary	Secondary		Primary	Secondary	
<input type="checkbox"/>	<input type="checkbox"/>	AUTOMOBILES	<input type="checkbox"/>	<input type="checkbox"/>	Above 40-feet
<input type="checkbox"/>	<input type="checkbox"/>	Chassis	<input type="checkbox"/>	<input type="checkbox"/>	Hull
<input type="checkbox"/>	<input type="checkbox"/>	Engines	<input type="checkbox"/>	<input type="checkbox"/>	Under 40-feet
<input type="checkbox"/>	<input type="checkbox"/>	Transmissions	<input type="checkbox"/>	<input type="checkbox"/>	None Of Above
<input type="checkbox"/>	<input type="checkbox"/>	MARINE VESSELS			

FILES

NOTE

Some chairs will want a minimum of 2 or more papers to be uploaded. Authors can see this, along with file size limit and what formats are accepted, here:

FILES

You can upload from 2 to 3 files. Maximum file size is 20 Mb. We accept doc, docx, pdf formats.

Drop files here
-or-
[Upload from Computer](#)

[Save changes](#) [Cancel](#)

If less than the minimum number of files are uploaded, there will be a red 'Submission File Not Uploaded' error in the Author Console. The first file uploaded is visible.

Submissions [Contact Chairs](#) [Help Center](#) Select Your Role : **Author**

Author Console

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

Paper ID	Title	Files	Actions
10	Less Than Minimum Show abstract	Submission files: Artifact (3).pdf Submission File Not Uploaded	Submission: Edit Submission Delete Submission

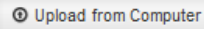
- To upload file for your paper, drag and drop the file into the dotted region or click the "Upload from Computer" button. Please note the number of files you may upload, the size and the type of documents allowed. Uploaded file will not be saved unless the Submit button at the bottom of the form is clicked.

FILES

You can upload from 1 to 3 files. Maximum file size is 10 Mb. We accept doc, docx, pdf formats.

Drop files here

-or-

 Upload from Computer

iThenticate AUTHOR AGREEMENT REQUIRED

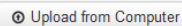
NOTE

Authors will see the iThenticate Agreement Section in the Submission Form only when iThenticate is enabled for the conference.

- If iThenticate is enabled, Authors will then need to agree to the use of iThenticate. The Author will check the required checkbox in the iThenticate Agreement Section on the Submission Form.

Drop files here

-or-

 Upload from Computer

ITHENTICATE *

I authorize conference program chairs to use iThenticate to ensure the originality of written work before publication. I understand that this requires CMT to send an electronic copy of my submission to iThenticate. In addition, I hereby represent and warrant that I have all rights necessary to agree to such terms.

I agree

ADDITIONAL QUESTIONS

TPMS AUTHOR AGREEMENT REQUIRED

NOTE

Authors will see the TPMS (Toronto Paper Matching System) Agreement Section in the Submission Form only when TPMS is enabled for the conference.

- If TPMS is enabled, Authors will then need to agree to the use of TPMS. The Author will check the required checkbox in the TPMS Agreement Section on the Submission Form.

TORONTO PAPER MATCHING SYSTEM *

I authorize the conference program chairs to use the Toronto Paper Matching System in the process of matching my submission with reviewers. I understand that this requires CMT to send an electronic copy of my submission to Toronto Paper Matching System. In addition, I hereby represent and warrant that I have all rights necessary to agree to such terms.

I agree

ADDITIONAL QUESTIONS

- Chairs may require qualifying questions to be answered. These may be required fields (marked by an asterisk <*>). They could consist of questions of agreement, multiple choice, or limited-character text field types. Note the image is for demonstration purposes. Actual questions will vary.

ADDITIONAL QUESTIONS

1. Q1 *

Is this research xxxx?

Yes

No

Unsure

2. Q2 *

Is this confidential research?

3. Q3 *

Where was the study done?

9000 characters left

SUBMIT AND CANCEL BUTTONS

- Once the form is filled out with all the required information, click Submit.



Submit

Cancel

EDIT CONFLICTS OF INTEREST PAGE

- If the Chair enabled the 'Edit Conflicts of Interest' page, this page will appear after clicking Submit. If it is not enabled, the Submissions Summary page will appear. Edit this page by clicking on the "Edit" dropdown on the right and selecting all the appropriate boxes and click 'Done.' The Submission Summary page will then appear.

Submissions Select Your Role : Author ▾

Edit Conflicts of Interest

Paper ID: 20
Paper Title: T-minus Two

1 - 7 of 7 « « 1 » » Show: 25 50 100 All Clear All Filters

First Name	Last Name	Organization	Selected Conflicts	Conflicts	Edit
<input type="text" value="filter..."/>	<input type="text" value="filter..."/>	<input type="text" value="filter..."/>	<input type="text" value="click here..."/>		
		CMT-Test	Yes	• a co-author	<input type="button" value="Edit"/>
		cmt.cmt	No		<input type="button" value="Edit"/>
		BRSystems	No		<input type="button" value="Edit"/>
		123org	No		<input type="button" value="Edit"/>
		123org			
		university of computer science			
		cmt			

a co-author
 is/was a colleague (in last 2 years)
 is/was a collaborator (in last 2 years)
 or I, is / was a Primary Thesis Advisor at anytime
 is a Relative or a friend

1 - 7 of 7 « « 1 » »

CONFIRMATION EMAIL

NOTE

CMT generates a confirmation email to all authors and co-authors, even co-authors without a CMT account. However, any **authors that do not register** their email with CMT **will not get any emails** from the conference Chairs or PC members.

Authors may also email a confirmation manually by clicking on the "Email" button on the upper right of the Submission Summary page. You have the option to send it to yourself or all authors. Click send Email.

Submissions Select Your Role : Author st

Submission Summary

Conference Name	Test Site for Guide
Paper ID	9
Paper Title	g456g4
Abstract	35tg345tg34tg
Created on	6/18/2019, 2:49:56 PM
Last Modified	6/18/2019, 2:49:56 PM
Authors	H (123org) <h.com>
Submission Files	Scientific Paper .docx (14 Kb, 6/18/2019, 2:49:50 PM)

Print Email

- Send Email to Me
- Send Email to All Authors

Send Email

[Back to Author Console](#)

The email that the system sends to the Author(s) looks like this:

Paper 4 summary Inbox x Print Share

Microsoft CMT <email@msr-cmt.org> 12:19 PM (9 minutes ago) ☆ ↶ ⋮
 to John

Hello.

Here is submission summary.

Track Name: Test

Paper ID: 4

Paper Title: Scientific Paper Number 1

Abstract:
 Lorem ipsum dolor sit amet, ei brute molestie occurreret nam. Et munere contentiones eam. An malis definitionem vel, et pro simul cetero voluptaria. Ea nec elit reprimique, dicta eventitur vix ne.

Created on: Fri, 07 Jun 2019 19:00:08 GMT

Last Modified: Fri, 07 Jun 2019 19:00:08 GMT

Authors:
 John Doe - [.com](#) (Primary)

Secondary Subject Areas:

Submission Files:
 Scientific Paper .docx (13 Kb, Fri, 07 Jun 2019 18:58:00 GMT) /api/ /Files/4

Submission Questions Response:

Thanks,
 CMT Team.

PRINT SUBMISSION SUMMARY

The Author can also print the Submission Summary.

- From the Submission Summary click the Print button

Submissions Contact Chairs Help Center Select Your Role : **Author**

Submission Summary Print Email

Conference Name	
Paper ID	
Paper Title	Happy New Year
Abstract	Another whirl around the sun
Created	1/3/2023, 1:00:33 PM
Last Modified	11/20/2023, 2:12:36 PM
Authors	> A
Primary Subject Area	parent 2
Secondary Subject Areas	PARENT 2 SA -> CHILD 1 OF PARENT 2 SA
Conflicts of Interest	m <ul style="list-style-type: none">• a co-author
Submission Files	Artifact generic.pdf (49.1 Kb, 1/3/2023, 1:00:59 PM)
Submission Questions Response	<p>1. ARE ALL PASSAGES CITED? <i>All passages copied from other sources must be cited</i> YES</p> <p>2. Confidence of Paper <i>How confident are you of the paper?</i> Not at all</p> <p>3. value q <i>where is this seen</i> n</p> <p>4. agree <i>what country</i> [Not Answered]</p> <p>5. agree <i>yesorno</i> [Not Answered]</p>

[Back to Author Console](#)

- Use the dropdown to select where to print. In this case we chose to save as a pdf.
- Click SAVE

Conference Management Toolkit - Submission Summary <https://cm3.research.microsoft.com/>

Submission Summary

Conference Name
[Redacted]

Paper ID
31

Paper Title
Happy New Year

Abstract
Another whirl around the sun

Created
1/3/2023, 1:00:33 PM

Last Modified
11/20/2023, 2:12:36 PM

Authors
[Redacted] > A

Primary Subject Area
parent 2

Secondary Subject Areas
PARENT 2 SA -> CHILD 1 OF PARENT 2 SA

Conflicts of Interest
[Redacted]

- a co-author

Submission Files
Artifact generic.pdf (49.1 Kb, 1/3/2023, 1:00:59 PM)

Submission Questions Response

1. ARE ALL PASSAGES CITED?
All passages copied from other sources must be cited
YES

2. Confidence of Paper
How confident are you of the paper?
Not at all

3. value q
where is this seen

1 of 2 11/6/2025, 3:58 PM

[Not Answered]

[Back to Author Console](#)

Print

2 sheets of paper

Destination
Save to PDF

Orientation
Portrait Landscape

Pages
All

Color mode
Color

More settings

[Print using the system dialog...](#)

Save Cancel

SUBMISSION ERROR

If you encounter an error that says 'Trying to access resource not allowed' it is likely you are accessing the 'Create New Submission' page via an external website link or from an email.

You must use this link ONLY: <https://cmt3.research.microsoft.com>

Once in your 'Conference List' page - even though it may show Zero Conferences - you must [search for the conference](#) to which you want to submit your paper.

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

EDIT A SUBMISSION

IMPORTANT

If there is no 'Edit Submission' link, Authors must [contact the chairs directly](#). Do not submit a support ticket.

NOTE

A confirmation email will be sent by CMT when authors modify their paper.

- When the 'Edit Submission' phase is enabled, authors will be able to edit their submission by clicking the link.

Paper ID	Title	Files	Actions
1	Mercury Show abstract	Submission files: Artifact ABCD.pdf	Submission: Edit Submission <input checked="" type="checkbox"/> Edit Conflicts <input checked="" type="checkbox"/> Delete Submission

The 'Edit Submission' page opens and the author can modify various sections depending upon how the chair configured the settings. Some will allow adding/modifying co-authors, some will not. We suggest your contacting the chair of the conference to clarify what can and cannot be edited.

Edit Submission

Paper ID: 1

TITLE AND ABSTRACT

* Title

* Abstract

1877 characters left

AUTHORS

You may add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country/Region
<input checked="" type="radio"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	cmt.cmt	Germany <input type="button" value="x"/> <input type="button" value="↑"/> <input type="button" value="↓"/>

Enter email to add new author.

FILES

You can upload from 1 to 3 files. Maximum file size is 10 Mb. We accept doc, docx, pdf formats.

Artifact ABCD.pdf (49 Kb, 3/10/2022, 4:42:41 PM) ✕

Drop files here

-or-

DELETE A SUBMISSION

IMPORTANT

If there is no 'Delete Submission' link, Authors must [contact the chairs directly](#). Do not submit a support ticket.

NOTE

No confirmation email will be sent by CMT when authors delete or withdraw a paper.


- When the 'Edit Submission' **phase** is enabled, authors will be able to delete their submission by clicking the 'Delete Submission' link.

Submissions Help Center - Select Your Role : Author -

Author Console

1 - 1 of 1 «« « 1 » »» Show: 25 50 100 All Clear All Filters

Paper ID	Title	Files	Actions
e.g. <3 <small>Clear</small>	filter... <small>Clear</small>		
1	Mercury Show abstract	Submission files: Artifact ABCD.pdf	Submission: <input checked="" type="checkbox"/> Edit Submission <input checked="" type="checkbox"/> Edit Conflicts <input checked="" type="checkbox"/> Delete Submission



CO-AUTHOR DELETED ACCOUNT

If a co-author deletes their CMT account, the other authors will be notified that the paper has been removed from the conference.

NOTE

There will be no notification to the other authors of Rejected papers.

WITHDRAW A SUBMISSION

NOTE

No confirmation email will be sent by CMT when authors delete or withdraw a paper.

- If the chair enables the setting 'Allowing author to withdraw submission paper after the deadline' then the author can then click the 'Withdraw Submission' link (once it appears after the deadline). We suggest your contacting the chair of the conference to clarify if and when the paper can be withdrawn.

Author Console

1 - 1 of 1

« « 1 » »

Show:

25

50

100

All

Clear All Filters

Paper ID	Title	Files	Actions
<input type="text" value="e.g. <3"/> <small>Clear</small>	<input type="text" value="filter..."/> <small>Clear</small>		
1	Mercury Show abstract	Submission files: Artifact ABCD.pdf	X Withdraw Submission

NOTE

If there is no 'Withdraw Submission' link and the Authors want to withdraw their paper, they must contact the Chairs directly.

Restore a Withdrawn Paper

The Author must contact the Chairs directly if they want the withdrawn paper restored. Only Chairs can restore a withdrawn submission.