

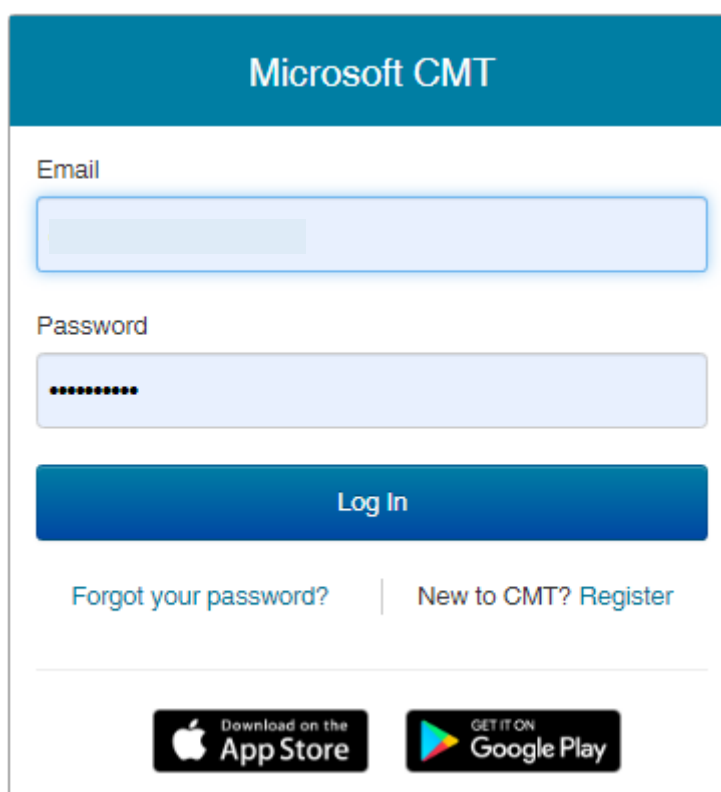
OURS 2023 – CMT Conference Management System

The submission and review of papers for the OURS 2023 will be managed through an online conference management system called CMT. You can upload your paper, change details, check on the review status of your paper etc. using CMT conference management system.

Click the following link to access Microsoft CMT for OURS2023

<https://cmt3.research.microsoft.com/User/Login>

If you have an account, enter your CMT credentials to access the site at login.



Microsoft CMT

Email

Password

Log In

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

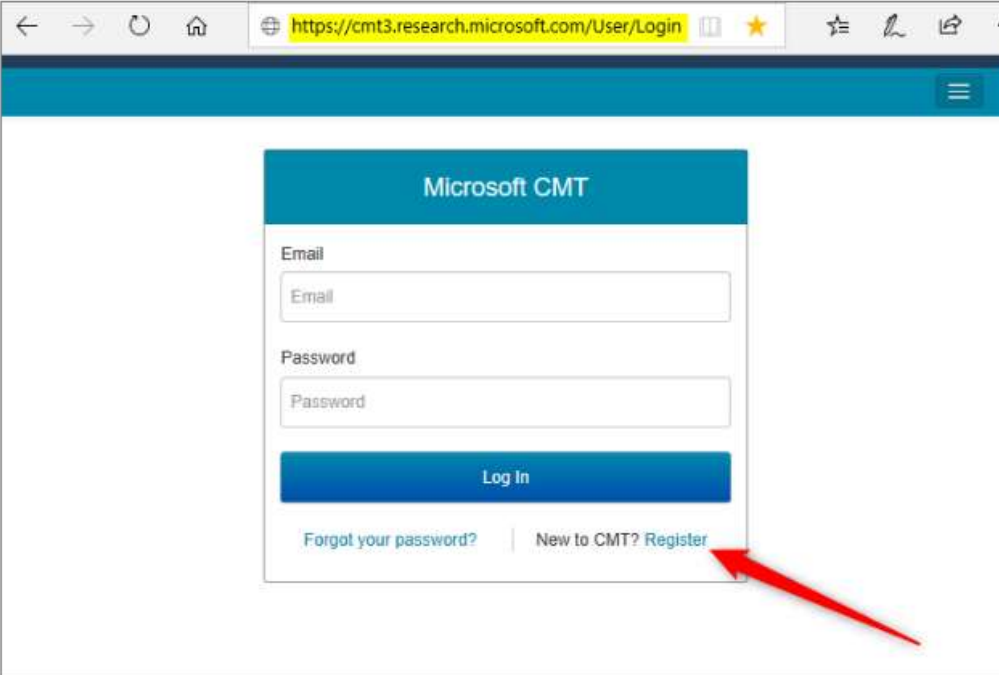
Download on the App Store

GET IT ON Google Play

If you do not have an account in CMT, please refer to '[create an account](#)' section of this document.

Create an account

Step 1 : Navigate to site: <https://cmt3.research.microsoft.com/User/Login> Click "Register".



The screenshot shows a web browser window with the URL <https://cmt3.research.microsoft.com/User/Login> in the address bar. The page content is a login form titled "Microsoft CMT". The form includes an "Email" input field, a "Password" input field, and a blue "Log In" button. Below the "Log In" button, there are two links: "Forgot your password?" and "New to CMT? Register". A red arrow points to the "Register" link.

Step 2 : Enter your information in the 'Create New Account Page.' Fields with an <*> asterisk are required. (Note: the Google Scholar ID, Semantic Scholar ID and DBLP IDs are not required, however Chairs may require some users to have one or more.)

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

Create New Account

Login information

* Email: This email will be used to login into CMT

* Password:

* Confirm Password:

Personal Information

* First Name:

Middle Initial:

* Last Name:

Nickname:

* Organization Name:

* Country/Region:

Google Scholar Id:

Semantic Scholar Id:

DBLP Id:

Step 3 : Enter the captcha characters, check the 'Agree to Terms of Use' checkbox and click 'Register.'

* Country/Region:

Google Scholar Id:


Verification


Enter the characters you see

New | Audio

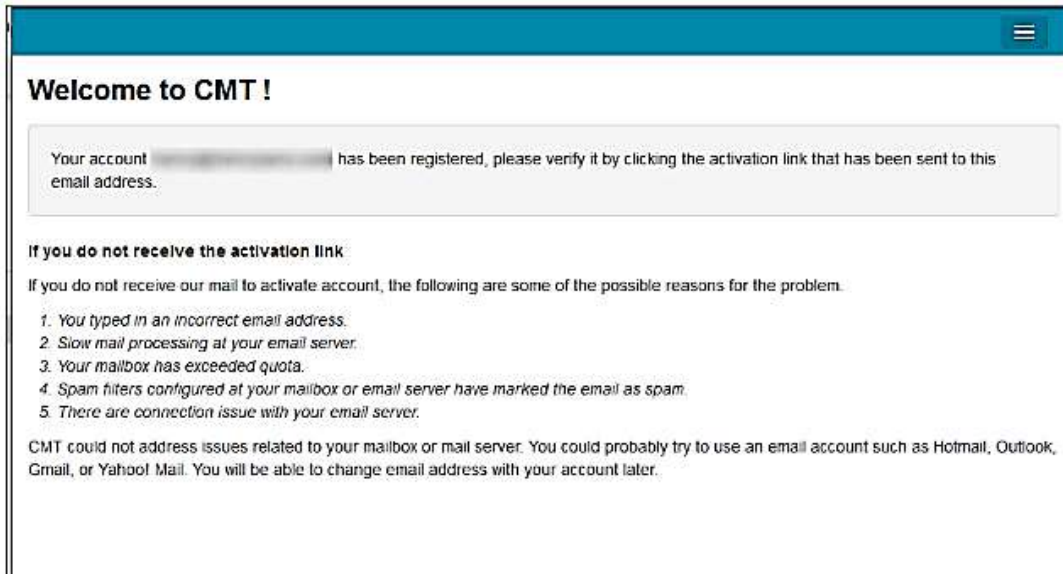
YGGH4
SLP5

I agree to the Microsoft CMT's Author's Statement, Terms Of Use and Privacy & Cookies

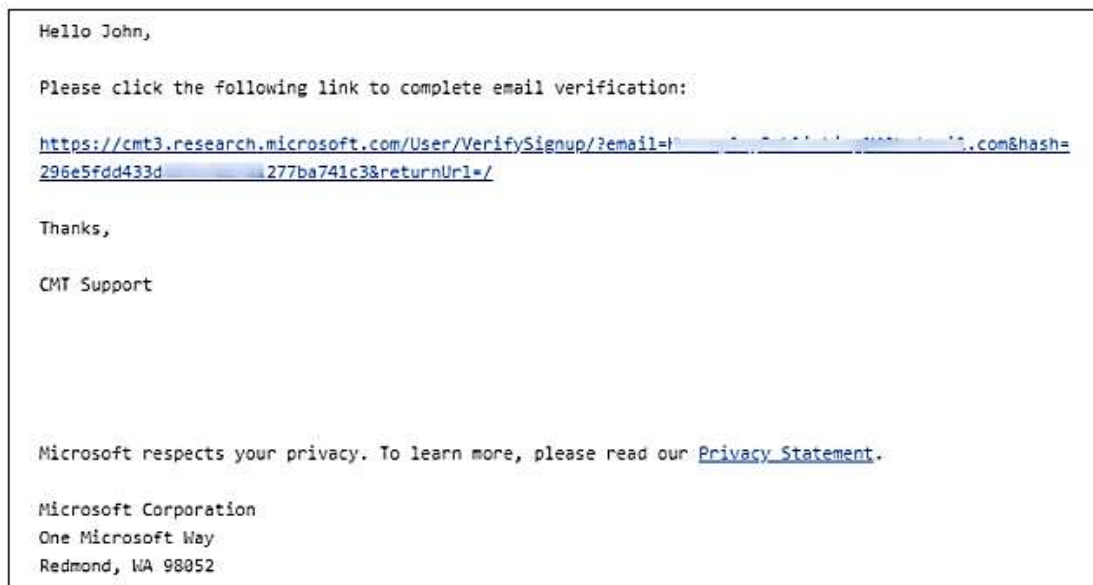


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The “Welcome to CMT” page appears notifying you that an email was sent to you with a verification link.



The email will look like this:

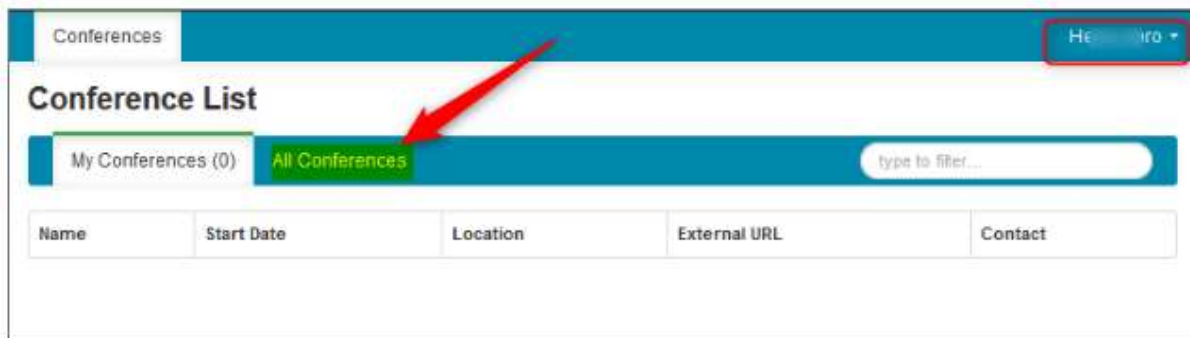


Step 4 : Once you click on the link in the email, you will see the Account Verification page. You can then use the “click here” link to log into CMT.

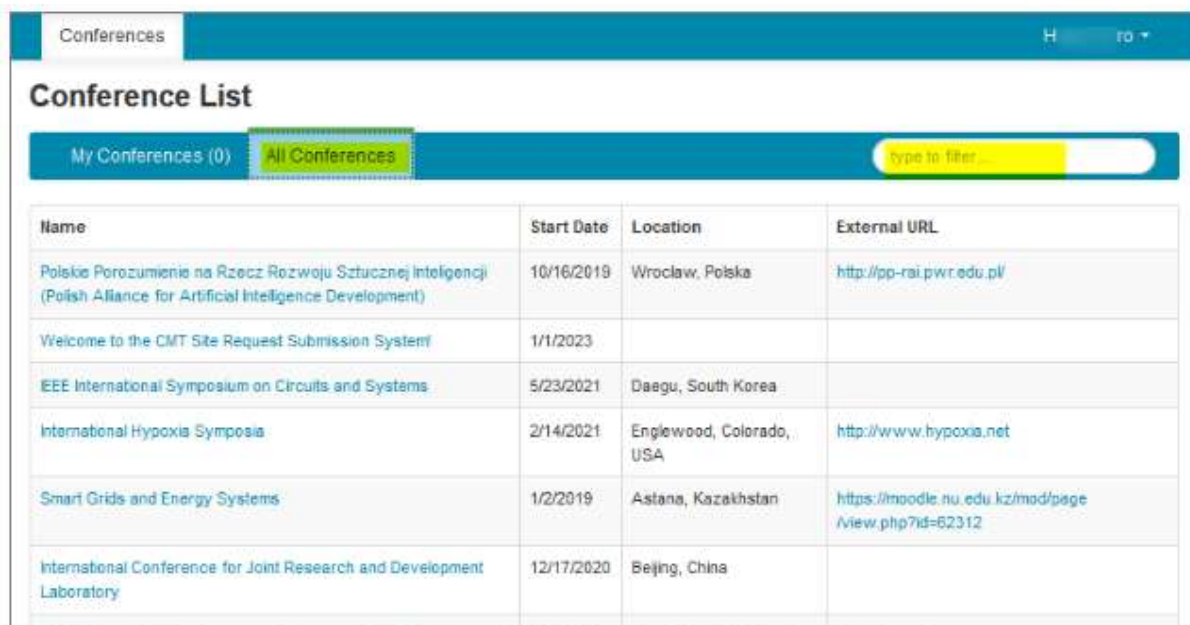


Make a Submission

Step 1 : After login, click on “All Conferences” to search for the **Open University Research Sessions 2023** to which you will submit your paper.



Step 2 : Use the filter field in the upper right to search for the **Open University Research Sessions 2023**.



Step 3 : Once you find the Conference, click on the Conference Name link.



The Author Console page appears.

SUBMIT TO THE CONFERENCE

Click on the “+ Create new submission” button.



The 'Create New Submission' page appears.

CREATE NEW SUBMISSION

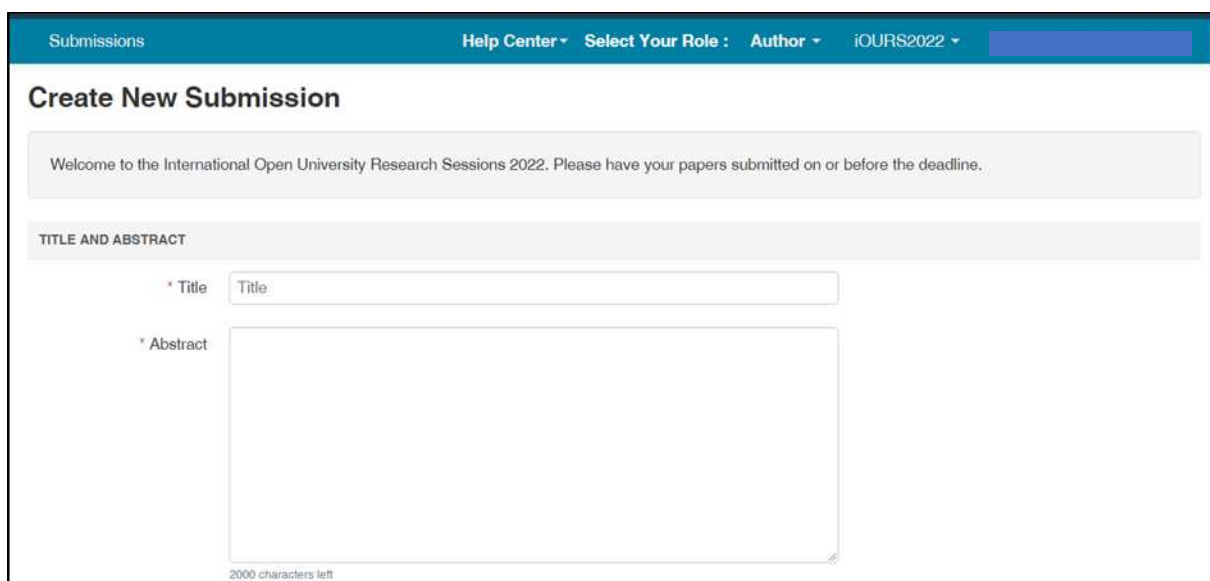
Create New Submission page will look like the image below.

The sections are:

Welcome message

- Title and Abstract
- Authors
- Subject Areas
- Files
- Submit and Cancel buttons

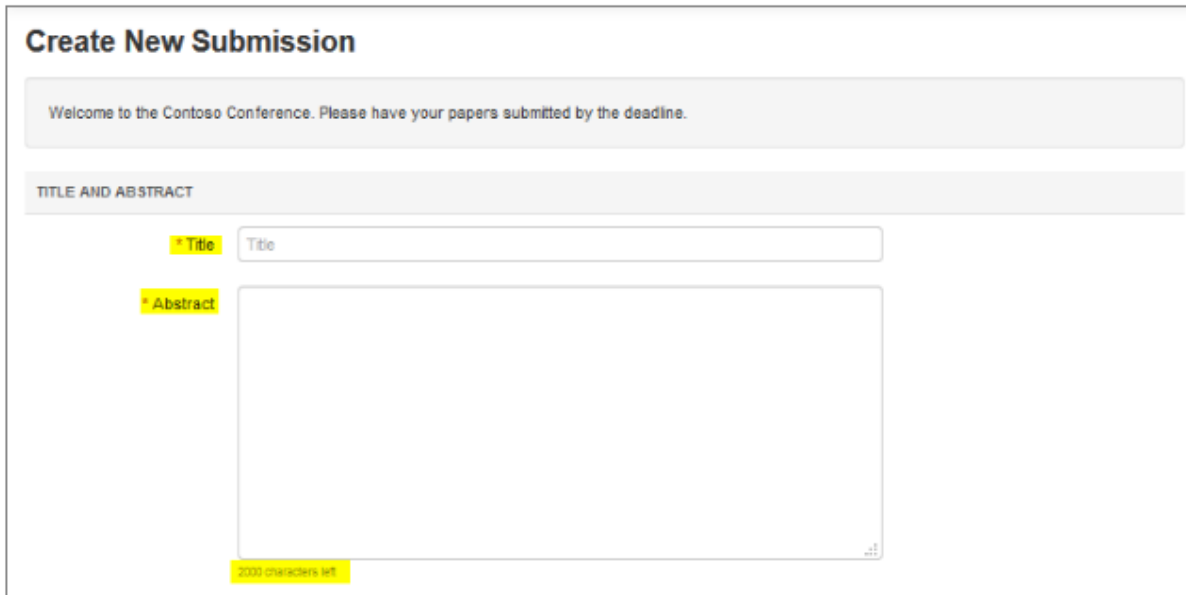
It is important to note that no files uploaded will be saved unless the Submit button is clicked.

A screenshot of the 'Create New Submission' page. The top navigation bar includes 'Submissions', 'Help Center', 'Select Your Role : Author', and 'iOURS2022'. The main heading is 'Create New Submission'. Below this, a grey box contains a welcome message: 'Welcome to the International Open University Research Sessions 2022. Please have your papers submitted on or before the deadline.' Underneath, a section titled 'TITLE AND ABSTRACT' contains two form fields: a text input for '* Title' and a larger text area for '* Abstract'. At the bottom of the text area, it says '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 need to upload one word file including Abstract and Extended Abstract.



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			CMT-Test	<input type="text" value="x"/> <input type="text" value="↑"/> <input type="text" value="↓"/>

Value is required
Enter email to add new author.

To add a co-author, enter the co-author's email address into the field (in yellow below) and click add.



AUTHORS
You may optionally add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country
<input checked="" type="radio"/>	microsoft.com	L		CMT-Test	<input type="text" value="x"/> <input type="text" value="↑"/> <input type="text" value="↓"/>


Enter email to add new author.

If the co-author you wish to add is not a user in CMT, you will see “User was not found. To add a new user, please enter information below and click Add Button.” If the co-author is already a user, the co-author will be added to the end of the Author list.

The screenshot shows the 'AUTHORS' section with a table of existing authors. Below the table, there is a form to add a new author. The email field contains 'adamant@contoso.com' and the '+ Add' button is highlighted. A red box highlights the error message: "User was not found. To add new user, please enter information below and click Add button."

Primary Contact	Email	First Name	Last Name	Organization	Country
<input checked="" type="radio"/>	CMT-Test	<input type="button" value="x"/> <input type="button" value="↑"/> <input type="button" value="↓"/>

adamant@contoso.com User was not found. To add new user, please enter information below and click Add button.

Enter email to add new author

First Name: Last Name: Organization:

Country/Region:

Enter the co-author’s first and last names along with the Organization to which he or she belongs and the Country/Region where they reside. Then click the Add button.

The screenshot shows the same 'AUTHORS' section, but the form is now filled out. The fields are: First Name: Adam, Last Name: Ant, Organization: Contoso, and Country/Region: United States. A red arrow points to the '+ Add' button.

Primary Contact	Email	First Name	Last Name	Organization	Country
<input checked="" type="radio"/>	CMT-Test	<input type="button" value="x"/> <input type="button" value="↑"/> <input type="button" value="↓"/>

adamant@contoso.com User was not found. To add new user, please enter information below and click Add button.

Enter email to add new author

First Name: Last Name: Organization:

Country/Region:

Once added, the co-author’s profile will appear in the list.

You may change the Primary Contact to the co-author by clicking Primary Contact radio button in co-author’s row. The ‘X’ and ‘arrow’ icons on the end of the rows are there so you may delete the entry and/or move it up in hierarchy.

The screenshot shows the 'AUTHORS' section with two authors listed. The co-author 'Adam Ant' from 'Contoso' in 'United States' is now in the list. The 'Primary Contact' radio button for the co-author is highlighted in yellow. A red box highlights the 'X' and arrow icons for the co-author's row.

Primary Contact	Email	First Name	Last Name	Organization	Country
<input checked="" type="radio"/>	CMT-Test	<input type="button" value="x"/> <input type="button" value="↑"/> <input type="button" value="↓"/>
<input type="radio"/>	adamant@contoso.com	Adam	Ant	Contoso	United States <input type="button" value="x"/> <input type="button" value="↑"/> <input type="button" value="↓"/>

Enter email to add new author

Email:

SUBJECT AREAS

You will see Subject Areas section on submission form, Authors need to select a Primary Subject Area or optional Secondary Subject Areas which your paper belongs.



SUBJECT AREAS

- Education
- Engineering Technology
- English Language Teaching
- Environmental Sciences
- Health Sciences
- Humanities and Social Sciences
- Law
- Management
- Open and Distance Learning
- Physical Sciences

FILES

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.

Note: It's Compulsory to upload one word file including Abstract and Extended Abstract.



FILES

We 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

SUBMIT AND CANCEL BUTTONS

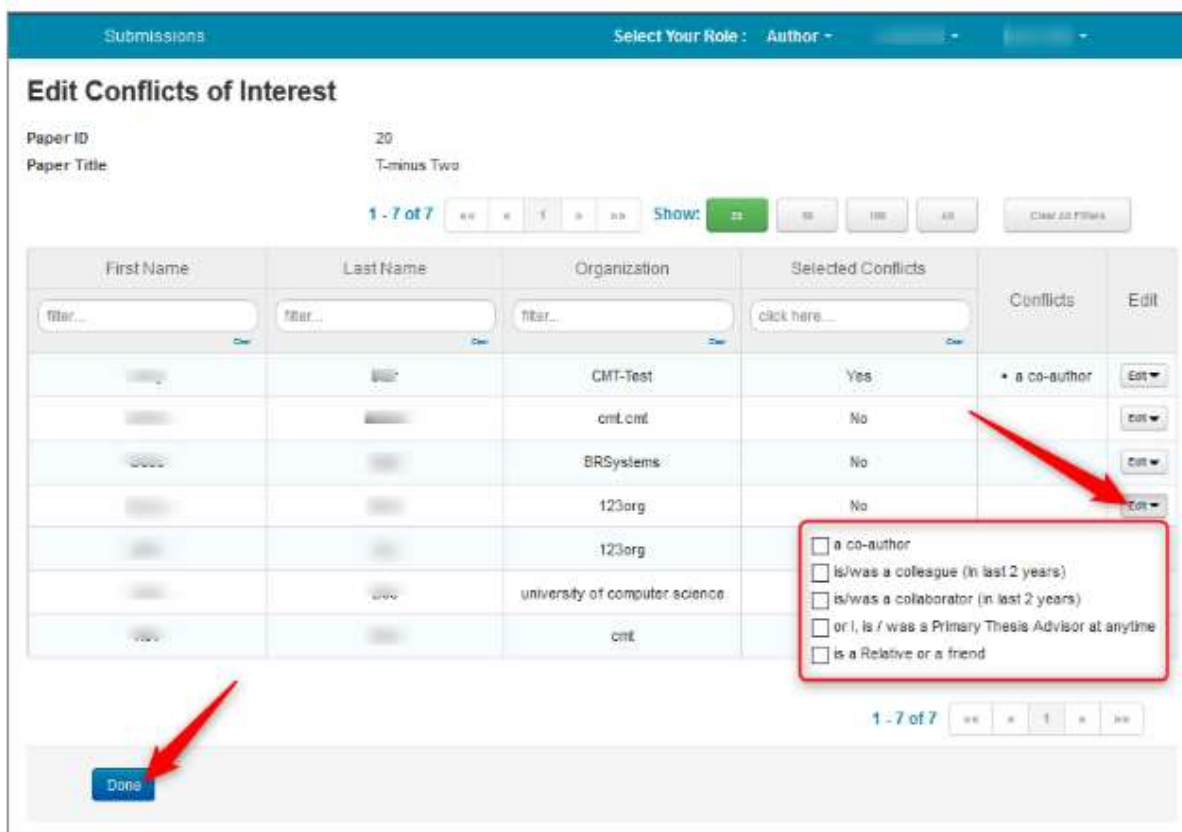
Once the form is filled out with all the required information, click Submit.



Submit Cancel

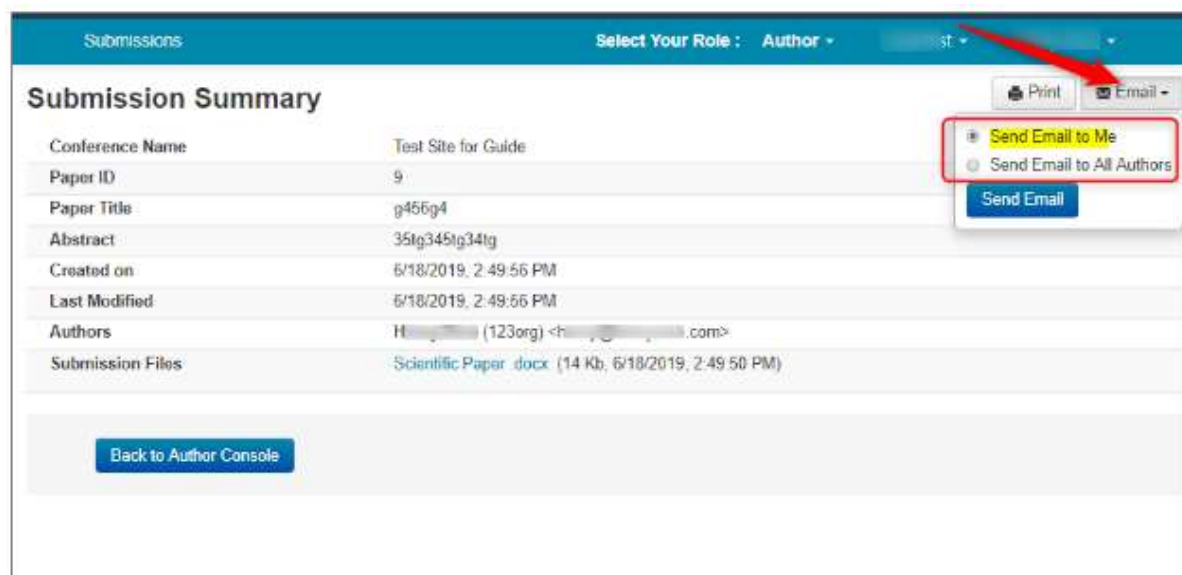
EDIT CONFLICTS OF INTEREST PAGE

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.



CONFIRMATION EMAIL

Authors may also email a confirmation manually by clicking on the “Email” button on the right. You have the option to send it to yourself or all authors. Click send Email.



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

