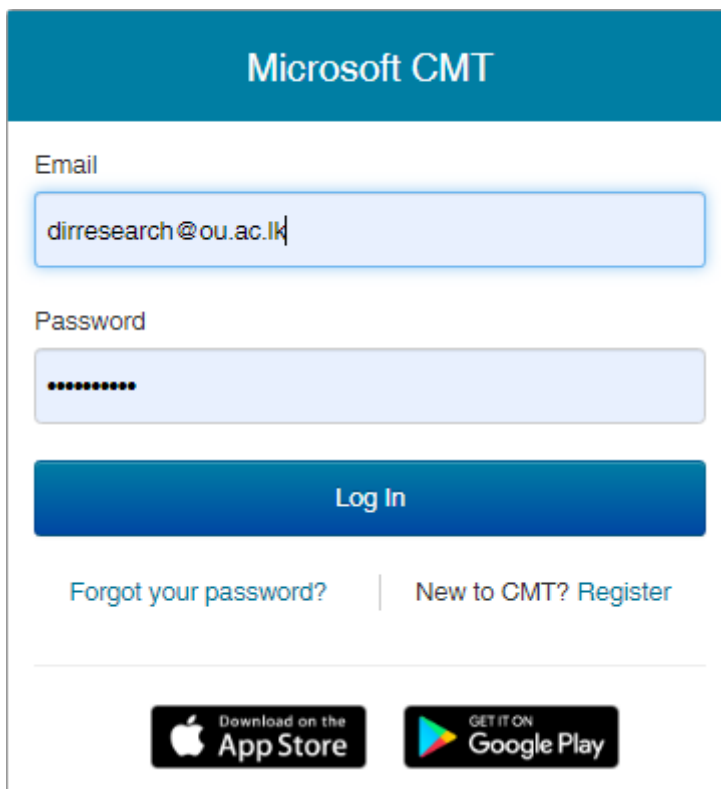


IRC-OUSL 2024 – CMT Conference Management System

The submission and review of papers for the IRC-OUSL 2024 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 IRC-OUSL 2024
<https://cmt3.research.microsoft.com/IRCOUSL2024>

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



Microsoft CMT

Email

dirresearch@ou.ac.IK

Password

.....

Log In

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

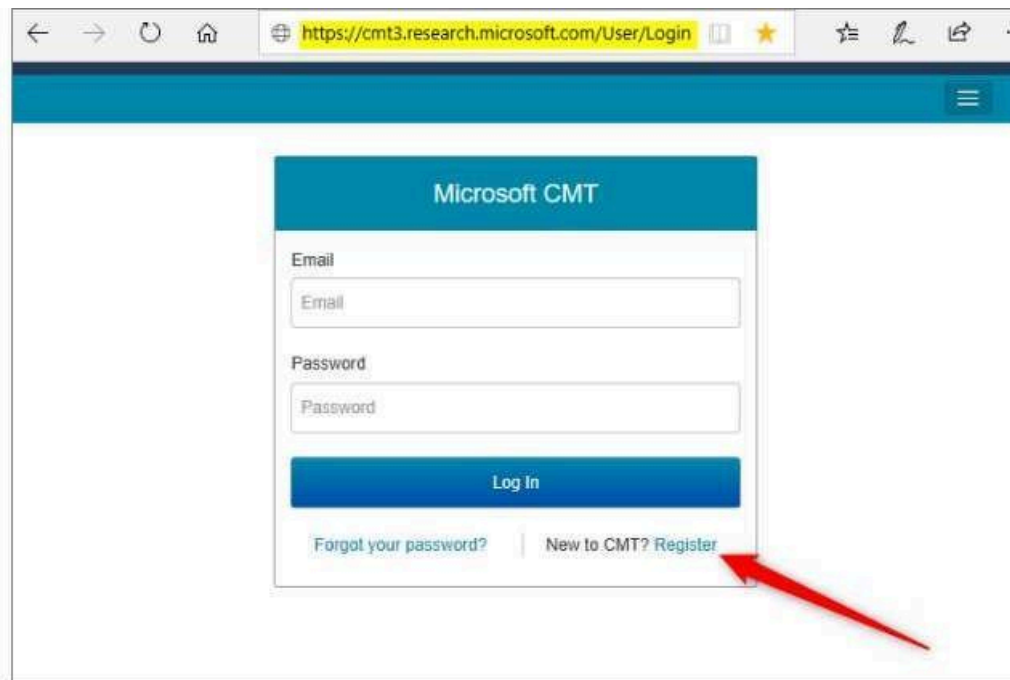
Download on the App Store

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 address bar displaying <https://cmt3.research.microsoft.com/User/Login>. The page content is centered and features a blue header with the text "Microsoft CMT". Below the header is a white box containing a login form. The form includes two input fields: "Email" and "Password". Below these fields is a blue button labeled "Log In". At the bottom of the form are two links: "Forgot your password?" and "New to CMT? Register". A red arrow points to the "New to CMT? 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

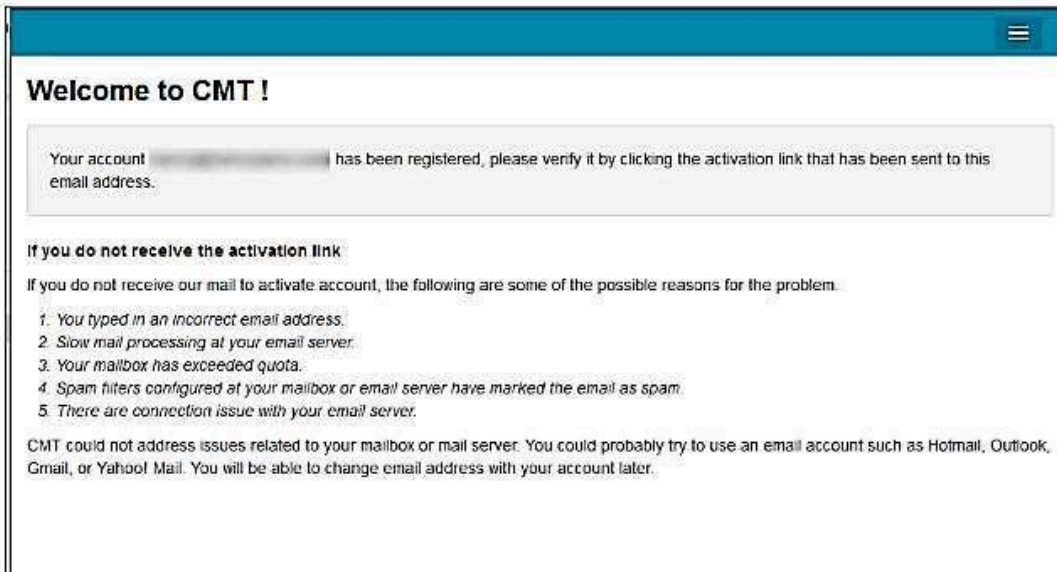
YGGH4
SLP5

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.

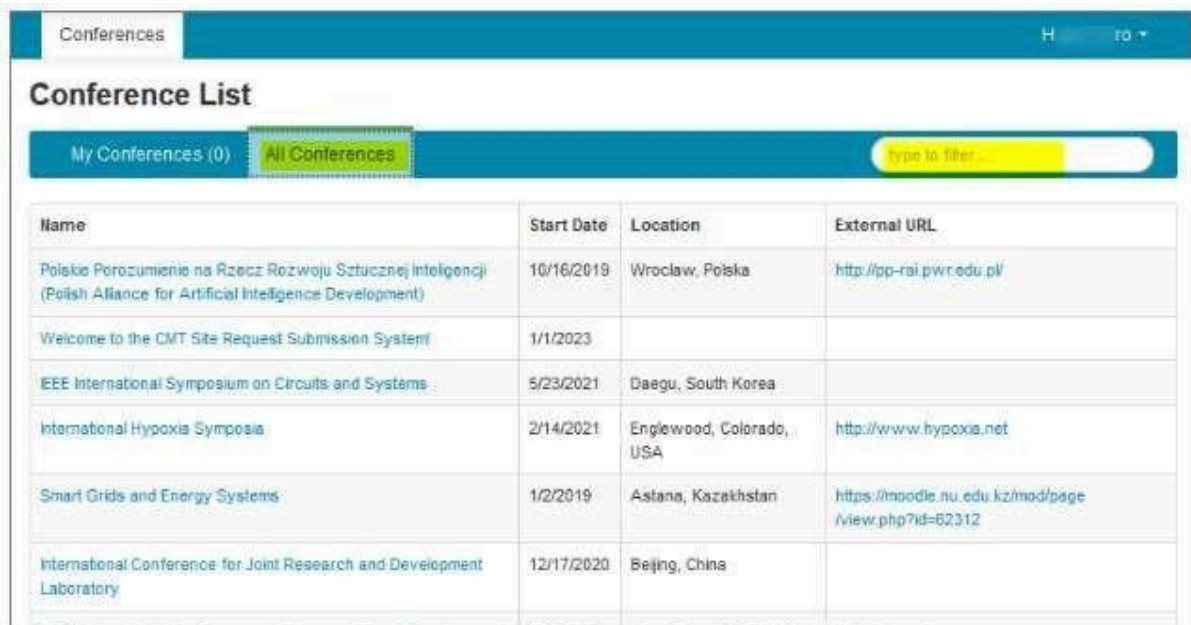


Make a Submission

Step 1 : After login, click on “All Conferences” to search for the **International Research Conference of the Open University of Sri Lanka 2024** to which you will submit your paper.



Step 2 : Use the filter field in the upper right to search for the **International Research Conference of the Open University of Sri Lanka 2024**



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

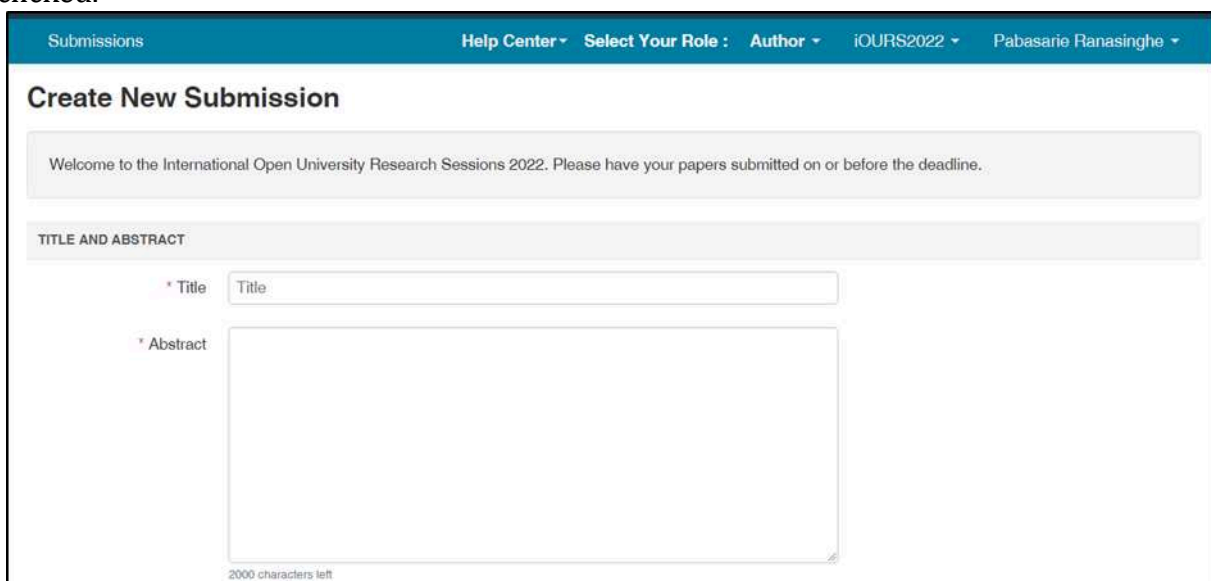
Create New Submission page will look like the image below.

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 is blue and contains 'Submissions', 'Help Center', 'Select Your Role : Author', 'iOURS2022', and 'Pabasarie Ranasinghe'. The main heading is 'Create New Submission'. Below the heading, there is a grey box containing a welcome message: 'Welcome to the International Open University Research Sessions 2022. Please have your papers submitted on or before the deadline.' Below this, there is a section titled 'TITLE AND ABSTRACT'. This section contains two input fields: a text field 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			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 authors. The first author is the primary contact. 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	X ↑ ↓

adamant@contoso.com + Add

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

Enter email to add new author

First Name: First Name Last Name: Last Name Organization: Organization

Country/Region: Select... + Add Cancel

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. The form below the table is now filled out with the following information: 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"/>	...l.com	L...	...	CMT-Test	X ↑ ↓

adamant@contoso.com + Add

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

Enter email to add new author

First Name: Adam Last Name: Ant Organization: Contoso

Country/Region: United States + Add Cancel

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 in the list. The primary contact is the first author. The second author, Adam Ant from Contoso, United States, is now added. A red box highlights the 'X' and arrow icons on the right side of the second author's row. The primary contact radio button is now selected for the second author.

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

Email + Add

Enter email to add new author

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:

You can upload both 1 to 2 files. Maximum file size is 10 MB. We accept doc, docx, pdf formats.

Drop files here
-or-

SUBMIT AND CANCEL BUTTONS

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



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: Timus Two

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

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

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 2 3 4 5 6 7

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.

Submissions Select Your Role : Author

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@123org.com>
Submission Files	Scientific Paper.docx (14 Kb, 6/18/2019, 2:49:50 PM)

Send Email to Me
 Send Email to All Authors

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

