

## How to submit an abstract on IPRC2017 System ([Conference Management Toolkit 2017](#))

Click on banner picture of the official IPRC Site to open log in page of the CMT (see Figure 01)



Figure 1

Paper submissions and reviews are made through Microsoft Conference Management Toolkit (CMT) website. To submit your paper for the conference, it is necessary to register on the website <https://cmt3.research.microsoft.com/IPRC2017> (Figure 2). If you need instructions for using the website, you can find the paper submission process described below

A screenshot of a web browser showing the login page for the Microsoft Research International Postgraduate Research Conference (IPRC-2017). The browser's address bar shows the URL "https://cmt3.research.microsoft.com/User/Login?ReturnUrl=%2FIPRC2017". The page has a blue navigation bar with "Login", "Registration", and "Reset Password" links. A red box with the number "2" highlights the "Login" link. Below the navigation bar, there is a "Login" section with two input fields: "Email" and "Password". Below these fields is a blue "Login" button and a link "or Create Account". A red box with the number "1" highlights the "Login" button. To the right of the input fields, the text "Microsoft Research" and "International Postgraduate Research Conference (IPRC-2017)" is displayed. At the bottom of the page, there is a footer with copyright information and links to "About CMT", "Terms of Use", and "Privacy Statement". There is also a watermark for "Activate Windows" and a "CMT Support" link.

Figure 2

If you do not already have a Microsoft CMT account, click on the link **Create account** (red marker 1).

In case there is already an account created with your email address, click on **Reset password** (red marker 2) and enter your email address in the specified field, and the system will send you a new password.

## Create CMT Account

The screenshot shows the Microsoft CMT account creation interface. At the top, there is a navigation bar with three tabs: "Login", "Registration" (which is highlighted), and "Reset Password". Below the navigation bar, the main heading is "Create New Account". Underneath, there are three sections: "Login information", "Personal Information", and "Verification".

**Login information**

- \* Email: [Email] This email will be used to login into CMT
- \* Password: [Password]
- \* Confirm Password: [Confirm Password]

**Personal Information**

- \* First Name: [First Name]
- Middle Initial: [Initial]
- \* Last Name: [Last Name]
- Nickname: [Nickname]
- \* Organization Name: [Organization Name]
- \* Country/Region: [Select...]
- Phone Number: [Phone Number]
- Alternate Email: [Alternate Email]

**Verification**

Enter the characters you see  
[New | Audio](#)

[ ]

I agree to the Microsoft CMT's [Author's Statement](#), [Terms Of Use](#) and [Privacy Statement](#)

At the bottom of the page, there is a footer with the following text: "© 2017 Microsoft Corporation About CMT | Terms of Use | Privacy Statement" and a link for "CMT Support".

Figure 3

Fill out the form and click on the button **Register**. Pay close attention that you have typed your email address correctly, because all announcements concerning your paper status will be sent to it.

After successful registration, click on **All Conferences** on the page as depicted in Figure 4 (red marker 1) and start typing the conference title in the search field: iprc... (red marker 2). Click on the complete title of the conference that appears in the table below (red marker 3).

The screenshot shows a web browser window with the URL <https://cmt3.research.microsoft.com/Conference/Recent>. The page has a blue header with a 'Conferences' tab (marked 1) and a user profile 'Sri Hettiarachchi' (marked 2). Below the header is a 'Conference List' section with two tabs: 'My Conferences (0)' and 'All Conferences (1607)' (marked 3). A search field contains the text 'iprc'. Below the search field is a table with the following data:

Name	Start Date	Location	External URL
International Postgraduate Research Conference (IPRC-2017)	9/3/2017	Colombo, Sri Lanka	<a href="http://fgs.kln.ac.lk/">http://fgs.kln.ac.lk/</a>

At the bottom of the page, there is a footer with copyright information: © 2017 Microsoft Corporation, and links for 'About CMT', 'Terms of Use', and 'Privacy Statement'. There is also a watermark for 'Activate Windows' and a 'CMT Support' link.

Figure 4

Click on the button **+Create New Submission** on the new page as depicted in Figure 5 and select your area of paper submission as depicted in Figure 6

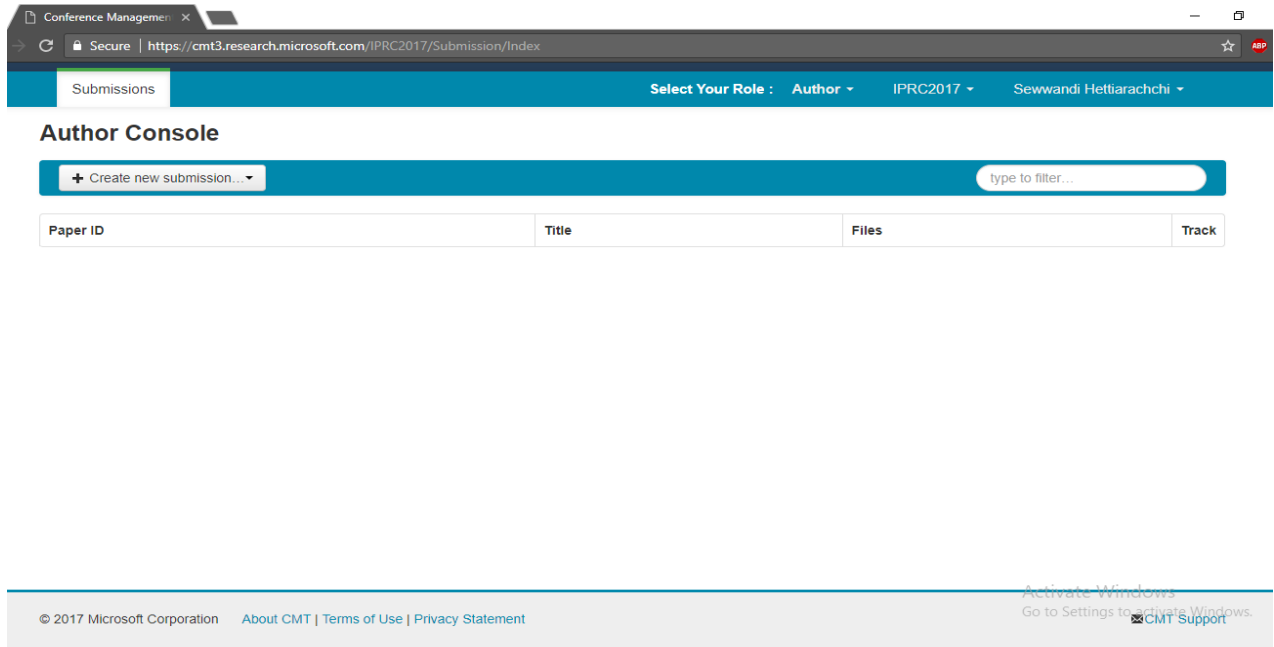


Figure 5

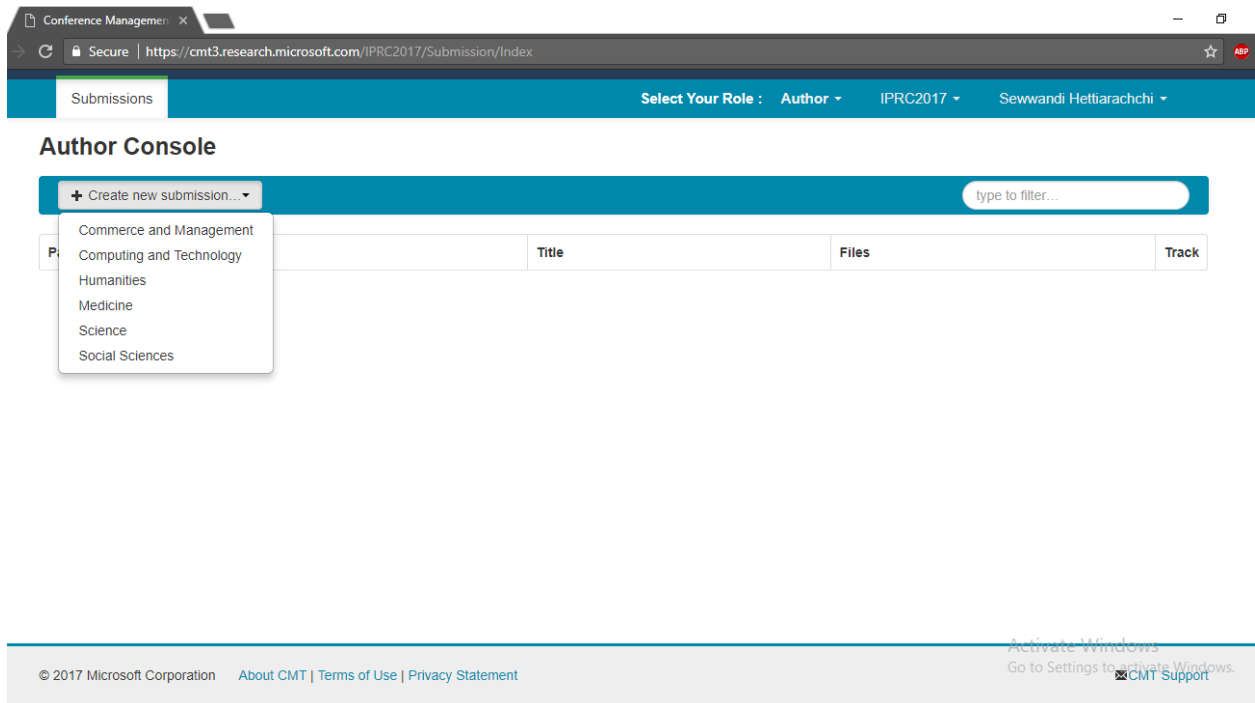


Figure 6

Fill out the paper title in the **Title** field (red marker 1) on the page as depicted in Figure 7. In the **Abstract** field, type your paper abstract in no more than 3000 characters (word count should not exceed 350) (red marker 2). If you have a coauthor on your paper, fill out his/her email address and click on the button **+Add** (red marker 3). Upload e-version (.docx, .doc, .pdf) of your abstract using **Upload from Computer** (red marker 4). Finally, click on the button **Submit**.

The screenshot shows the 'Create New Submission' page. At the top, there is a navigation bar with 'Submissions' on the left and 'Select Your Role: Author', 'IPRC2017', and 'Sewwandi Hettiarachchi' on the right. The main heading is 'Create New Submission' with a sub-heading 'Track: Computing and Technology'. The form is divided into three main sections: 'TITLE AND ABSTRACT', 'AUTHORS', and 'FILES'. In the 'TITLE AND ABSTRACT' section, there is a text input field for 'Title' (marked 1) and a larger text area for 'Abstract' (marked 2) with a '3000 characters left' indicator. The 'AUTHORS' section includes a table with columns for 'Primary Contact', 'Email', 'First Name', 'Last Name', 'Organization', and 'Country'. One author is listed with email 'sewwandih@kin.ac.lk'. Below the table is an '+ Add' button (marked 3) for adding more authors. The 'FILES' section has a dashed box for file uploads with the text 'Drop files here -or- Upload from Computer' (marked 4). At the bottom of the form are 'Submit' and 'Cancel' buttons. The footer contains copyright information and a link to 'CMT Support'.

Submissions Select Your Role: Author | IPRC2017 | Sewwandi Hettiarachchi

### Create New Submission

Track: Computing and Technology

**TITLE AND ABSTRACT**

\* Title  **1**

\* Abstract **2**  
3000 characters left

**AUTHORS**  
You may optionally add your collaborators

Primary Contact	Email	First Name	Last Name	Organization	Country
	sewwandih@kin.ac.lk	Sewwandi	Hettiarachchi	Faculty of Graduate Studies University of Kelaniya	

Email  **+ Add** **3**  
Enter email to add new author.

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

Drop files here  
-or-  
 Upload from Computer **4**

**Submit** **Cancel**

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Figure 7