

CMT System Operating Guide

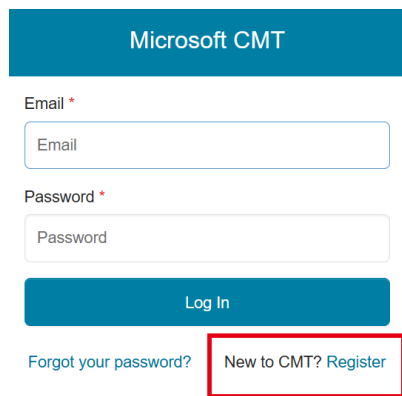
一、Pre-Submission Preparation

1. Full paper or abstract doc/docx, pdf
2. Complete paper information: Title, Abstract
3. All authors' information: Name, Affiliation, Email
4. Operation device: PC Chrome/Edge browser

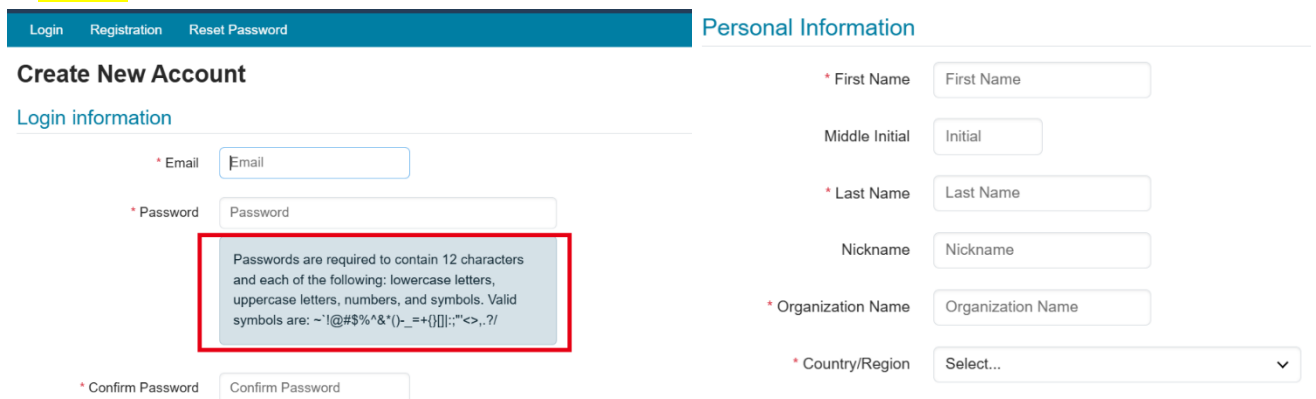
二、Account Registration

Step 1. Open the official website and click to register:

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



Step 2. Fill in the basic information



Verification

Accessibility Options: This verification can be completed visually or by listening to the audio description.

* Verification Code

Visual Challenge

D 6 9 8 R

Audio Alternative

Click the button below to hear the verification code using phonetic alphabet.

Play Audio Description

Enter the 5-character code (letters and numbers):

ENTER CODE HERE

Enter the 5 characters shown in the image or described in the audio. Not case-sensitive.

I agree to the Microsoft CMT's Author's Statement, Terms Of Use, Data Access and Retention Policy, Privacy & Cookies and Consumer Health Privacy. All conference and registration data is captured and stored in the US.

Register No, thanks

Step 3. Activate the account in the email

Welcome to CMT !

Your account [redacted] 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.

The email will look like this:

Hello John,

Please click the following link to complete email verification:

[https://cmt3.research.microsoft.com/User/VerifySignup/?email=\[redacted\]&hash=296e3fdd433d277ba741c3&returnUrl=/](https://cmt3.research.microsoft.com/User/VerifySignup/?email=[redacted]&hash=296e3fdd433d277ba741c3&returnUrl=/)

Thanks,

CMT Support

Microsoft respects your privacy. To learn more, please read our [Privacy Statement](#).

Microsoft Corporation
One Microsoft Way
Redmond, WA 98052

! Attention :

1. The email password consists of 12 characters and must include both uppercase and lowercase letters, numbers, and special symbol.
2. The author's name and organization must be consistent with the paper. It will be very difficult to change them later.
3. After completing the registration, please click the verification link in the email to activate account.
4. If the registration page cannot be opened in Google Chrome, it is recommended to switch to Edge browser.

三、Submission Procedure

Step 1. Select the conference you wish to submit your paper to, then go to the conference's official website. On the website, locate the submission link.

Paper Submission

CMT Electronic Submission System

Authors can submit their manuscripts through electronic submission system. Please click the following link:

<https://cmt3.research.microsoft.com/> _____

CMT Submission System

Step 2. Click on the submission link and log in with your already registered account.

Microsoft CMT

Email *

Password *

Log In

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

The conference's name will appear at here

Step 3. Create New Submission

Author Console

+ Create new submission

Paper ID	Title

Clear

Step 4. Fill in Basic Paper Information

Submissions Contact Chairs Help Center Sign Out

Create New Submission

TITLE AND ABSTRACT

* Title

* Abstract

2000 characters left

AUTHORS

You may add your coauthors.

Primary Contact	Email	First Name	Last Name	Organization
*				

+ Add

FILES

You can upload from 1 to 5 files. Maximum file size is 10 MB. We accept doc, docx, pdf formats.

Drop files here

or

Upload from Computer

Step 5. Add Authors Information

AUTHORS*
You may add your coauthors.

Primary Contact	Email	First Name	Last Name
	:	.	.
+ Add			

Step 6. Upload the paper and submit it.

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

Submit Cancel

! Attention :

1. The login author is the default corresponding author.
2. Adjust the author order strictly in accordance with the paper.
3. Check the email notification permission for all authors.
4. When filling in the author information, all the authors' details need to be provided.
5. If the system has set "Track" or "Special Session", when submitting the paper, you need to select the corresponding Track or Special Session.

四、Common Questions and Solutions

Q1: Should each author register an account in the CMT system? Does the submitting author have to be one of the authors of the paper?

Just one author needs to submit the paper, and this author must be one of the authors of the paper. But all the authors' email addresses should be provided. Moreover, during the later stage of copyright signing, it is necessary to verify and confirm all the author information.

Q2: Failed to receive the verification email

Search through the junk emails to see if they have been blocked; or check if the browser has been updated

Q3: Failed to upload file

Close the currently open document or switch to another browser and try again.

Q4: Failed to open CMT system

The most likely cause is a network issue. It is recommended to change the network or use a VPN.

If you want to know more detailed information, please click [here](#)