

INSTRUCTIONS

for submitting an application and uploading a paper to participate in the AIMS-2026 scientific track seminar

1. Submission of applications in the CMT system – p. 1

2. Uploading the paper file and editing the application in the CMT system – p. 4

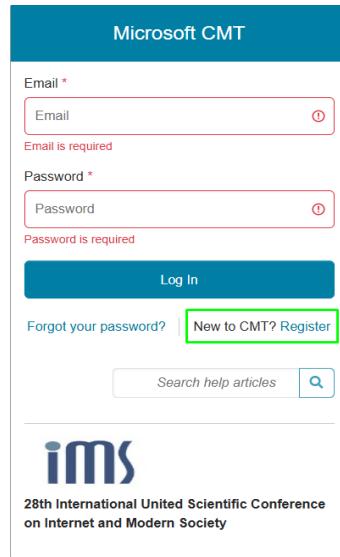
NB!

The scientific track of the AIMS seminar is part of the Internet and Modern Society (IMS 2026) conference. Therefore, in the CMT system you will be working within the overall IMS conference environment. Please note that the name of the link or the surrounding conference context should not cause confusion.

1. Submission of applications in Microsoft's Conference Management Toolkit (CMT)

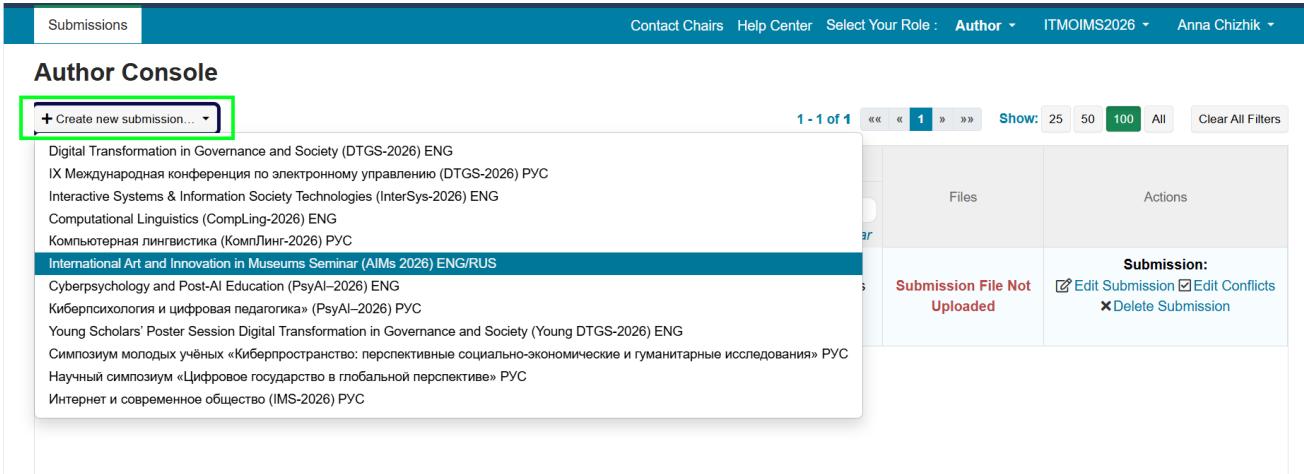
To submit an application, you need to go to the IMS page (the operator of the seminar's scientific track) in the CMT system via the link provided on the current year's conference website. If you encounter technical issues when following the link, please try switching to a different browser.

If you already have a personal account in the CMT system, log in. If you have not used the CMT system before, you need to register by clicking **Register**.



After registration, a confirmation email will be sent to the email address you provided to verify the creation of your personal account.

To submit an application, click **Create new submission** in the upper-left corner, then select the track of our seminar (**International Art and Innovation in Museums Seminar (AIMs-2026)**).

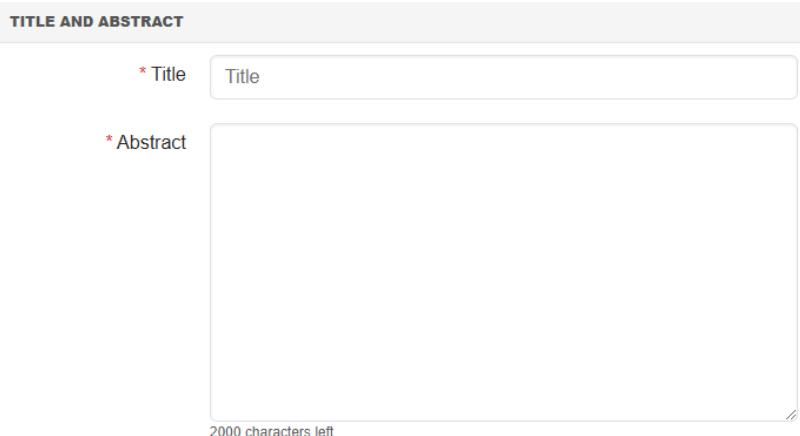


The screenshot shows the 'Author Console' interface. At the top, there's a navigation bar with 'Submissions', 'Contact Chairs', 'Help Center', 'Select Your Role : Author', 'ITMOIMS2026', and 'Anna Chizik'. Below the navigation is a search bar with the placeholder '+ Create new submission...'. To the right of the search bar are buttons for 'Show: 25, 50, 100, All' and 'Clear All Filters'. A table below the search bar lists various tracks: 'Digital Transformation in Governance and Society (DTGS-2026) ENG', 'IX Международная конференция по электронному управлению (DTGS-2026) РУС', 'Interactive Systems & Information Society Technologies (InterSys-2026) ENG', 'Computational Linguistics (CompLing-2026) ENG', 'Компьютерная лингвистика (КомпЛинг-2026) РУС', 'International Art and Innovation in Museums Seminar (AIMs 2026) ENG/RUS', 'Cyberpsychology and Post-AI Education (PsyAI-2026) ENG', 'Киберпсихология и цифровая педагогика» (PsyAI-2026) РУС', 'Young Scholars' Poster Session Digital Transformation in Governance and Society (Young DTGS-2026) ENG', 'Симпозиум молодых учёных «Киберпространство: перспективные социально-экономические и гуманитарные исследования» РУС', 'Научный симпозиум «Цифровое государство в глобальной перспективе» РУС', and 'Интернет и современное общество (IMS-2026) РУС'. The 'International Art and Innovation in Museums Seminar (AIMs 2026) ENG/RUS' track is currently selected. On the right side of the interface, there's a sidebar with 'Files' and 'Actions' sections, and a 'Submission' section with options: 'Submission File Not Uploaded', 'Edit Submission', 'Edit Conflicts', and 'Delete Submission'.

After selecting the track, a form for entering the submission information will open.

Please fill in all submission fields in English.

First, you need to enter the title and abstract of your paper.



The screenshot shows the 'TITLE AND ABSTRACT' form. It has two main input fields: 'Title' and 'Abstract'. The 'Title' field is a simple text input, and the 'Abstract' field is a larger text area with a character limit of 2000 characters indicated at the bottom. Both fields have red asterisks next to them, indicating they are required.

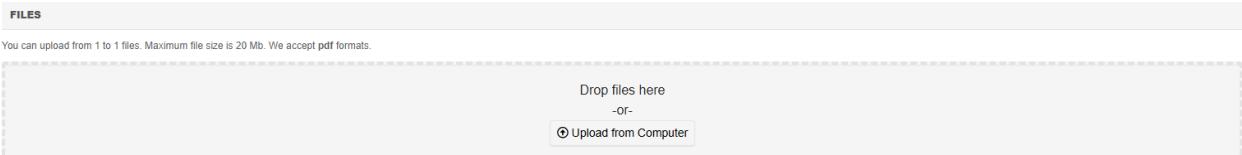
Next, you need to enter information about all authors of the paper.

Your details will be automatically loaded from your personal account. You can add co-authors by clicking **Add**.



The screenshot shows the 'AUTHORS' form. It includes a note that says 'You may add your coauthors.' and a table for entering author details. The table columns are 'Primary Contact', 'Email', 'First Name', 'Last Name', 'Organization', and 'Country/Region'. There is a 'Primary Contact' checkbox, an 'Email' input field, and dropdown menus for the other fields. At the bottom left of the table is a green button labeled '+ Add'.

The paper text for review must be uploaded in PDF format in the **FILES** section at the bottom of the submission page.



The screenshot shows the 'FILES' section. It has a note that says 'You can upload from 1 to 1 files. Maximum file size is 20 Mb. We accept pdf formats.' Below this is a large dashed rectangular area for file uploads, with instructions 'Drop files here -Or-' and a 'Upload from Computer' button.

The text must be formatted in accordance with the template and must not contain any references

to the authors, their affiliations, or projects carried out by the authors. This information is added to the final version of the paper after it has been accepted.

The formatting template is available on the seminar website:

https://aims-seminar.space/springer_template.docm

If you plan to participate in the conference with a presentation but without subsequent publication of the paper, please include the phrase “**Presentation only**” in your file.

Abstracts for presentations without subsequent publication may be prepared in a free format with a length of 2,000-5,000 characters (including spaces).

Please note: you do not have to upload the paper file immediately; you may attach it to your submission later (up to the application deadline).

After this step, you will be asked to answer two mandatory questions: the city where you plan to join the seminar and your preferred language for the presentation. This information is required for organizational and logistical planning.

After completing the form, please review the information and click the **Submit** button.

A screenshot of a web-based file upload interface. At the top, there is a message: "FILES You can upload from 1 to 1 files. Maximum file size is 20 Mb. We accept pdf formats." Below this, a file is listed: "IMS2025_Mereneea.pdf (262 Kb, 21.01.2025, 13:48:42) X". There is a dashed rectangular area labeled "Drop files here -or-". Below this area is a radio button labeled "Upload from Computer". At the bottom of the interface are two buttons: a blue "Submit" button with a white border and a grey "Cancel" button.

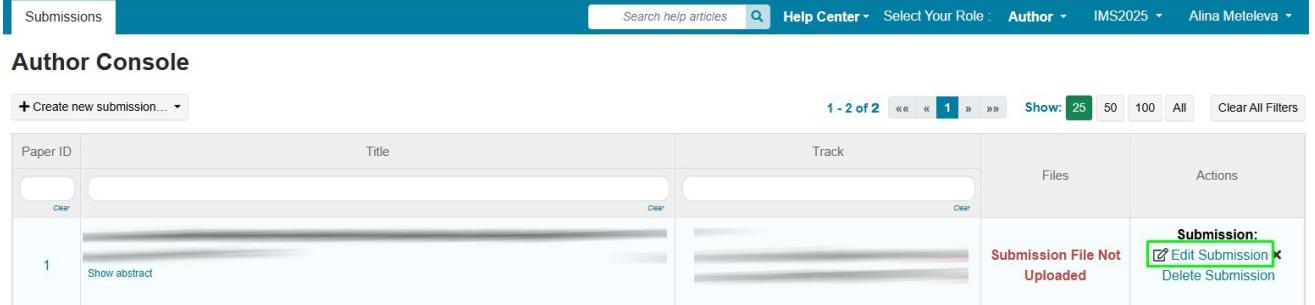
If the form is completed correctly, a page with information about your submission will open.

You can also track the status of your submitted applications (review results and the final decision on acceptance or rejection of the paper) through your personal account in the CMT system.

2. Uploading the paper file and editing the submission in the system

If you have already created a submission in the CMT system and need to edit it or add a paper file, please follow the steps below.

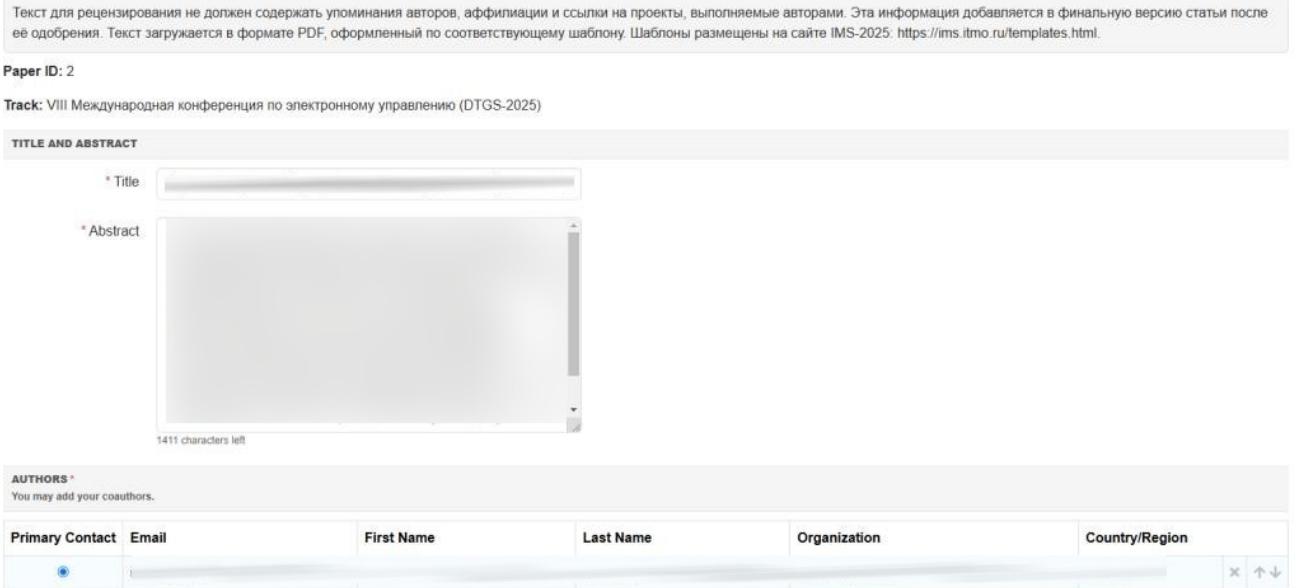
Log in to your CMT personal account as the author of an IMS conference submission. On the page that opens, select the submission you want to edit and click **Edit Submission**.



The screenshot shows the CMT Author Console interface. At the top, there's a navigation bar with 'Submissions', 'Search help articles', 'Help Center', 'Select Your Role: Author', 'IMS2025', and a user profile for 'Alina Meteleva'. Below the navigation is a section titled 'Author Console' with a 'Create new submission...' button. The main area displays a table of submissions. One row is selected, showing 'Paper ID: 1', 'Title' (redacted), 'Track' (redacted), 'Files' (empty), and 'Actions'. The 'Actions' column contains a link 'Submission File Not Uploaded' and two buttons: 'Edit Submission' (highlighted with a green box) and 'Delete Submission'.

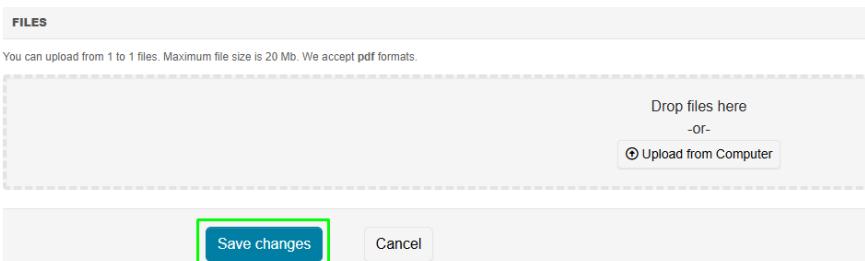
After that, a form similar to the one you filled out when submitting the application will open. You can edit the submission details, author information, and also delete and/or upload a file for the submission.

Edit Submission



The screenshot shows the 'Edit Submission' form. It includes a note about not mentioning authors, affiliations, or project links in the text. The 'Paper ID' is 2, and the 'Track' is 'VIII Международная конференция по электронному управлению (DTGS-2025)'. The 'TITLE AND ABSTRACT' section contains fields for 'Title' and 'Abstract'. The 'AUTHORS' section allows adding co-authors. At the bottom, the 'FILES' section shows a placeholder for uploading files (maximum 20 Mb, PDF format) and a 'Save changes' button.

After making all changes, click **Save changes** to save them.



The screenshot shows the 'FILES' section of the 'Edit Submission' form. It has a note about file size (1-10 Mb, PDF format). There's a 'Drop files here' area with a placeholder 'Or' and a 'Upload from Computer' button. At the bottom, there are 'Save changes' and 'Cancel' buttons, with 'Save changes' highlighted with a green box.