

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

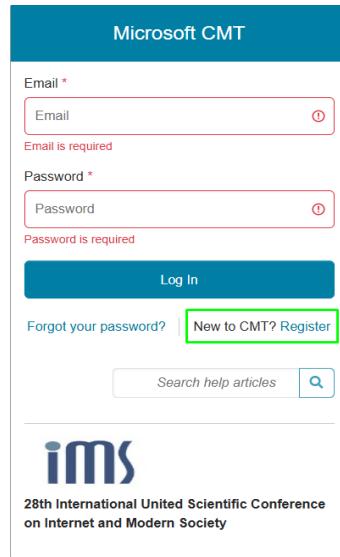
NB!

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 are navigation links for 'Submissions', 'Search help articles', 'Help Center', 'Select Your Role', 'Author', 'IMS2025', and a user account for 'Alina Meteleva'. Below this, a list of tracks is displayed, with the first item, 'Digital Transformation in Governance and Society (DTGS-2025)', highlighted. A green box surrounds the 'Create new submission...' button. To the right, a table shows search results with 0 results found, showing columns for 'Title', 'Files', and 'Actions'. A 'Clear All Filters' link is also present.

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.

This screenshot shows the 'TITLE AND ABSTRACT' section. It includes fields for 'Title' and 'Abstract'. The 'Title' field is labeled with a red asterisk and has a placeholder 'Title'. The 'Abstract' field is also labeled with a red asterisk and is a large text area with a character limit of 2000 characters indicated at the bottom.

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**.

This screenshot shows the 'AUTHORS' section. It features a table with columns for 'Primary Contact', 'Email', 'First Name', 'Last Name', 'Organization', and 'Country/Region'. A green box surrounds the '+Add' button, which is used to add new co-authors. The table also includes a 'You may add your coauthors.' note and a row of control icons.

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

This screenshot shows the 'FILES' section. It contains a note about file upload rules ('You can upload from 1 to 1 files. Maximum file size is 20 Mb. We accept pdf formats.') and a file upload interface. It includes a dashed box for dragging files, a 'Drop files here -OR-' instruction, 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 completing the form, please review the information and click the **Submit** button.

The screenshot shows a file upload interface. At the top, there is a message: "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_Mereneba.pdf (262 Kb, 21.01.2025, 13:48:42) X". A dashed rectangular area is labeled "Drop files here" with the text "-or-". Below this is a link "⊕ Upload from Computer". At the bottom, there are two buttons: a blue "Submit" button with a green border and a white "Cancel" button.

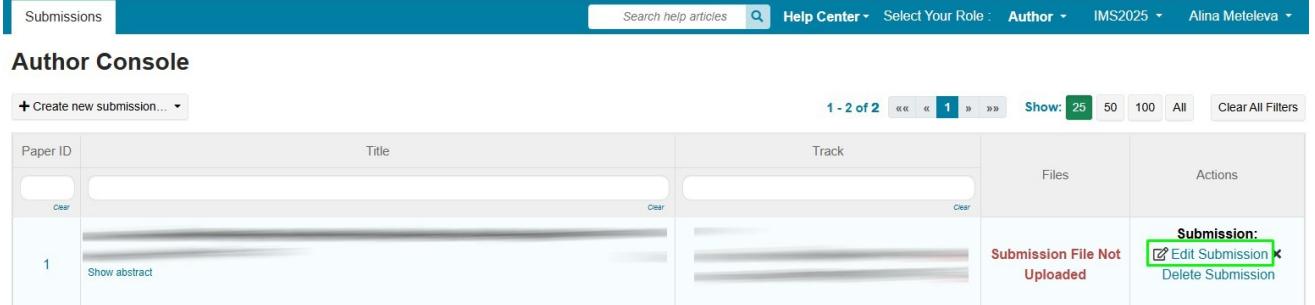
If the form is completed correctly, a page with information about your submission will open.

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.

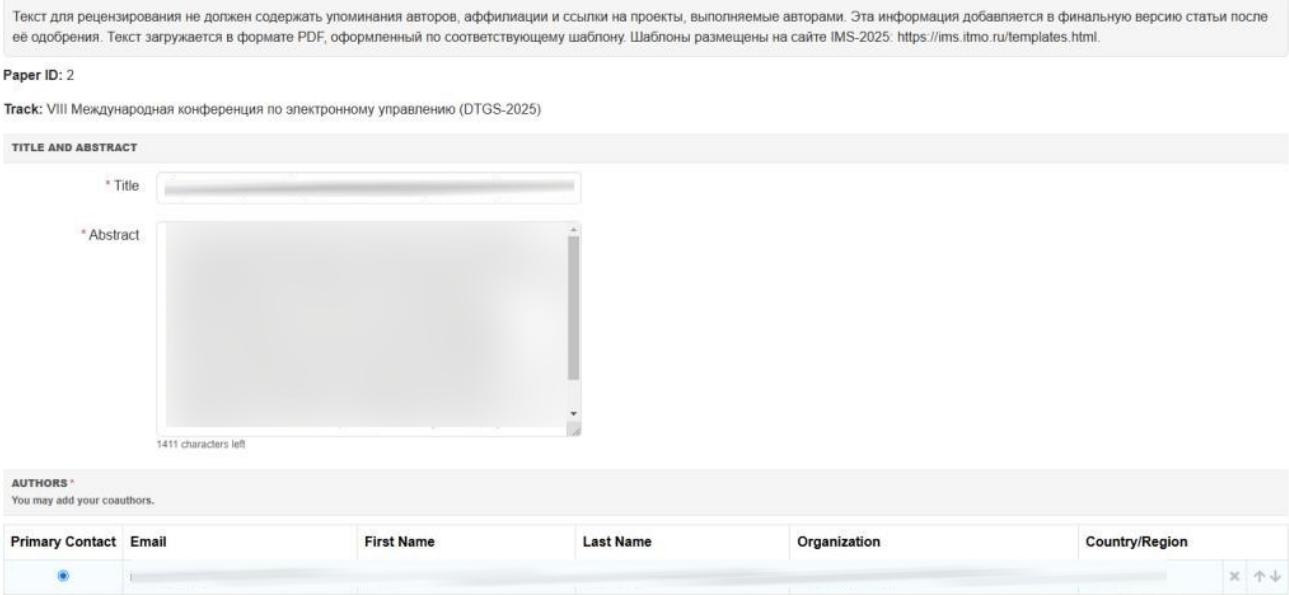
Log in to your CMT personal account as the author of an IMS conference submission. On the page that opens, select the submission you want to edit and click **Edit Submission**.



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 is a table listing submissions. The first row has a 'Paper ID' of '1', a 'Title' column, a 'Track' column, a 'Files' column, and an 'Actions' column. In the 'Actions' column for the first row, there's a red message 'Submission File Not Uploaded' and three buttons: 'Edit Submission' (highlighted with a green border), 'Delete Submission', and a close button.

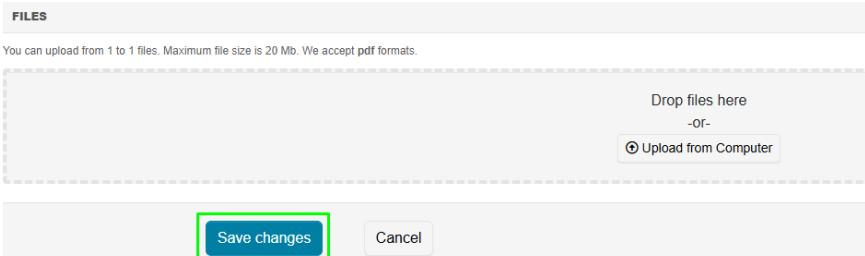
After that, a form similar to the one you filled out when submitting the application will open. You can edit the submission details, author information, and also delete and/or upload a file for the submission.

Edit Submission



The screenshot shows the 'Edit Submission' form. It starts with a note about review text restrictions. 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 is a 'FILES' section with a note about file size and type, a file upload area, 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 upload rules, a 'Drop files here' area, an 'Upload from Computer' button, and a 'Save changes' button which is highlighted with a green border.