

# Author's Guide for submitting conference paper via Microsoft Conference Management Toolkit (CMT)



# 1. Step by Step Procedure for Paper Submission

## Step 1: Login or Register

Click [here](#) to go to the ICGEC-2024 paper submission system or use the following URL:

<https://cmt3.research.microsoft.com/ICGEC2024/Submission/Index>

If you already have an account with the Microsoft Conference Management Toolkit (CMT), please enter your credential to login. If not, please register for one by clicking the “register” button. Your login information and password will be emailed to you.

Microsoft CMT

Email \*

icgec24@gmail.com

Password \*

Password

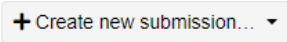
Log In

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

Microsoft Research

The 16th International Conference on Genetic and Evolutionary Computing

## Step 2: Creating New Submission

Once logged in, the Author Console page will be displayed. Click  button on the top-left corner **and select the special session** that you intended to submit.

Submissions

Search help articles

Help Center

Select Your Role : Author

ICGEC2024

ICG EC

Author Console

+ Create new submission...

0 - 0 of 0

Show: 25 50 100 All

Clear All Filters

ICGEC2024

Invited Special Session on AIoT Technology and Applications

Invited Special Session on Digital Transformation Technologies and Artificial Computing in Life Science: Exploring the Next Frontier

Invited Special Session on "Circuit and Embedded System Design for Intelligent Computing and Signal Processing Technologies"

Invited Special Session on Advanced Meta-Heuristic Optimization Algorithms and Applications

Invited Special Session on Multimedia Data Processing

Invited Special Session on Nursing Engineering Transformation using AI, Data Science, Blockchain, Robotics, IoT

Files

Actions

### Step 3: Fill out the paper information.

- You will be asked to fill in the title of your paper, the abstract and several other details. All fields can be modified up to the submission deadline.
- You will need to fill out the **paper title, a complete author list, a complete list of domain conflicts, paper subject areas, and an abstract of the manuscript.**
- **DO NOT** upload your abstract as a PDF file. Paste your abstract into the box provided. **Make sure to complete ALL required fields or your submission will not be saved.** All successful submissions will be listed on your author console.
- **Full authorship must be disclosed. All domain conflicts must be accurately listed.**

### Step 4: Upload Manuscript File

- Upload your PDF file by either dragging your file to the box under the FILES section or by clicking the “Upload from Computer” Button.
- Once the upload is completed, your filename, size of your file, and the date and time of your upload will appear on the left above the box.



The screenshot shows a web interface for file uploads. At the top, it says "FILES". Below that, a message states: "You can upload from 1 to 1 files. Maximum file size is 5 Mb. We accept pdf formats." A list of uploaded files shows "My\_paper.pdf (299 Kb, 12/3/2020, 5:59:45 PM)" with a trash icon. Below the list is a large dashed box for dropping files. To the right of the box, it says "Drop files here" and "-or-". Below that is a button labeled "Upload from Computer".

### Step 5: Check Submission Summary and Confirmation

- You will be taken to the **Submission Summary** page, once you have clicked the “**Submit**” or “**Save Changes**” button.
- Every time you update the submission, a submission summary report will be automatically generated and emailed to all authors.
- **All communications will be sent via CMT, please do not select the “Do not send me conference email” option in your User Profile setting to avoid missing important messages.**