

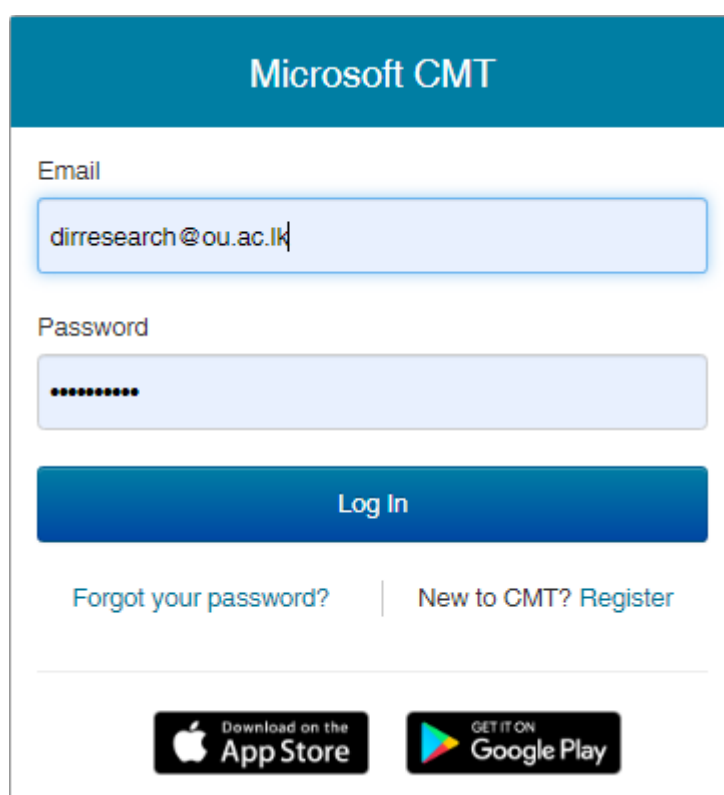
## **IRC-OUSL 2025 – CMT Conference Management System**

The submission and review of papers for the IRC-OUSL 2025 will be managed through an online conference management system called CMT. You can upload your paper, change details, check on the review status of your paper etc. using CMT conference management system.

Click the following link to access Microsoft CMT for IRC-OUSL 2025

<https://cmt3.research.microsoft.com/IRCOUSL2025>

If you have an account, enter your CMT credentials to access the site at login.



Microsoft CMT

Email


dirresearch@ou.ac.ik


Password

.....

Log In

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

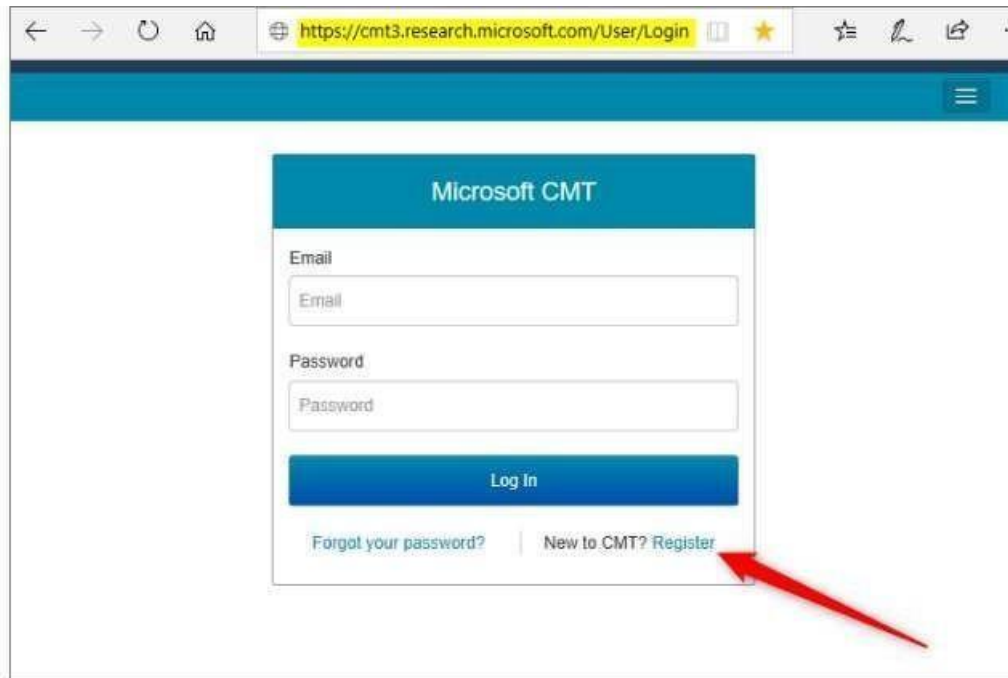
 Download on the App Store

 GET IT ON Google Play

If you do not have an account in CMT, please refer to '[create an account](#)' section of this document.

## **Create an account**

Step 1 : Navigate to site: <https://cmt3.research.microsoft.com/User/Login> Click "Register".



The screenshot shows a web browser window with the URL <https://cmt3.research.microsoft.com/User/Login> in the address bar. The page features a blue header with the Microsoft CMT logo. Below the header is a white box containing the login form. The form has fields for Email and Password, a Log In button, and links for 'Forgot your password?' and 'New to CMT? Register'. A red arrow points to the 'New to CMT? Register' link.

Step 2 : Enter your information in the 'Create New Account Page.' Fields with an <\*> asterisk are required. (Note: the Google Scholar ID, Semantic Scholar ID and DBLP IDs are not required, however Chairs may require some users to have one or more.)

[Login](#)
[Registration](#)
[Reset Password](#)

## Create New Account

Login information

\* Email  This email will be used to login into CMT

\* Password

\* Confirm Password

Personal Information

\* First Name

Middle Initial

\* Last Name

Nickname

\* Organization Name

\* Country/Region

Google Scholar Id

Semantic Scholar Id

DBLP Id

Step 3 : Enter the captcha characters, check the 'Agree to Terms of Use' checkbox and click 'Register.'

\* Country/Region

Google Scholar Id

### Verification

Enter the characters you see

New | Audio

YGGH4K  
SLP5

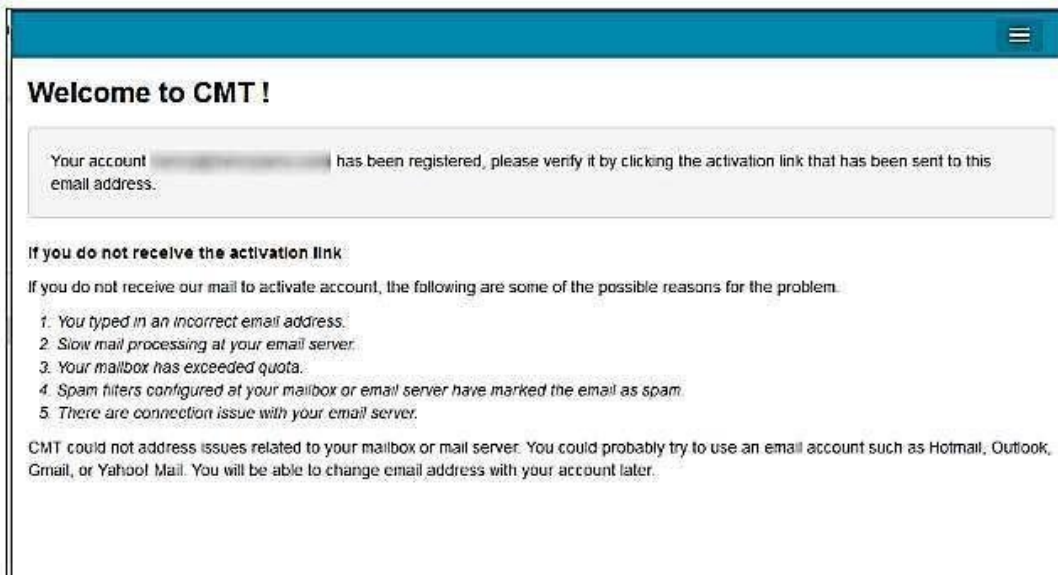
☐ I agree to the Microsoft CMT's Author's Statement, Terms Of Use and Privacy & Cookies

[Register](#) [No, thanks](#)

© 2019 Microsoft Corporation [About CMT](#) | [Terms of Use](#) | [Privacy & Cookies](#) | [Request Free CMT Site](#)

[Twitter](#) [CMT Support](#)

The “Welcome to CMT” page appears notifying you that an email was sent to you with a verification link.



The email will look like this:



Step 4 : Once you click on the link in the email, you will see the Account Verification page. You can then use the “click here” link to log into CMT.

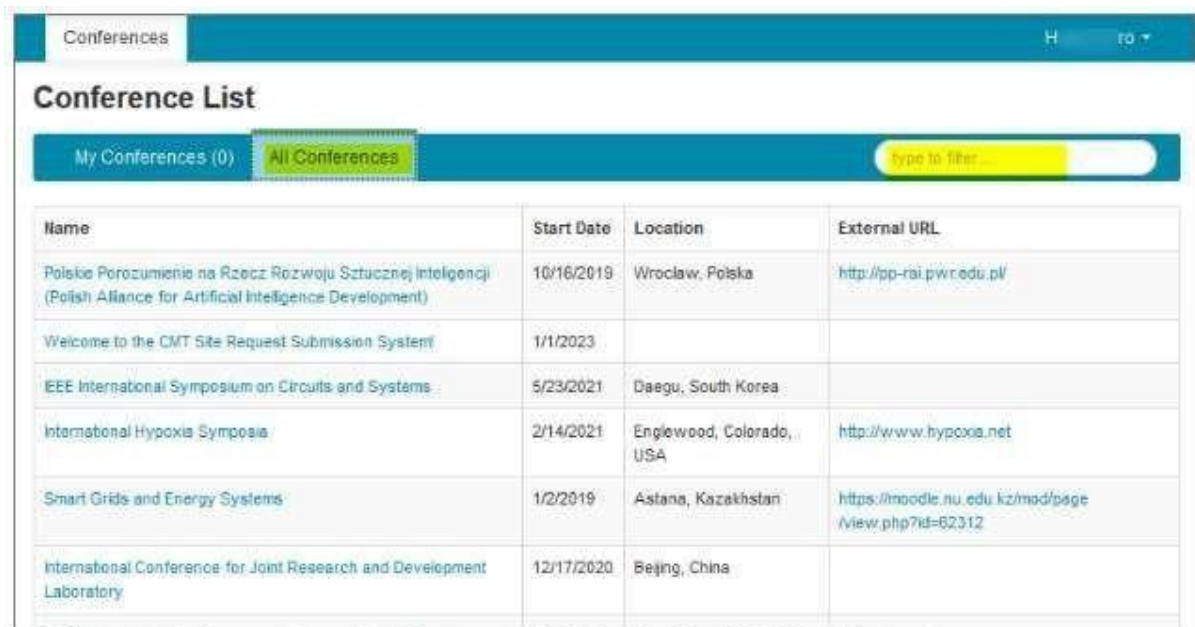


## Make a Submission

**Step 1 :** After login, click on “All Conferences” to search for the **International Research Conference of the Open University of Sri Lanka 2025** to which you will submit your paper.



**Step 2 :** Use the filter field in the upper right to search for the **International Research Conference of the Open University of Sri Lanka 2025**



**Step 3 :** Once you find the Conference, click on the Conference Name link.



The Author Console page appears.

## **SUBMIT TO THE CONFERENCE**

Click on the “+ Create new submission” button.



The 'Create New Submission' page appears.

## **CREATE NEW SUBMISSION**

Create New Submission page will look like the image below.

The sections are:

Welcome message

- Title and Abstract
- Authors
- Subject Areas
- Files
- Submit and Cancel buttons

It is important to note that no files uploaded will be saved unless the Submit button is clicked.

A screenshot of the 'Create New Submission' page. The top blue header bar contains 'Submissions', 'Help Center', 'Select Your Role : Author', 'iOURS2022', and 'Pabasarie Ranasinghe'. The main title 'Create New Submission' is at the top. Below it is a welcome message: 'Welcome to the International Open University Research Sessions 2022. Please have your papers submitted on or before the deadline.' The 'TITLE AND ABSTRACT' section is highlighted. It contains two fields: '\* Title' with a text input field and '\* Abstract' with a large text area. At the bottom of the text area, it says '2000 characters left'.

## TITLE AND ABSTRACT

The Title field is for the title of the paper.

The Abstract field is where you put the summary of your paper. Note, You need to upload one word file including Abstract and Extended Abstract.

**Create New Submission**

Welcome to the Contoso Conference. Please have your papers submitted by the deadline.

**TITLE AND ABSTRACT**

\* Title

\* Abstract 

2000 characters left

## AUTHORS

The Author section is prepopulated with your profile information and you are preselected as the Primary Contact.

**AUTHORS**  
You may optionally add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country
<input checked="" type="radio"/>	ft.com			CMT-Test	<input type="text" value="x"/> <input type="text" value="t"/> <input type="text" value="d"/>

Value is required

Enter email to add new author.

To add a co-author, enter the co-author's email address into the field (in yellow below) and click add.

**AUTHORS**  
You may optionally add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country
<input checked="" type="radio"/>	microsoft.com	L		CMT-Test	<input type="text" value="x"/> <input type="text" value="t"/> <input type="text" value="d"/>

Enter email to add new author.

If the co-author you wish to add is not a user in CMT, you will see “User was not found. To add a new user, please enter information below and click Add Button.” If the co-author is already a user, the co-author will be added to the end of the Author list.

The screenshot shows the 'AUTHORS' section of a web application. At the top, there's a header 'AUTHORS' with a subtext 'You may optionally add your collaborators.' Below this is a table with columns: Primary Contact, Email, First Name, Last Name, Organization, and Country. The first row has a radio button selected under Primary Contact, an email address, and the organization 'CMT-Test'. Below the table, there's a form to add a new user. It includes fields for First Name, Last Name, Organization, and Country/Region. A red box highlights a message: 'User was not found. To add new user, please enter information below and click Add button.'

Enter the co-author’s first and last names along with the Organization to which he or she belongs and the Country/Region where they reside. Then click the Add button.

This screenshot shows the same 'AUTHORS' form, but now the input fields are filled with 'Adam' for First Name, 'Ant' for Last Name, 'Contoso' for Organization, and 'United States' for Country/Region. A red arrow points to the '+ Add' button, which is highlighted in blue.

Once added, the co-author’s profile will appear in the list.

You may change the Primary Contact to the co-author by clicking Primary Contact radio button in co-author’s row. The ‘X’ and ‘arrow’ icons on the end of the rows are there so you may delete the entry and/or move it up in hierarchy.

The screenshot shows the 'AUTHORS' section after the new user has been added. The table now has two rows. The first row is the original user (CMT-Test), and the second row is the newly added user (Adam Ant, Contoso, United States). The second row's Primary Contact radio button is highlighted in yellow. A red box highlights the 'X' and arrow icons at the end of the second row, indicating delete and move functionality.



## SUBJECT AREAS

You will see Subject Areas section on submission form, Authors need to select a Primary Subject Area or optional Secondary Subject Areas which your paper belongs.



The screenshot shows a section titled "SUBJECT AREAS:" with a list of subject areas, each preceded by an unchecked checkbox. The list is organized into two columns. The left column includes: Education, Engineering Technology, English Language Teaching, Environmental Sciences, Health Sciences, Humanities and Social Sciences, and Law. The right column includes: Management, Open and Distance Learning, and Physical Sciences. A vertical scrollbar is visible on the right side of the list.

## FILES

To upload file for your paper, drag and drop the file into the dotted region or click the "Upload from Computer" button. Please note the number of files you may upload, the size and the type of documents allowed. Uploaded file will not be saved unless the Submit button at the bottom of the form is clicked.

**Note: It's Compulsory to upload one word file including Abstract and Extended Abstract.**



The screenshot shows a section titled "FILES:". Below the title, a yellow banner contains the text: "You can upload from 1 to 2 files. Maximum file size is 10 MB. Via accept doc, docx, pdf formats." Below this is a large dashed rectangular area for file uploads. In the center of this area, the text "Drop files here" is displayed above a small "-or-" separator. Below the separator is a button labeled "Upload from Computer" with a circular icon containing a plus sign. The button is highlighted with a red rectangular border.

## SUBMIT AND CANCEL BUTTONS

Once the form is filled out with all the required information, click Submit.



The screenshot shows two buttons, "Submit" and "Cancel", side-by-side. A red arrow points directly to the "Submit" button.

## EDIT CONFLICTS OF INTEREST PAGE

If the Chair enabled the 'Edit Conflicts of Interest' page, this page will appear after clicking Submit. If it is not enabled, the Submissions Summary page will appear. Edit this page by clicking on the "Edit" dropdown on the right and selecting all the appropriate boxes and click 'Done.' The Submission Summary page will then appear.

Submissions Select Your Role : Author

### Edit Conflicts of Interest

Paper ID: 20  
Paper Title: T-minus Two

1 - 7 of 7 Show: 25 50 100 All Clear All Filters

First Name	Last Name	Organization	Selected Conflicts	Conflicts	Edit
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
		GMT-Test	Yes	a co-author	Edit
		cmi.cmi	No		Edit
		BRSystems	No		Edit
		123org	No		Edit
		123org			
		university of computer science			
		cmi			

☐ a co-author  
☐ is/was a colleague (in last 2 years)  
☐ is/was a collaborator (in last 2 years)  
☐ or I, is / was a Primary Thesis Advisor at anytime  
☐ is a Relative or a friend

1 - 7 of 7

[Done](#)

## CONFIRMATION EMAIL

Authors may also email a confirmation manually by clicking on the “Email” button on the right. You have the option to send it to yourself or all authors. Click send Email.

Submissions Select Your Role : Author

### Submission Summary

Conference Name: Test Site for Guide

Paper ID: 9

Paper Title: g456g4

Abstract: 35tg345tg34tg

Created on: 6/18/2019, 2:49:56 PM

Last Modified: 6/18/2019, 2:49:56 PM

Authors: H (123org) <h@123org.com>

Submission Files: Scientific Paper.docx (14 Kb, 6/18/2019, 2:49:50 PM)

[Back to Author Console](#)

Print Email

☒ Send Email to Me

☐ Send Email to All Authors

[Send Email](#)

The email that the system sends to the Author(s) looks like this:

## Paper 4 summary Inbox x



**Microsoft CMT** <email@msr-cmt.org>

12:19 PM (9 minutes ago)



to John ▾

Hello.

Here is submission summary.

Track Name: Test

Paper ID: 4

Paper Title: Scientific Paper Number 1

### Abstract:

Lorem ipsum dolor sit amet, ei brute molestie occurreret nam. Et munere contentiones eam. An malis definitionem vel, et pro simul cetero voluptaria. Ea nec elit reprimique, dicta eventitur vix ne.

Created on: Fri, 07 Jun 2019 19:00:08 GMT

Last Modified: Fri, 07 Jun 2019 19:00:08 GMT

### Authors:

John Doe - example.com (Primary)

### Secondary Subject Areas:

### Submission Files:

Scientific Paper .docx (13 Kb, Fri, 07 Jun 2019 18:58:00 GMT) /api/1/Files/4

### Submission Questions Response:

Thanks,  
CMT Team.