

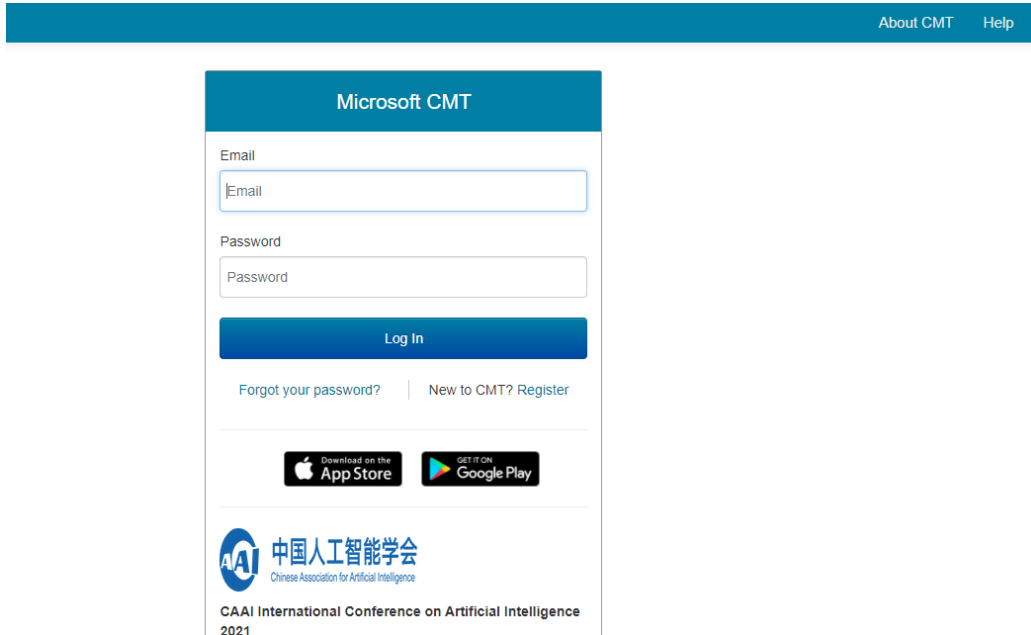
CMT Instructions for Authors

CICAI 2021 website: <http://cicai.caaai.cn>

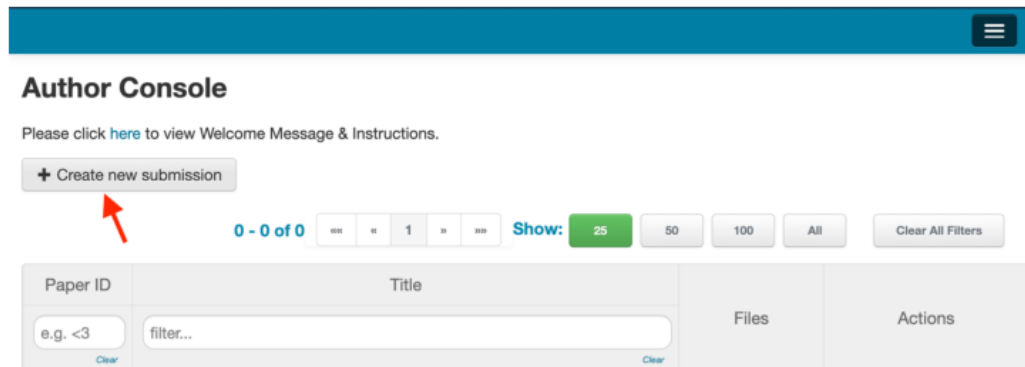
CICAI 2021 paper submission site: <https://cmt3.research.microsoft.com/CICAI2021>

For general paper submissions, please refer to the following steps. You can modify your submission forms until the submission deadline (April. 18, 2021).

1. Go to the [CICAI 2021 submission site](https://cmt3.research.microsoft.com/CICAI2021), and you will be asked for your username and password, or to register if you are new to CMT.



2. At the **author console**, click the button "**Create new submission**" to generate a new paper submission.



3. You will be asked to fill in the title of your paper, the abstract and a number of details dealing with demographics. Paste your abstract into the box provided. DO NOT upload your abstract as a PDF. ALL fields can be modified up until the submission deadline. Full authorship must be disclosed by the submission deadline. All domain conflicts must be accurately listed.

You need to select **Subject Areas** that are most suitable for describing your paper topic.

You are required to upload your paper files under "Files": We accept pdf files only. It's recommended that the authors can upload either one single file (containing both the main body of the paper supplemental materials) or 2 files separately (indicating the file as the main body or the supplementary material).

You will also be asked to answer a few "**Additional Questions**".

Notes about **domain conflicts**: A complete domain conflicts list includes not only the current email domains of you and your co-author's organizations but also all institutions you and all co-authors have a close relationship with in the past 3 years.

4. Click the "**Submit**" button at the bottom of the page to submit your paper. You will be taken a "**Submission Summary**" page. Note that CMT does not automatically generate a confirmation email. Click the "**Print**" or "**Email**" buttons at the top-right hand corner of the page, to generate a copy for yourself and other authors.
5. You may return to the **Author console** to submit another paper by clicking the "**Back to Author Console**" button or edit your submission by clicking the "**Edit Submission**" button at the bottom of the page.
6. In the **Author console**, you may edit or delete your submission until the submission deadline.
7. To update your submission file with a new version, you will need to delete the old file first by clicking the "x" beside the file name.
8. Some notes about CMT accounts:
 - If your co-author's email address is not in the CMT database, CMT will prompt you to enter personal information on the co-author's behalf. Once the co-author is added to the database, a CMT account with the email address entered will be automatically generated. Please note that CMT does not automatically send login information to the newly added co-author. The co-author must request for a password via the "forgot your password" link at the login page in order to login and set the password.
 - If you have mis-typed your co-author's email address, you can fix it by removing it on your author list and adding a correct one using the add button. Mis-typed email addresses entered to the system cannot be corrected easily.
 - If you have mis-spelled your co-author's name or mis-typed other details, your co-author must login to CMT him or herself to make those changes.
 - If you have multiple accounts with CMT, you can link them via "Link to Account" in the pop-up menu shown in 10. Note that by linking two accounts, it DOES NOT merge two accounts into one, it simply allows you to switch between two accounts without having to log in and out.