**19th Academic Sessions University of Ruhuna 2022**

**A guide to use the Conference Management System (CMT)**

* Use the following link to access to the Microsoft Conference Management System (CMT)

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

* If you are already having an account log into the CMT using your login credentials **[1]**. If not create a new account using “Register” link **[2]**.

**1**

**2**

* Under “All Conferences” **[3]**, search for; “19th Academic Sessions University of Ruhuna 2022” **[4]**.

**3**

**4**

* By login into the Author Console, click on; “Create new submission” **[5]**.

**5**

* Under “Create New Submission”, type your “Title” and “Abstract”.



* In the “Authors” section, add the details of the authors.



* In the “Subject Areas” section, Select your “Primary” subject area and further you can select up to one secondary subject area.



* **If you submit for the poster session for students: should select student session only.**
* Under the “Files” section, you can upload your Abstract and the Extended Abstract as requested.



* In the “Additional Questions” select your author category. Click on the “Submit” button for submission **[6]**.

**6**

* You can go back to your “Author Console” and check your submission status. You can upload supplementary materials (Author declaration and etc.) by clicking on “Upload Supplementary Materials” **[7]**.

**7**

* You will receive the notification through the system and via emails.
	+ - Status of the abstract (Acceptance/revision etc.)
		- Reviewers’ feedbacks
		- Revision submission
		- Camara ready copy submission
		- Other decisions (oval/poster)
* Please check your accounts after different deadlines: