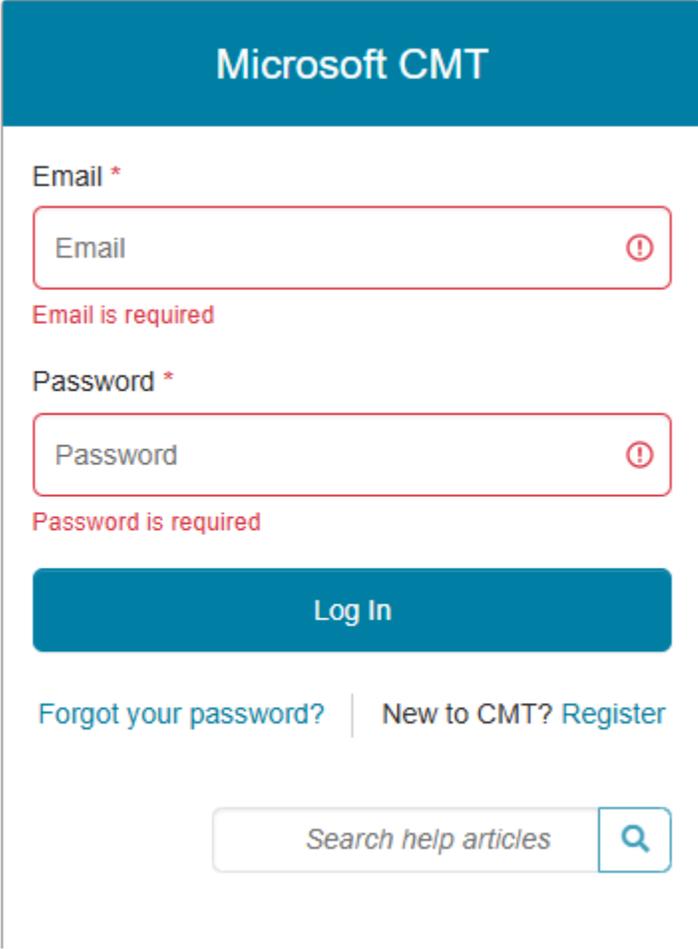


Guide: How to Use CMT for Paper Submission to a Conference

This guide walks you through submitting a paper as an author using the CMT system. It's designed for first-time users.

Step 1: Create a CMT Account

- i. Go to the CMT Website: Open your browser and navigate to <https://cmt3.research.microsoft.com>.



Microsoft CMT

Email *

Email

Email is required

Password *

Password

Password is required

Log In

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

Search help articles

Register link below it.

- li. **Register:** Click "Register" if you don't have an account.
 - ✓ Enter your email address (use one you'll check regularly).
 - ✓ Fill in your first name, last name, organisation/affiliation, and country.
 - ✓ Create a password.

Create New Account

Login information

* Email

* Password

Passwords are required to contain 12 characters and each of the following: lowercase letters, uppercase letters, numbers, and symbols. Valid symbols are: ~!@#\$%^&*()-_+=[]:;'"<>.,?/

* Confirm Password

Personal Information

* First Name

Middle Initial

* Last Name

Nickname

* Organization Name

* Country/Region

External Profile Information

Google Scholar Id

Semantic Scholar Id

DBLP Id

ORCID Id

OpenReview Id

Verification

Enter the characters you see*

[New](#) | [Audio](#)



I agree to the Microsoft CMT's [Author's Statement](#), [Terms Of Use](#), [Data Access and Retention Policy](#), [Privacy data](#) is captured and stored in the US.

Register

No, thanks

iii. Verify Your Email: Check your inbox (and spam/junk folder) for a confirmation email from CMT. Click the link to activate your account.

Step 2: Find Your Conference

i. Log In: Return to <https://cmt3.research.microsoft.com> or <https://cmt3.research.microsoft.com/ILORIN2025> , enter your email and password, and click “Log In.”

Microsoft CMT

Email *

jolanoye@unilorin.edu.ng

Password *

Log In

Forgot your password? | New to CMT? Register

Search help articles

ii. Access the Conference List: You’ll see the “My Conferences” page after logging in. If your conference isn’t listed, click the “All Conferences” tab.

Conference List

My Conferences (2) All Conferences type to filter...

Name	Start Date	Location	External URL	Contact
Welcome to the CMT Site Request Submission System!	1/1/2035			Email Chairs
25TH INTERNATIONAL CONFERENCE AND 45TH ANNUAL (NIAE)	11/10/2025	Ilorin, Nigeria	http:// https://niae.net/1/ilorin2025/	Email Chairs

iii. Search for Your Conference: Use the search/filter box in the top right corner to type the conference name “Ilorin2025” and Press Enter.

Conference List

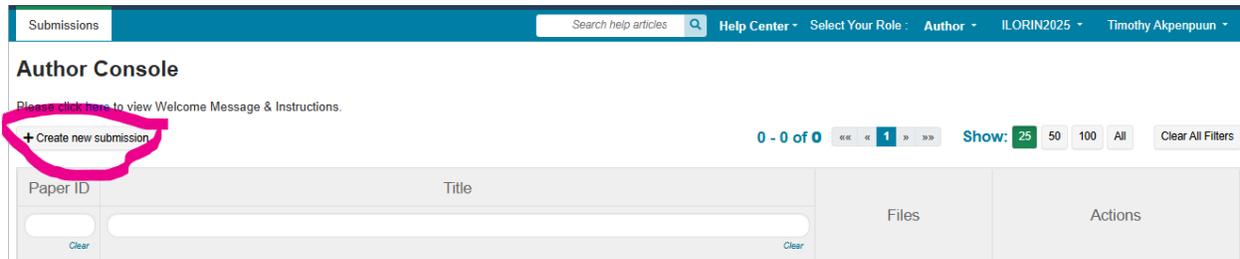
My Conferences (3) All Conferences ILORIN2025

Name	Start Date	Location	External URL
25TH INTERNATIONAL CONFERENCE AND 45TH ANNUAL (NIAE)	11/10/2025	Ilorin, Nigeria	http:// https://niae.net/1/ilorin2025/

- iii. Select the Conference: Click the conference name from the list to enter its site.

Step 3: Access the Author Console

- i. Enter the Author Console: Once inside the conference site, you'll land on the "Author Console" page. This is where you manage your submissions.
- ii. Check Submission Availability: If the "+ Create new submission" button is visible, the submission phase is active. If not, the deadline may have passed—contact the conference chairs.



Step 4: Create a New Submission

- i. Start a Submission: Click "+ Create new submission."
- ii. Enter Title and Abstract:
- iii. Add Authors:
 - ✓ Your name and email are pre-filled as the primary contact (you can't remove yourself).
 - ✓ To add co-authors, enter their email addresses in the "Add Co-author" field and click "Add."
 - ✓ If they're CMT users, their details auto-populate.
 - ✓ If not, manually enter their name, organisation, and country.
- iv. Upload Files:
 - ✓ Click "Upload Files" or drag and drop your paper (PDF, max 100MB unless specified otherwise).
 - ✓ Some conferences allow supplementary materials (e.g., videos, additional PDFs)—upload these if prompted.
- v. Submit: Review everything, then click "Submit" at the bottom. You can save as a draft first if needed by clicking "Save Draft."

Step 5: Verify Submission

- i. Check the Author Console: After submitting, return to the Author Console. Your paper should appear with a "Paper ID" and status (e.g., "Submitted").
- ii. Confirmation Email: CMT sends a confirmation email to all authors listed. Check your inbox.

Step 6: Edit Submission (If Needed)

- i. Edit Before Deadline: If the submission phase is still open, click "Edit Submission" next to your paper in the Author Console.

- ✓ Update title, abstract, files, or co-authors as allowed by the conference settings.
 - ✓ Visual: Picture a pencil icon or “Edit Submission” link in blue.
- ii. Save Changes: Click “Submit” again to save edits.
- ✓ Note: Some conferences lock certain fields (e.g., co-authors) after submission—contact the chairs if you need help.