

# 20<sup>th</sup> Academic Sessions and 19<sup>th</sup> Vice Chancellor's Awards 2023

## University of Ruhuna

### A Guide to Use the Conference Management System (CMT)

- Use the following link to access the Microsoft Conference Management System (CMT) <https://cmt3.research.microsoft.com>
- If you already have an account log onto CMT using your login credentials [1]. If not create a new account using the “Register” link [2].

1

Email

Email

Value is required.

Password

Password

Value is required.

Log In

Forgot your password?

2 New to CMT? Register

- Under “All Conferences” [3], search for “20<sup>th</sup> Academic Sessions and 19<sup>th</sup> Vice Chancellor's Awards” [4].

Conferences

AC Karunaratne

Conference List

3

4

My Conferences (2) All Conferences

20th Academic Sessions

Name	Start Date	Location	External URL
20th Academic Sessions and 19th Vice Chancellor's Awards	3/2/2023	Matara, Sri Lanka	<a href="http://mgt.ruh.ac.lk/academics2023/">http://mgt.ruh.ac.lk/academics2023/</a>

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- After logging onto the Author Console, click on; “Create new submission” [5].

The screenshot shows the 'Author Console' interface. At the top left, there is a red box containing the number '5' and a button labeled '+ Create new submission'. To the right, there are pagination controls showing '0 - 0 of 0' and a 'Show:' dropdown menu with options for 25, 50, 100, and All. Below these are search filters for 'Paper ID' and 'Title', each with a 'filter...' input field and a 'Clear' button. The main content area is a table with columns for 'Paper ID', 'Title', 'Files', and 'Actions'.

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

The screenshot shows the 'Create New Submission' form. At the top, there is a blue header with 'Submissions', 'Help Center', and user information: 'Select Your Role : Author', 'AS2023', and 'AC Karunaratne'. Below the header is a section titled 'Create New Submission' with a paragraph of text explaining the academic sessions. Underneath is a section titled 'TITLE AND ABSTRACT' with two input fields: '\* Title' and '\* Abstract'. The 'Abstract' field has a character count indicator at the bottom: '1000 characters left'.

- Select your subject area (Please tick).

The screenshot shows the 'SUBJECT AREAS' section. It lists ten subject areas with checkboxes for selection:

- Agriculture, Environment and Biological Sciences
- Computer Science and Information Technology
- Economics, Finance and Management
- Education, Humanities and Social Sciences
- Engineering, Technology and Applied Sciences
- Entrepreneurship, Resilient and Progressive Society
- Human Health, Pharmaceuticals and Medicine
- Pure Sciences, Mathematics and Statistics

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- Please fill the submission questions in the 'Additional Questions' section (make sure you have entered the correct details, please double check before submission).

**1. Name with initials \***

Please enter your name as to be appeared in your Abstract.

8000 characters left

**2. Email \***

Please enter your Email Address

8000 characters left

**3. Mobile No**

Please enter your Mobile Phone Number

8000 characters left

**4. Designation \***

Please enter your Designation.

Academic

Academic Support

Administrative

Non-Academic

Postgraduate Student

Undergraduate Student

**5. Faculty \***

Please enter your Faculty.

Faculty of Agriculture

Faculty of Allied Health Sciences

Faculty of Engineering

Faculty of FMST

Faculty of Humanities and Social Sciences

Faculty of Management and Finance

Faculty of Medicine

Faculty of Science

Faculty of Technology

Other

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- Add co-authors and author declaration.

**6. Co-Authors \***

Please enter Co-Author/s details.

8000 characters left

**7. Author Declaration \***

Has the same work already been published or submitted to another conference/symposium?

Yes

No

**8. Double Blind Review \***

Have you removed the author/s details from the Abstract/Extended Abstract?

Yes

No

- Under the “Files” section, you can upload your Abstract/Extended Abstract.

FILES

You can upload from 2 to 3 files. Maximum file size is 10 Mb. We accept doc, docx, pdf formats.

Drop files here

-or-

- Finally, select the “Submit” button.

- You can go back to your “Author Console” and check your submission status.
- You will receive the notification through the system and via email.
  - Status of the abstract (Accept/Reject/Revision)
  - Reviewers' Feedback
  - Revision Submission
  - Camera-ready Copy Submission
  - Presentation format and guidelines (Oral/Poster)
- Please frequently visit the 20<sup>th</sup> Academic Sessions and 19<sup>th</sup> Vice Chancellor's Awards website and your CMT account for updates.