

A Guide to New User Registration and Paper Submission via Microsoft CMT

The 4th International Conference on Agricultural Sciences (ICAS 2019).

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Introduction

This guide is aimed at helping authors and reviewers to register for the Microsoft Conference Management Toolkit (CMT) for the ICAS 2019. It also shows authors how to submit their manuscripts to the conference. More information about CMT features and guidelines can be found on the CMT website at the following link: <https://cmt3.research.microsoft.com>.

1- New User Registration

Interested authors can create new CMT accounts or login to their existing accounts by going to the ICAS's page on CMT directly at the following link <https://cmt3.research.microsoft.com/AS2019> or by accessing the conference official website at <http://agriculture.uokerbala.edu.iq/wp/conf/>.

The submission link is located under "Submission Guidelines" tab as shown in Figures 1 and 2 below, then follow steps 1-3.



Figure 1. Conference home page.

Submission Guidelines

1- Authors are invited to electronically submit full-length manuscripts of their papers through Microsoft CMT using the following link: <https://cmt3.research.microsoft.com/AS2019> **CMT link for ICAS2019**

- New CMT authors can register here
- Returning CMT authors can log in here
- Information about how to register a new author on CMT can be found here.

2- Authors must ensure that the submitted manuscript is their original work that has not been previously published/ copyrighted and is not under consideration for publication elsewhere. Submission of a manuscript to ICAS implies that all authors have agreed to its submission.

3- Authors must adhere to the ICAS paper format which must be written in English in MS Word, single column format. The paper format in MS Word can be found here.

4- All submitted papers will undergo a blind-review process by two independent reviewers where the identities of both the authors and reviewers will be kept hidden from each other.

Quick Links

- > Submit a Paper
- > Registration

Key Dates

Paper Submission: August 1, 2019
Author notification: October 15, 2019

May 2019

Figure 2. Submission guide lines tab.

Step 1: Login or register on CMT following the ICAS link as shown in Figure 3.

Conference Management Toolkit x +

https://cmt3.research.microsoft.com/User/Login?ReturnUrl=%2FAS2019

Microsoft CMT

Email
xxxxxx@xxxxxx.xxx

Password
.....

Log In

Returning users can login here →

Forgot your password? New to CMT? Register →

New users can register here

Microsoft Research

The 4th International Conference on Agricultural Sciences

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Figure 3. Login and registration.

Step 2: New users then need to enter their information and register as shown in Figures 4 and 5.

Conference Management Toolkit x +

https://cmt3.research.microsoft.com/User/Register?ReturnUrl=%2FAS2019

Apps News Maps YouTube Gmail 2nd Grade Color by... MyChart - Login Pa... Conference on Foru... Module 1, Task 5: O... grand hamit hotel -...

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

Fill out these fields

Figure 4. Registration.

Conference Management Toolkit x +

https://cmt3.research.microsoft.com/User/Register?ReturnUrl=%2FAS2019

Apps News Maps YouTube Gmail 2nd Grade Color by... MyChart - Login Pa... Conference on Foru... Module 1, Task 5: O... grand hamit hotel -...

* Country/Region

Google Scholar Id

Verification

Enter the characters you see

New | Audio

PXPok
3XGL

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

Register No, thanks

Fill out these fields

Figure 5. Completing registration.

Step 3: After that, activate new accounts and login to CMT as shown in Figures 6- Figure 8.

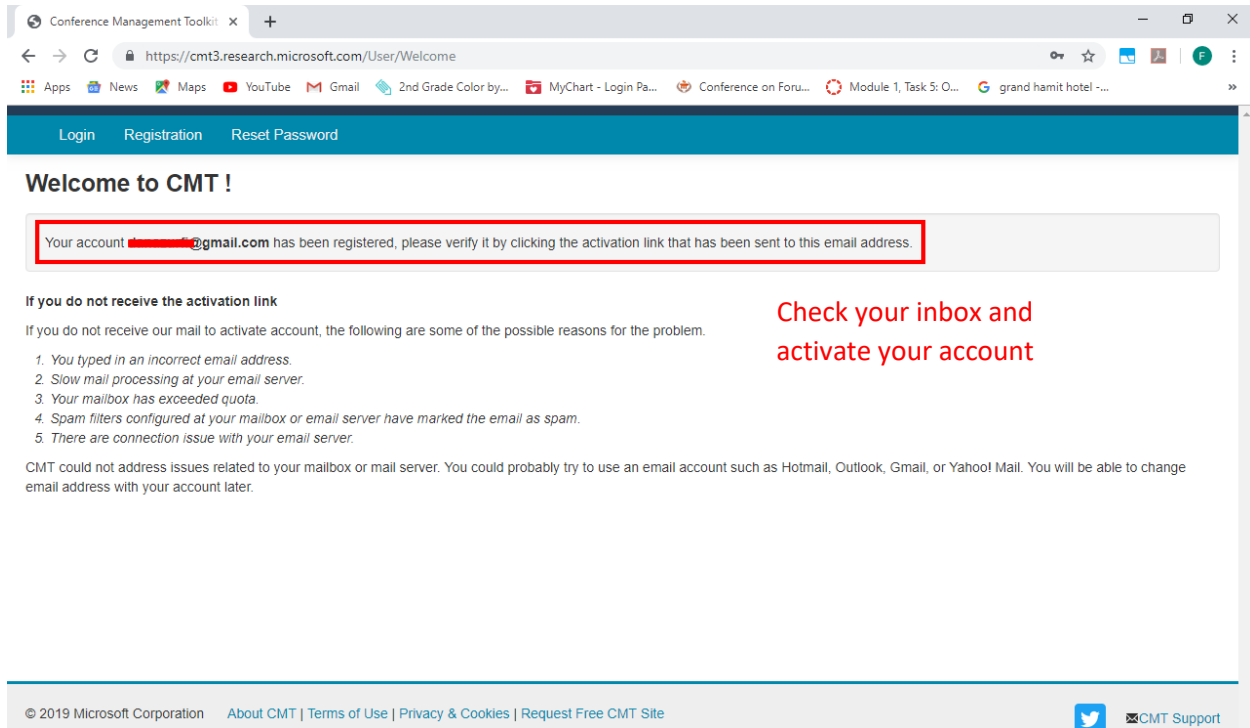


Figure 6. Successful registration.

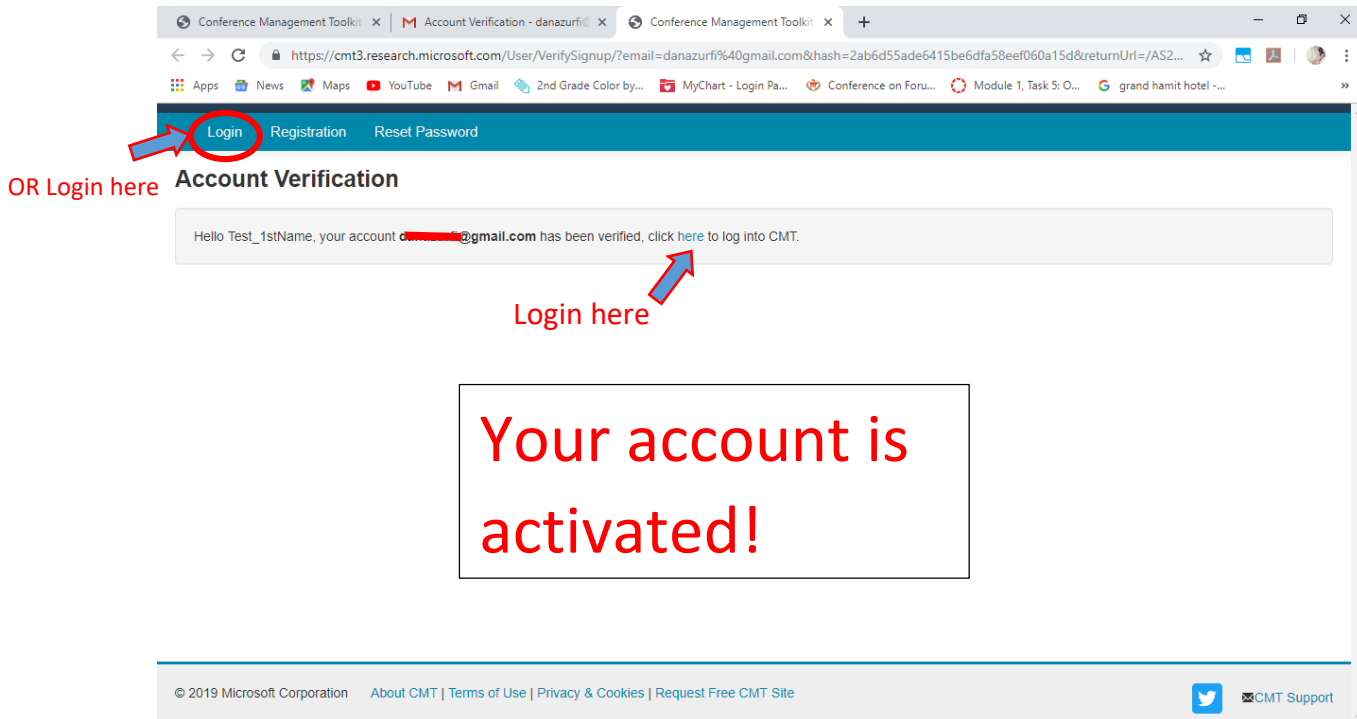


Figure 7. Account verification.

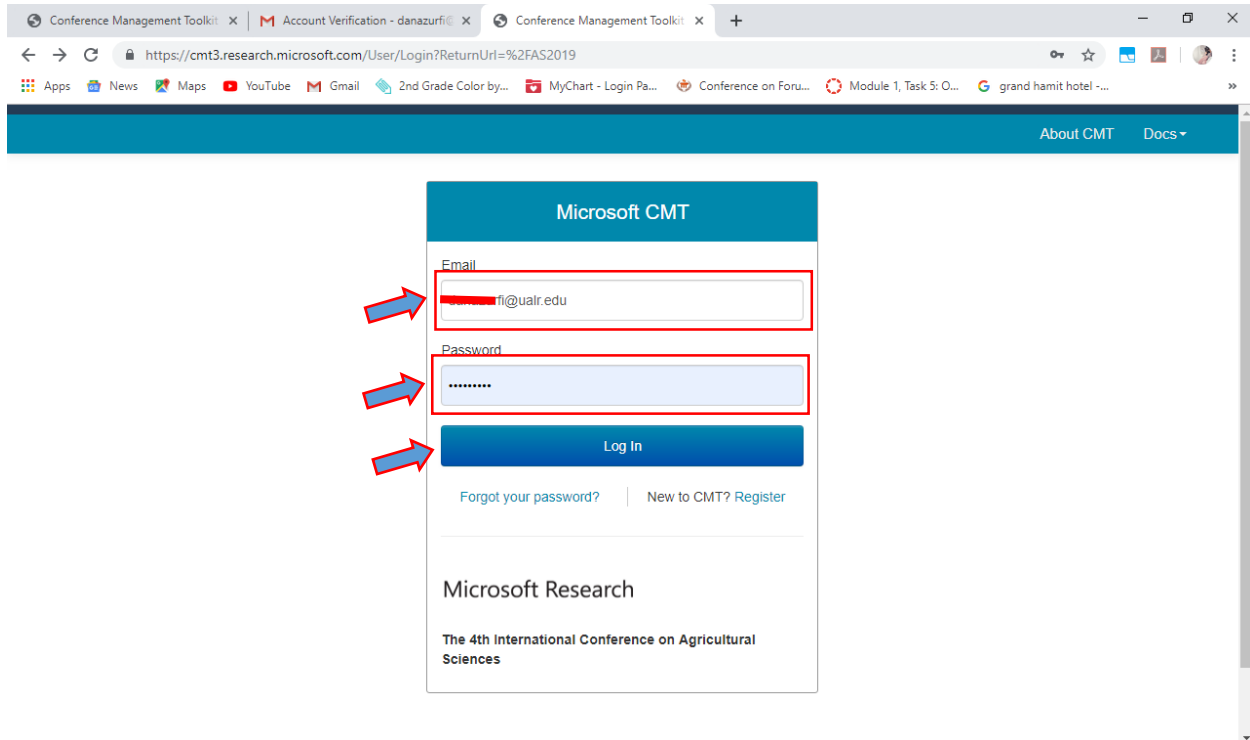


Figure 8. Login and registration.

2- Paper Submission

After logging into CMT, the author accesses the “Author Console” page as shown in Figure 8. In the Author Console page, make sure that the ICAS 2019 is selected by checking for the conference identification (ID) code. The conference ID in CMT is AS2019. See Figure 8.

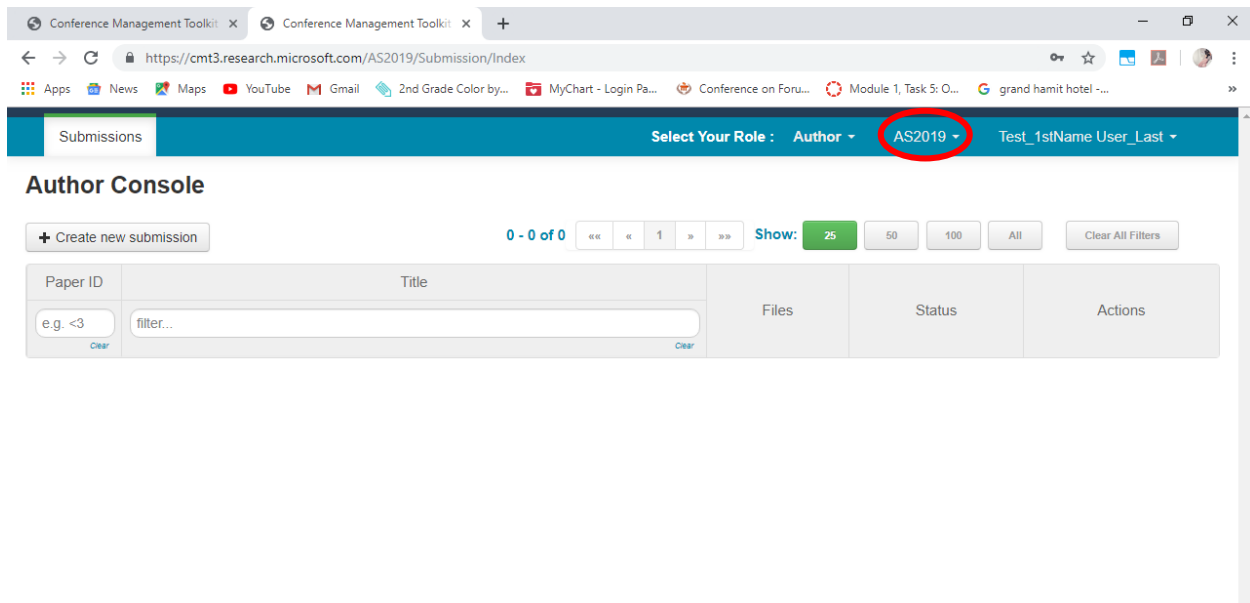


Figure 8. Author console.

For new submission, click “Create new Submission” and CMT will direct you to the following page where you can enter your submission information starting with:

Step 1: TITLE AND ABSTRACT. Here you enter the title and the abstract of your manuscript.

Conference Management Toolkit: x

https://cmt3.research.microsoft.com/AS2019/Track/1/Submission/Create

Submissions Select Your Role : Author AS2019 Test_1stName User_Last

Create New Submission

Thank you for submitting your paper to ICAS 2019

TITLE AND ABSTRACT

* Title

* Abstract

2000 characters left

Figure 9. Create new submission.

Step 2: AUTHORS. List the author(s) name(s) and details. The submitting author is by default selected as the primary contact. More authors can be added in through this step as shown in Figure 10.

Conference Management Toolkit: x

https://cmt3.research.microsoft.com/AS2019/Track/1/Submission/Create

AUTHORS
You may optionally add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country
<input checked="" type="radio"/>	[redacted]@gmail.com	Test_1stName	User_Last	University of Kerbala	Iraq

Email + Add

Enter email to add new author.

Add co-authors here by entering their emails

Figure 10. Adding authors.

If the added author is not a CMT user, i.e., not registered, you will need to add him/ her by entering their information as shown in Figure 11. Otherwise, CMT will automatically look them up and select them to be added.

AUTHORS
You may optionally add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country
	danazurfi@gmail.com	Test_1stName	User_Last	University of Kerbala	Iraq

fatizurfi@gmail.com **User was not found. To add new user, please enter information below and click Add button.**

Enter email to add new author.

First Name Last Name Organization

Country/Region

Figure 11. Adding non-registered authors.

Step 3: SUBJECT AREAS. The topics of the ICAS are organized into six main tracks. Authors need to select ONE subject area that aligns with the focus of their work. Figure 12 shows the conference subject areas.

Conference Management Toolkit x +

https://cmt3.research.microsoft.com/AS2019/Track/1/Submission/Create

SUBJECT AREAS

- Food sciences
- Animal Production
- Field Crops Production
- Horticulture and landscape
- Plant Protection
- Soil and water sciences

Figure 12. Selecting subject areas.

Step 4: FILE. The final step in the submission process is to upload the manuscript file. Authors can upload from 1 to 3 files. The maximum file size is 10 Mb. CMT accepts doc, docx, pdf formats.

FILES

You can upload from 1 to 3 files. Maximum file size is 10 Mb. We accept doc, docx, pdf formats.

Drop files here
-or-

Click to complete submission

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Figure 13. File upload.