

# GUIDELINES FOR PAPER SUBMISSION

**IRSM- 2023**



Authors who **don't have a Microsoft CMT account** please click  
on Following button

[Instructions to create an Account](#)

Authors who already **have a Microsoft CMT account** please click  
on Following button

[Login and Submission Instructions](#)

Authors who are willing to **submit via email, forward**

[Instructions for Email Submissions](#)

01. Official link for the CMT site of IRSM 2023

Click on this

<https://cmt3.research.microsoft.com/IRSM2023>

02. Create an Account or Login to your CMT Account

The screenshot shows the Microsoft CMT login and registration interface. At the top, there is a blue header with the text "Microsoft CMT". Below the header, there are two input fields: "Email \*" and "Password \*". Below these fields is a blue "Log In" button. Underneath the "Log In" button, there are two links: "Forgot your password?" and "New to CMT? Register". Below the links is a search bar with the placeholder text "Search help articles" and a magnifying glass icon. At the bottom of the page, there are two buttons: "Download on the App Store" and "GET IT ON Google Play". At the very bottom, there is the "2023 irsm" logo and the text "2nd International Research Symposium on Management 2023".

To create a Microsoft CMT account, click on "Register".

03. Fill all the necessary fields **correctly** and finally click on **"Register"** button.

The screenshot shows the Microsoft CMT registration page. At the top, there is a blue header with three tabs: "Login", "Registration", and "Reset Password". Below the header, there is a section titled "Create New Account". Underneath this section, there is a sub-section titled "Login information". Below "Login information", there are three input fields: "\* Email", "\* Password", and "\* Confirm Password". To the right of the "Email" field, there is a note: "This email will be used to login into CMT".

### 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 characters correctly

Enter the characters you see\*

New | Audio



I agree to the Microsoft CMT's [Author's Statement](#), [Terms Of Use](#) and [Privacy & Cookies](#)

Register No, thanks

Click on Register button

04. Once registered successfully, “Welcome to CMT” page appears notifying you that an email was sent to you with a verification link.

Login Registration Reset Password

## Welcome to CMT !

Your account has been registered, please verify it by clicking the activation link that has been sent to this email address.

**If you do not receive the activation link**

If you do not receive our mail to activate account, the following are some of the possible reasons for the problem.

1. You typed in an incorrect email address.
2. Slow mail processing at your email server.
3. Your mailbox has exceeded quota.
4. Spam filters configured at your mailbox or email server have marked the email as spam.
5. There are connection issue with your email server.

CMT could not address issues related to your mailbox or mail server. You could probably try to use an email account such as Hotmail, Outlook, Gmail, or Yahoo! Mail. You will be able to change email address with your account later.

05. Click “email verification link” in the email.

Hello John,

Please click the following link to complete email verification:

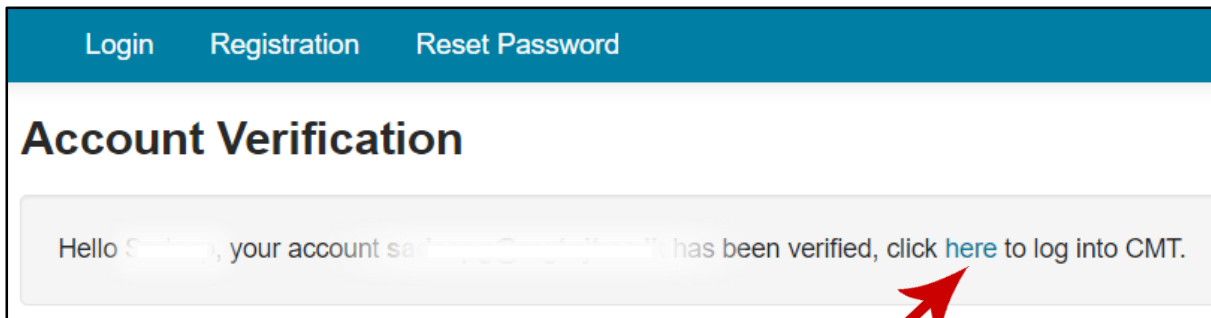
<https://cmt3.research.microsoft.com/User/Verify/40dvxvh45frfrfeef&hash=b8aa0873d402cf6c93a60a4e58734e52277449286d7&returnUrl=/Conference/Recent>

Thanks,

CMT Team

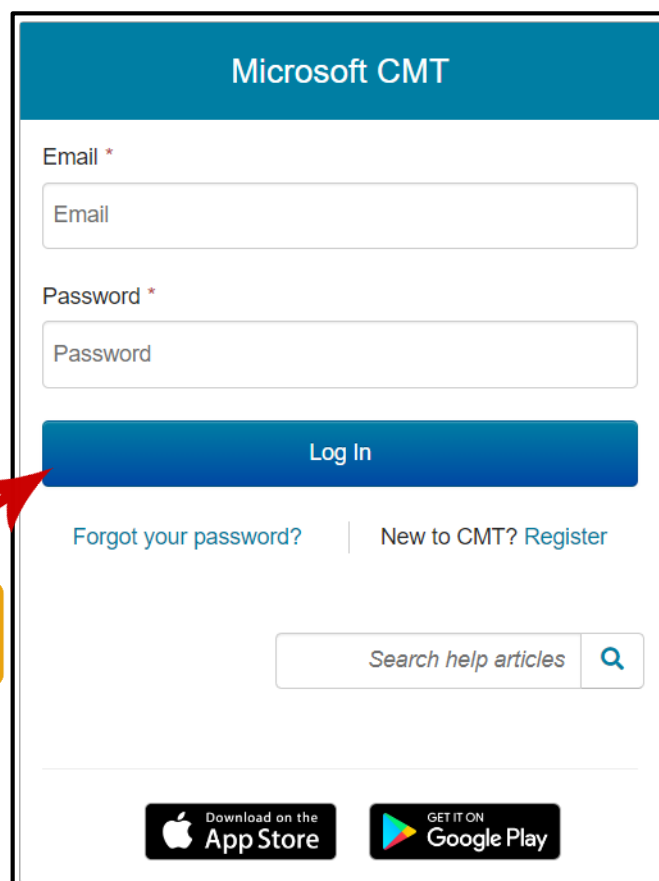
Click on “email verification link” in the email.

06. Once you click on the link in the email, you will see the Account Verification page. You can then use the “click here” link to log into CMT.



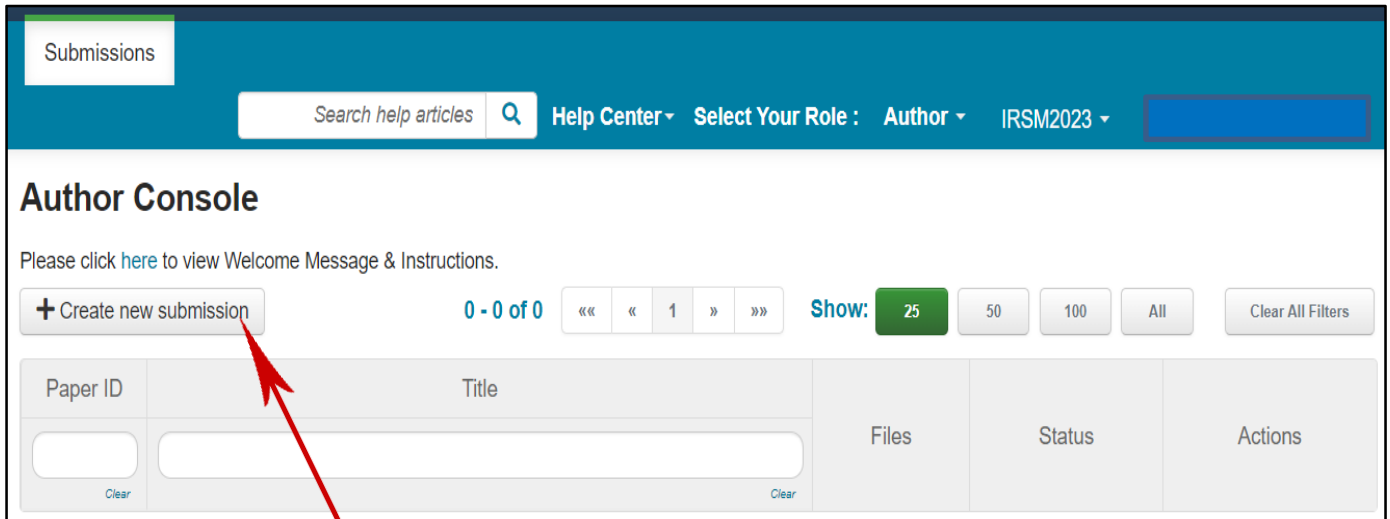
Click here for the login interface

07. Enter your CMT login email and password to login into CMT.



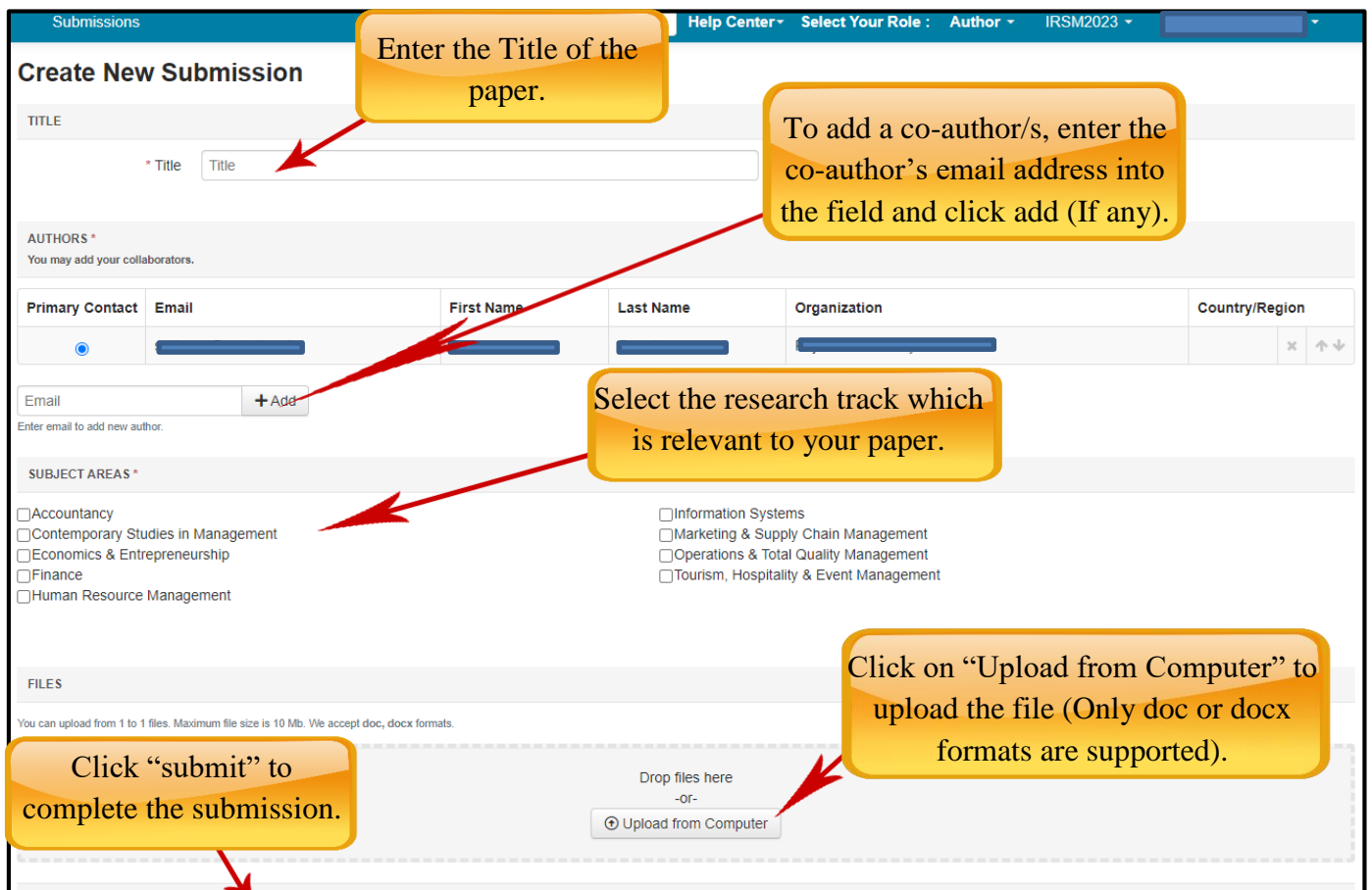
Click login button to login

08. Now you should be in the following interface and if not, please click: - <https://cmt3.research.microsoft.com/IRSM2023>

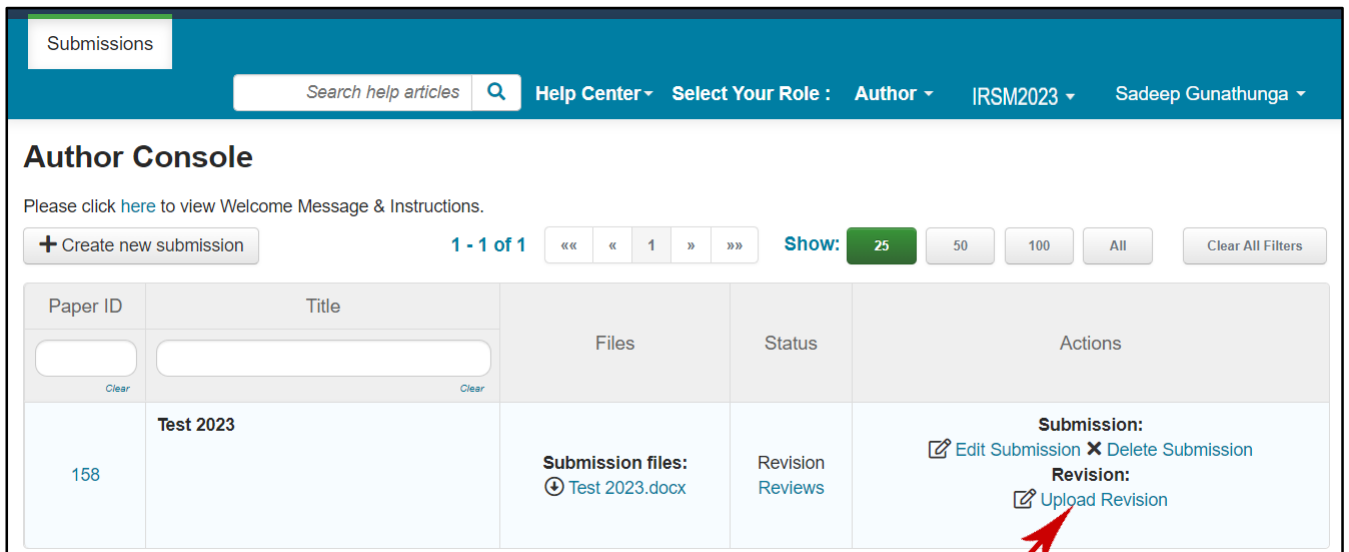


Click login button to login

09. Following interface is for paper submission.



10. Once you submitted a paper, you will receive an acknowledgment email. After the review process, Status of the following interface will be changed accordingly. If your paper having any revisions to be done, it should be done and upload again.



The screenshot shows the 'Author Console' interface. At the top, there is a navigation bar with 'Submissions' selected, a search bar for help articles, and user information including 'Help Center', 'Select Your Role : Author', 'IRSM2023', and 'Sadeep Gunathunga'. Below the navigation bar, the 'Author Console' title is followed by a link to 'Welcome Message & Instructions'. A '+ Create new submission' button is on the left, and pagination controls show '1 - 1 of 1' items. A 'Show:' dropdown is set to '25', with options for 50, 100, and 'All'. A 'Clear All Filters' button is on the right. The main content is a table with columns: Paper ID, Title, Files, Status, and Actions. The first row shows Paper ID '158', Title 'Test 2023', and Files 'Submission files: Test 2023.docx'. The Status is 'Revision Reviews'. The Actions column contains 'Submission: Edit Submission X Delete Submission' and 'Revision: Upload Revision'. A red arrow points from a callout box to the 'Upload Revision' link.

Paper ID	Title	Files	Status	Actions
158	Test 2023	Submission files: Test 2023.docx	Revision Reviews	Submission: Edit Submission X Delete Submission Revision: Upload Revision

After revising the papers  
upload revised paper here

## **Email Submission Guidelines**

1. Authors who are willing to submit your papers via email, please mention the following details in the email body and attach your extended abstract in the same email.
  - Title
  - Track
  - Name – (Authors/Co-Authors)
  - Address(Affiliation) – (Authors/Co-Authors)
  - Email – (Authors/Co-Authors)
  - Phone Number - (Authors/Co-Authors)
  - Corresponding Author
2. Subject of your email should be “IRSM2023-” followed by your Track name (Ex: - If your track name is HRM, the email subject should be “IRSM2023-HRM”)
3. Email Address: - [irms@mgt.rjt.ac.lk](mailto:irms@mgt.rjt.ac.lk)