

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**

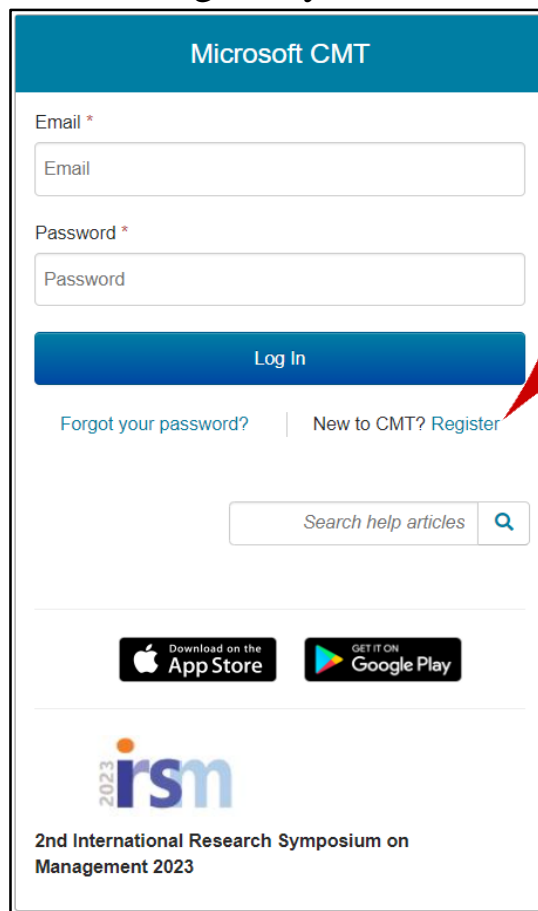
[Instructions for Email Submissions](#)

01. Official link for the CMT site of IRSM 2023

Click on this

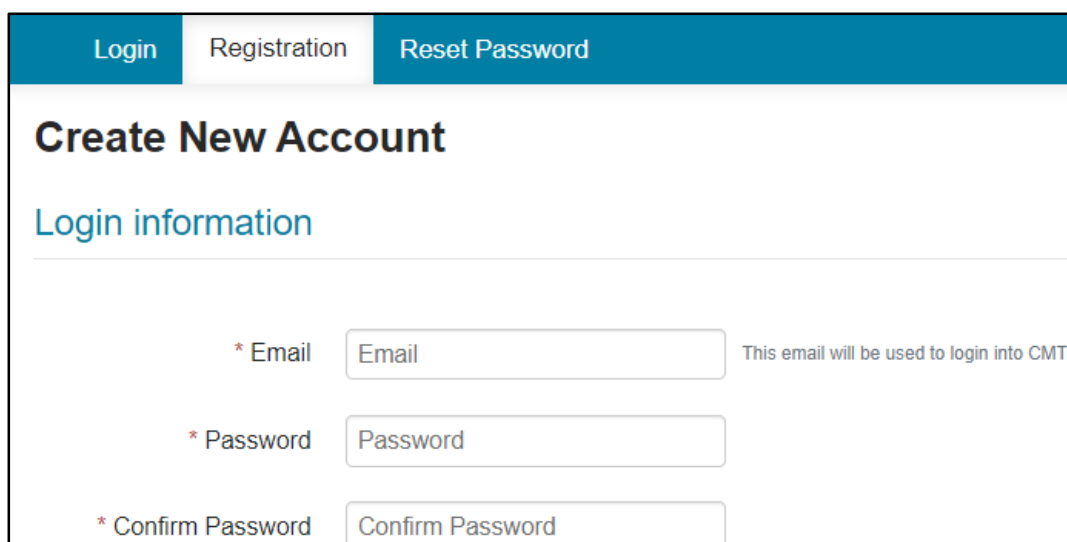
<https://cmt3.research.microsoft.com/IRSM2023>

02. Create an Account or Login to your CMT Account



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

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



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:

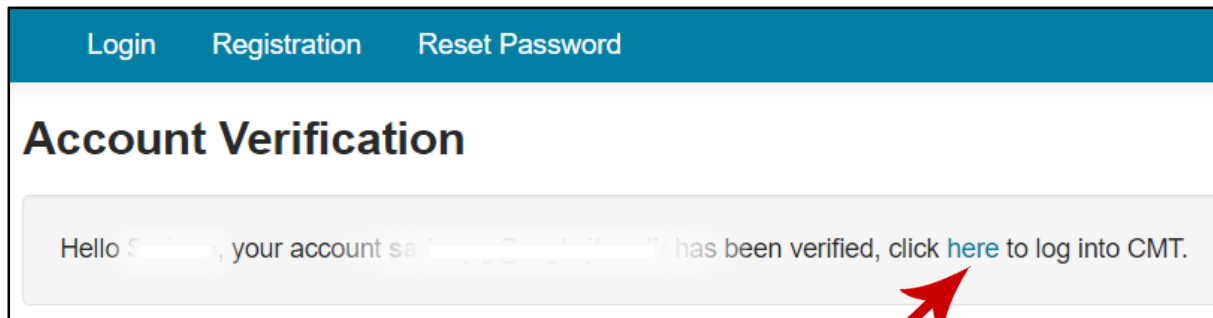
<https://cmt3.research.microsoft.com/User/Verify/40dvxvh45frfrfeef&hash=b8aa0873d402cf6c93a60a4e58734e52277449286d7&returnUrl=/Conference/Recent>

Thanks,

CMT Team

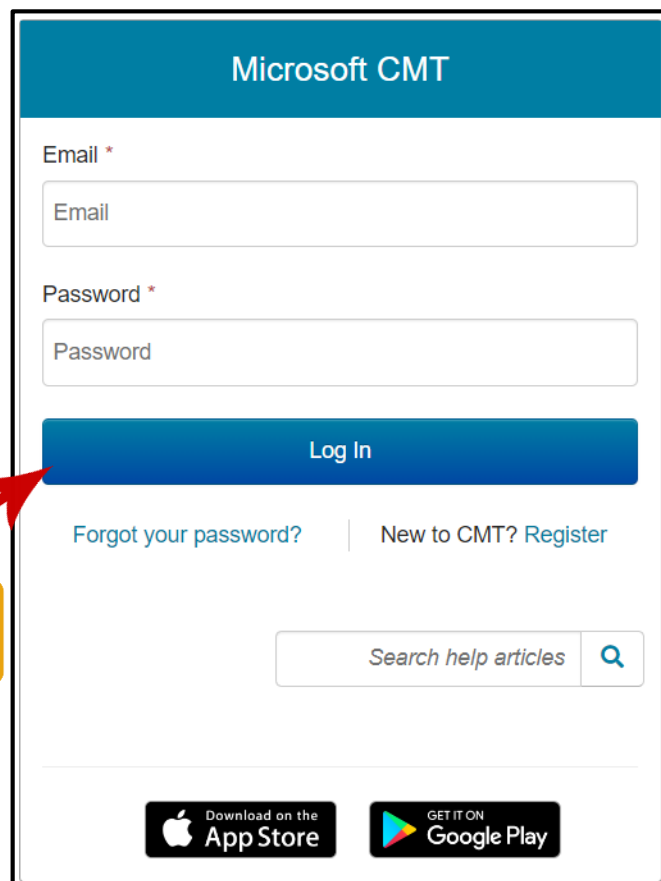
Click on “email verification link” in the email.

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.



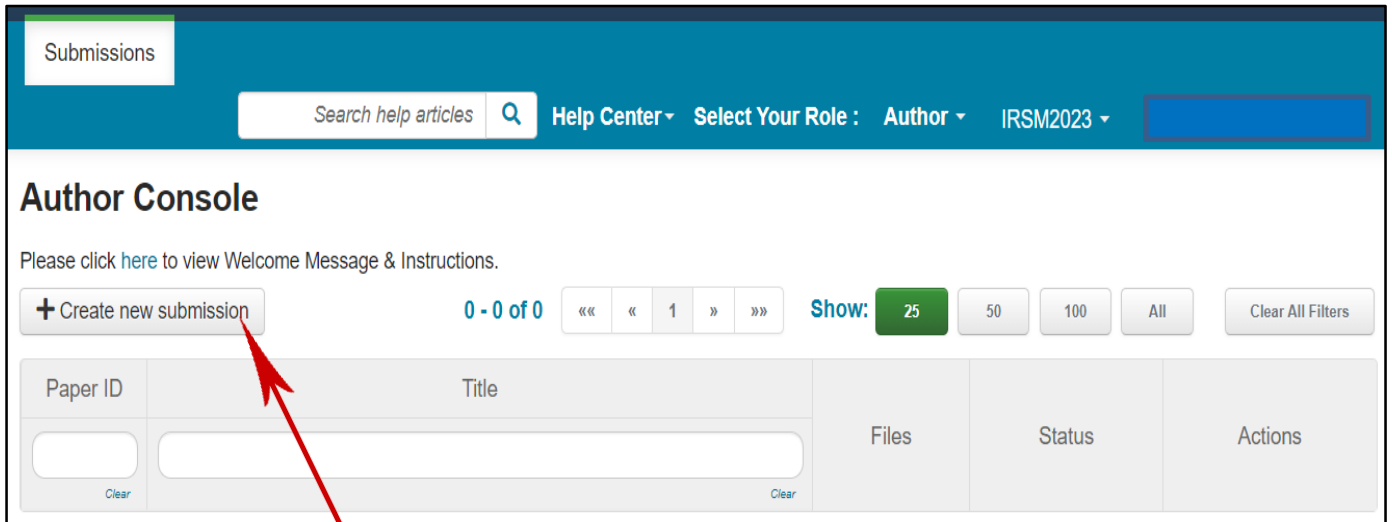
Click here for the login interface

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



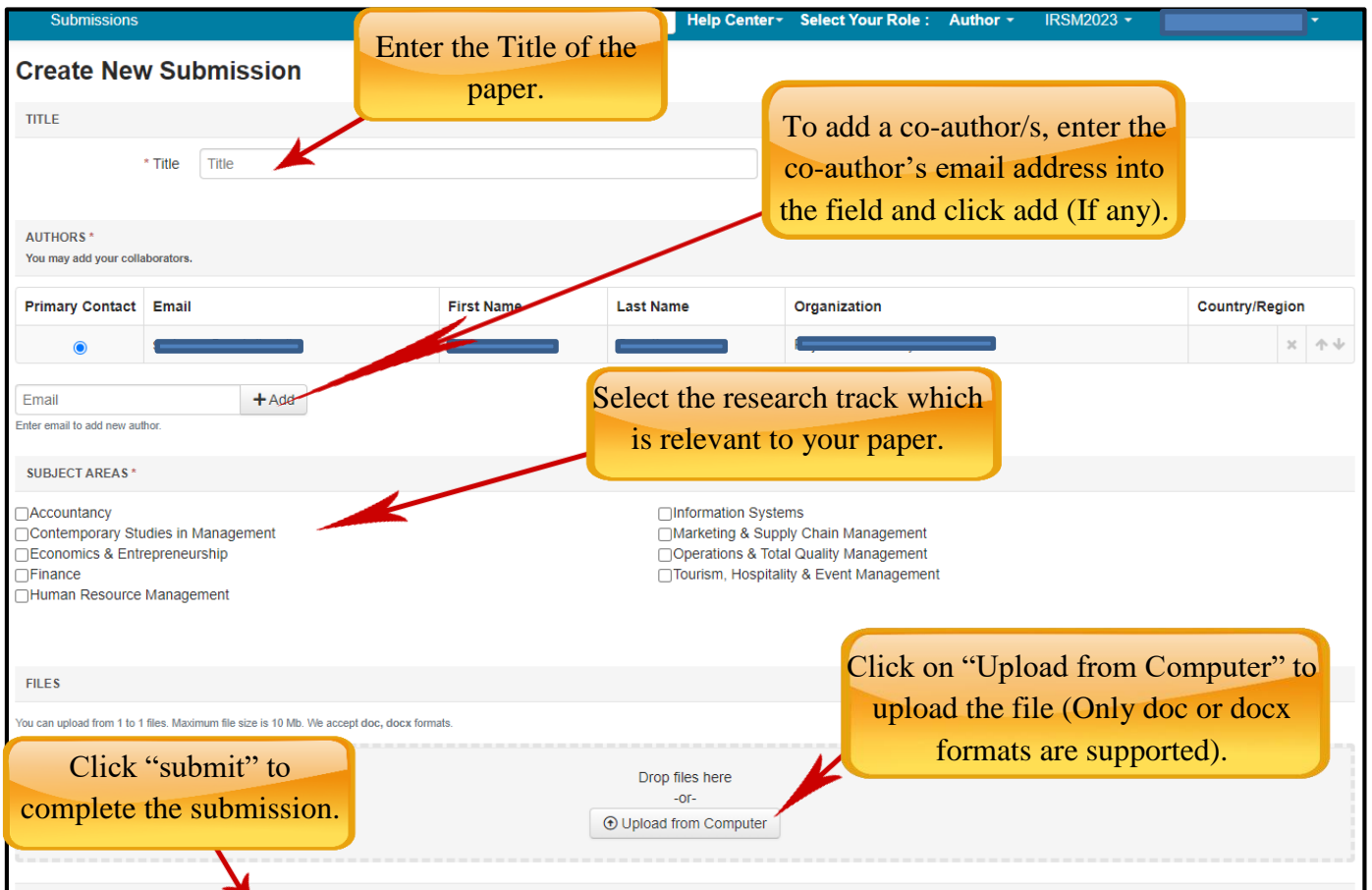
Click login button to login

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: '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. The main content area features a table with columns: Paper ID, Title, Files, Status, and Actions. The table contains one row for a submission with Paper ID '158' and Title 'Test 2023'. The 'Files' column shows 'Submission files: Test 2023.docx'. The 'Status' column shows 'Revision Reviews'. The 'Actions' column contains 'Submission: Edit Submission, Delete Submission' and 'Revision: Upload Revision'. A red arrow points to the 'Upload Revision' button.

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