

How to submit an abstract on FVDETP2018 System ([Conference Management Toolkit 2018](#))

Paper submissions and reviews are made through Microsoft Conference Management Toolkit (CMT) website. To submit your paper for the conference, it is necessary to register on the website <https://cmt3.research.microsoft.com/FVDETP2018> (Figure 2). If you need instructions for using the website, you can find the paper submission process described below

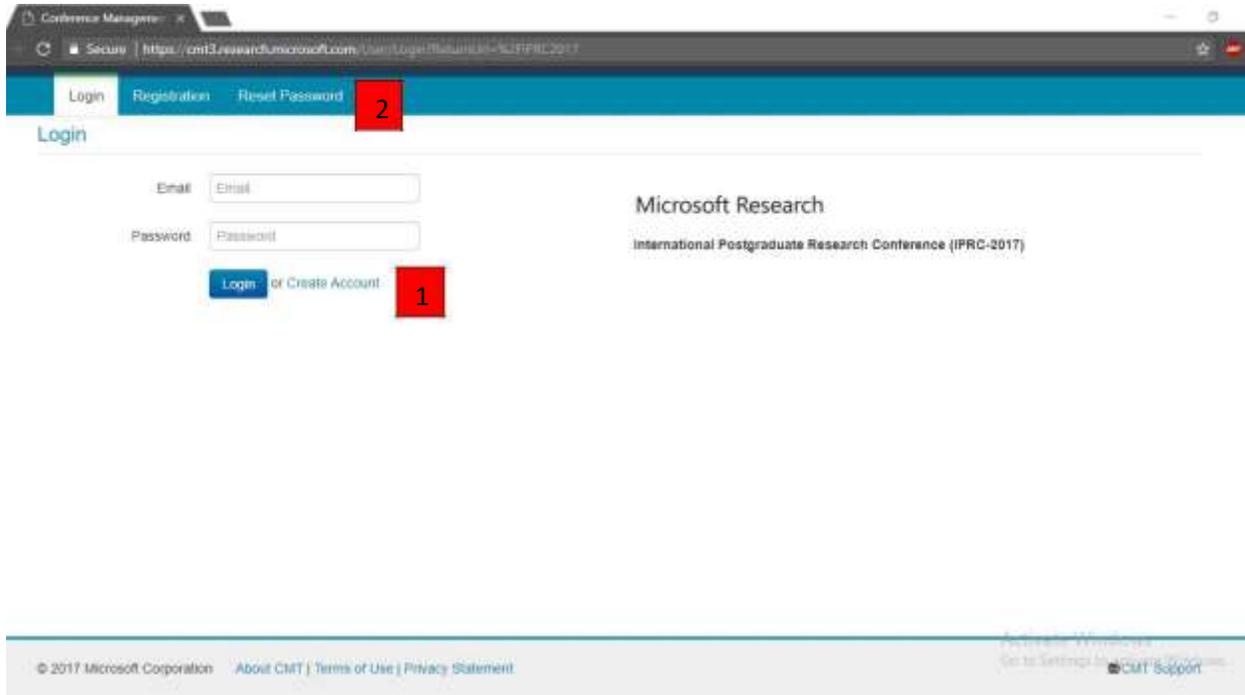


Figure 2

If you do not already have a Microsoft CMT account, click on the link **Create account** (red marker 1).

In case there is already an account created with your email address, click on **Reset password** (red marker 2) and enter your email address in the specified field, and the system will send you a new password.

Create CMT Account

The screenshot shows the 'Create New Account' registration page for Microsoft CMT. At the top, there is a navigation bar with three tabs: 'Login', 'Registration' (which is highlighted), and 'Reset Password'. Below the navigation bar, the page title is 'Create New Account'. The form is divided into three main sections: 'Login information', 'Personal information', and 'Verification'.
1. 'Login information' section: Contains three input fields: '* Email' (with a placeholder 'Email' and a note 'This email will be used to login to CMT'), '* Password' (with a placeholder 'Password'), and '* Confirm Password' (with a placeholder 'Confirm Password').
2. 'Personal information' section: Contains several input fields: '* First Name' (placeholder 'First Name'), 'Middle initial' (placeholder 'Initial'), '* Last Name' (placeholder 'Last Name'), 'Nickname' (placeholder 'Nickname'), '* Organization Name' (placeholder 'Organization Name'), '* Country/Region' (a dropdown menu with 'Select...' as the current selection), 'Phone Number' (placeholder 'Phone Number'), and 'Alternate Email' (placeholder 'Alternate Email').
3. 'Verification' section: Includes the instruction 'Enter the characters you see' and a link 'New | Audio'. Below this is a CAPTCHA image showing the text 'NkPV6R1D' in a stylized font. There is an empty input box for entering the characters. Below the CAPTCHA is a checkbox with the text 'I agree to the Microsoft CMT's Author's Statement, Terms Of Use and Privacy Statement'.
At the bottom of the form, there are two buttons: a blue 'Register' button and a grey 'No, thanks' button. The footer of the page contains copyright information: '© 2017 Microsoft Corporation' and links for 'About CMT', 'Terms of Use', and 'Privacy Statement'. On the right side of the footer, there is a link for 'CMT Support'.

Figure 3

Fill out the form and click on the button **Register**. Pay close attention that you have typed your email address correctly, because all announcements concerning your paper status will be sent to it.

After successful registration, click on **All Conferences** on the page as depicted in Figure 4 (red marker 1) and start typing the conference title in the search field: iprc... (red marker 2). Click on the complete title of the conference that appears in the table below (red marker 3).

The screenshot shows a web browser window with the URL <https://cmt3.research.uva.nl/conference/panel>. The page title is 'Conference Management'. The main navigation bar is blue and contains a 'Conferences' tab (marked with a red '1') and a search field (marked with a red '2') containing the text 'iprc...'. Below the navigation bar, the 'Conference List' section is visible. It has two tabs: 'My Conferences (0)' and 'All Conferences (1607)' (marked with a red '3'). A search field is also present in this section. Below the tabs is a table with the following data:

Name	Start Date	Location	External URL
International Postgraduate Research Conference (IPRC 2017)	9/9/2017	Colombo, Sri Lanka	http://ips.kim.ac.lk/

At the bottom of the page, there is a footer with copyright information: '© 2017 Microsoft Corporation' and links for 'About CMT | Terms of Use | Privacy Statement'. On the right side of the footer, there are links for 'Access Windows', 'Go to Settings to update Windows', and 'CMT Support'.

Figure 4

Click on the button **+Create New Submission** on the new page as depicted in Figure 5 and select your area of paper submission as depicted in Figure 6

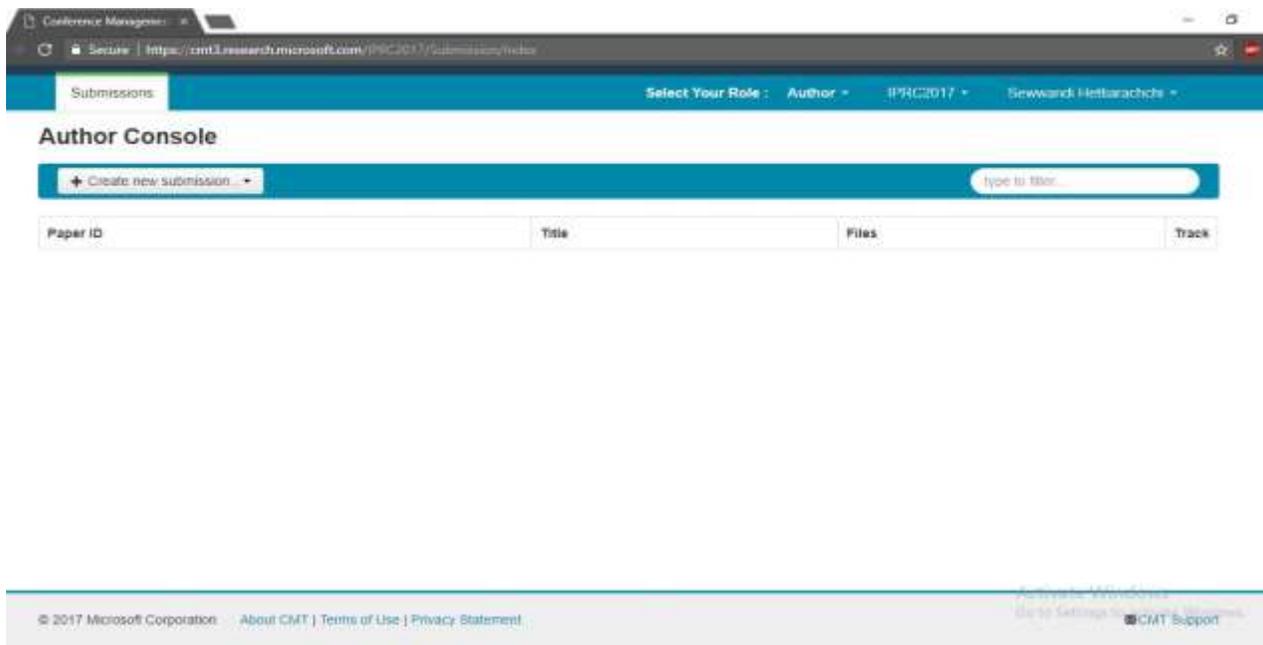


Figure 5

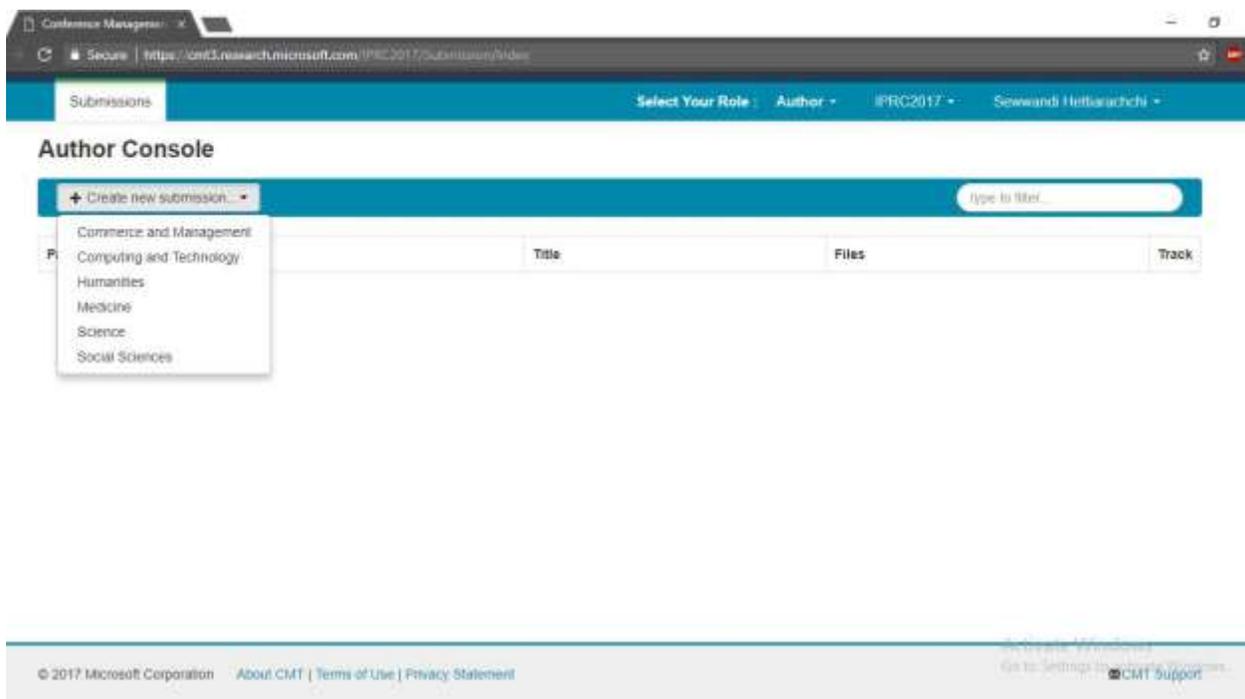


Figure 6

Fill out the paper title in the **Title** field (red marker 1) on the page as depicted in Figure 7. In the **Abstract** field, type your paper abstract in no more than 3000 characters (word count should not exceed 350) (red marker 2). If you have a coauthor on your paper, fill out his/her email address and click on the button **+Add** (red marker 3). Upload e-version (.docx, .doc, .pdf) of your abstract using **Upload from Computer** (red marker 4). Finally, click on the button **Submit**.

The screenshot shows the 'Create New Submission' interface. At the top, there is a navigation bar with 'Submissions' on the left and 'Select Your Role: Author', 'FRC2017', and 'Sowand Heftiarachchi' on the right. The main heading is 'Create New Submission'. Below it, the track is identified as 'Track: Computing and Technology'. The 'TITLE AND ABSTRACT' section contains a 'Title' text input field (marked 1) and a large 'Abstract' text area (marked 2). The 'AUTHORS' section includes a table with columns for 'Primary Contact', 'Email', 'First Name', 'Last Name', 'Organization', and 'Country'. One author is listed with email 'sowandh@im.ac.lk', first name 'Sowandh', last name 'Heftiarachchi', and organization 'Faculty of Graduate Studies University of Kelaniya'. Below the table is an 'Email' input field and a '+Add' button (marked 3). The 'FILES' section features a dashed box for file uploads with the text 'Drop files here' and an 'Upload from Computer' button (marked 4). At the bottom of the form are 'Submit' and 'Cancel' buttons. The footer contains copyright information for Microsoft Corporation and a link to 'JIT Support'.

Primary Contact	Email	First Name	Last Name	Organization	Country
*	sowandh@im.ac.lk	Sowandh	Heftiarachchi	Faculty of Graduate Studies University of Kelaniya	

Figure 7