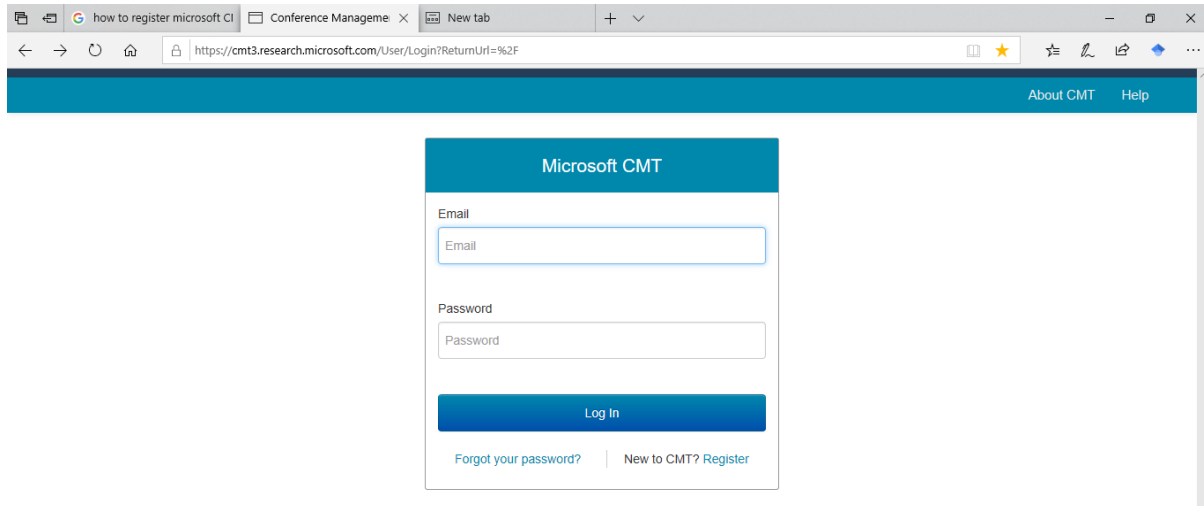


Uploading a Research Paper in Microsoft Conference Management Tool (CMT)

1. First, if you don't have an account in **Microsoft CMT**, please go to <https://cmt3.research.microsoft.com/User/Login?ReturnUrl=%2F> and create a new account by clicking on **Register** button.



The screenshot shows a web browser window with the URL <https://cmt3.research.microsoft.com/User/Login?ReturnUrl=%2F>. The page features a blue header with 'About CMT' and 'Help' links. The main content area contains a white box with the 'Microsoft CMT' logo at the top. Below the logo are two input fields: 'Email' and 'Password'. A blue 'Log In' button is positioned below these fields. At the bottom of the box, there are two links: 'Forgot your password?' and 'New to CMT? Register'.

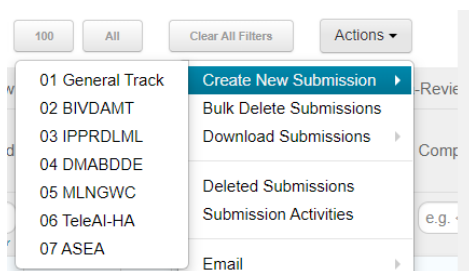
2. Then, login to Microsoft CMT and search for **IEEE International Conference on Innovative Technologies in Intelligent Systems and Industrial Applications** (please use the full name).
3. Click on **IEEE International Conference on Innovative Technologies in Intelligent Systems and Industrial Applications** (IEEE CITISIA) Conference link.



The screenshot shows the 'Conference List' page. At the top, there are tabs for 'My Conferences (1)' and 'All Conferences', and a search bar with the placeholder text 'type to filter...'. Below the tabs is a table with the following data:

Name	Start Date	Location	External URL	Contact
IEEE International Conference on Innovative Technologies in Intelligent Systems and Industrial Applications	11/25/2020	Sydney, Australia	http://www.ieee-citisia.org	Email Chairs

4. Then click on **Actions**, select **Create New Submission** and select the track you are submitting the paper for (one of the seven tracks).



The screenshot shows the 'Actions' dropdown menu. The menu is open, displaying a list of options. The 'Create New Submission' option is highlighted in blue. Other options include 'Bulk Delete Submissions', 'Download Submissions', 'Deleted Submissions', 'Submission Activities', and 'Email'. The menu also shows a search bar with the placeholder text 'e.g.'.

5. Then, enter the paper (title and abstract) and author details (enter e-mail address and click on Add) in the next screen.

Create New Submission

TITLE AND ABSTRACT

* Title

* Abstract

2000 characters left

AUTHORS

You may add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country
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Enter email to add new author.

6. After that, drag and drop or upload your research paper

Enter email to add new author.

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-

7. Then, answer the three additional questions. Select the best suited track based on the contents of your paper and click on the two check boxes for the author declarations.

ADDITIONAL QUESTIONS

1. Author Declaration 1 *

I/We declare that this paper has not been submitted to another conference or a journal and it is not under review.

I agree

2. Author Declaration 2 *

I/We declare that this paper contains original work of the authors and authors understand that if a paper has higher similarity (over 25% similarity) to other papers including their own work that will lead to rejection of the paper from IEEE-ICTISIA conference.

I agree

8. Finally, click on the submit button to complete your paper submission.