**Academic Sessions University of Ruhuna 2024**

**ASUOR2024 - CMT Guidelines**

* Use the following link to access to the Microsoft Conference Management System (CMT)

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

* Registered users: enter your CMT login credentials **[1]** and click “**Log In”** button (if you’re new to CMT, click “**Register**” link **[2]** to create a new account)

**1**

**2**

* Under “**All Conferences**” **[3]**, search for; “**Academic Sessions University of Ruhuna 2024**” **[4]** and click on it.



**4**

**3**

* To login into the Author Console, click on “**+Create new submission**” **[5]**.

**5**

* Under “**Create New Submission**”, type your “**Title**” and “**Abstract**”. Author instructions can be found at https://www.lib.ruh.ac.lk/ASUoR2024/



* In the “Authors” section, add the details of the authors.



* In the “**Subject Areas**” section, Select your “**Primary**” subject area and further you can select up to one secondary subject area.



* If you submit for the **poster session for students**, select “S**tudent Poster Session**” as the secondary subject area.
* Under the “**Files**” section, you can upload your Abstract and the Extended Abstract as requested.



* In the “Additional Questions” select your author category. Click on the “**Submit**” button for submission **[6]**.

**6**

* You can go back to your “**Author Console**” and check your submission status. You can upload supplementary materials (Author declaration and etc.) by clicking on “**Upload Supplementary Materials**” **[7]**.

**7**

* You will receive the notification through the system and via emails.
	+ - Status of the abstract (Acceptance/revision etc.)
		- Reviewers’ feedbacks
		- Revision submission
		- Camara ready copy submission
		- Other decisions (oral/poster)
* Please check your accounts after different deadlines: