

CMT 投稿系统操作指南

CMT System Operating Guide

一、投稿前准备

Pre-Submission Preparation

1. 全文或摘要 doc/docx, pdf

Full paper or abstract doc/docx, pdf

2. 完整论文信息：论文标题，摘要

Complete paper information: Title, Abstract

3. 全部作者信息：姓名、单位、邮箱

All authors' information: Name, Affiliation, Email

4. 操作设备：电脑 Edge/Chrome 浏览器

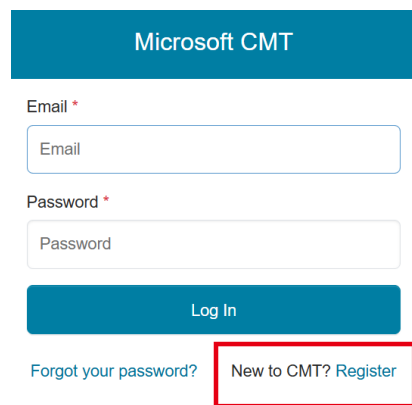
Operation device: PC Chrome/Edge browser

二、账号注册

Account Registration

步骤 1. 打开 CMT 官网：<https://cmt3.research.microsoft.com/>，点击注册

Step 1. Open the official website and click to register



Microsoft CMT

Email *

Email

Password *

Password

Log In

[Forgot your password?](#) [New to CMT? Register](#)

步骤 2. 填写基本信息

Step 2. Fill in the basic information

LoginRegistrationReset Password

Create New Account

Login information

* Email

Email

* Password

Password

Passwords are required to contain 12 characters and each of the following: lowercase letters, uppercase letters, numbers, and symbols. Valid symbols are: ~!@#%&*()_-=+{}|.;'"/<>,?/

* Confirm Password

Confirm Password

Personal Information

* First Name

First Name

名

Middle Initial

Initial

* Last Name

Last Name

姓

Nickname

Nickname

* Organization Name

Organization Name

单位

* Country/Region

Select...

国家

Verification

Accessibility Options: This verification can be completed visually or by listening to the audio description.

* Verification Code

Visual Challenge

D 6 9 8 R

New Code

Audio Alternative

Click the button below to hear the verification code using phonetic alphabet.

Play Audio Description

New verification code loaded. Use the audio button to hear it.

Enter the 5-character code (letters and numbers):

ENTER CODE HERE

Enter the 5 characters shown in the image or described in the audio. Not case-sensitive.

☐ I agree to the Microsoft CMT's [Author's Statement](#), [Terms Of Use](#), [Data Access and Retention Policy](#), [Privacy & Cookies](#) and [Consumer Health Privacy](#). All conference and registration data is captured and stored in the US.

Register

No, thanks

步骤 3. 在邮箱里面激活账号

Step 3. Activate the account in the email

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.

The email will look like this:

Hello John,

Please click the following link to complete email verification:

<https://cmt3.research.microsoft.com/User/VerifySignup/?email=...&hash=296e3fdd433d...277ba741c3&returnUrl=/>

Thanks,

CMT Support

Microsoft respects your privacy. To learn more, please read our [Privacy Statement](#).

Microsoft Corporation
One Microsoft Way
Redmond, WA 98052

! 注意事项:

Attention:

1. 邮箱密码是 12 位字符，需要包含大小写字母、数字、特殊字符

The email password consists of 12 characters and must include both uppercase and lowercase letters, numbers, and special symbol.

2. 作者姓名、单位务必和论文一致，后期很难修改

The author's name and organization must be consistent with the paper. It will be very difficult to change them later.

3. 完成注册后需要在邮箱里面点击链接验证才能激活账号

After completing the registration, please click the verification link in the email to activate account.

4. 如果谷歌浏览器无法打开注册页面，建议更换 Edge 浏览器

If the registration page cannot be opened in Google Chrome, it is recommended to switch to Edge browser.

三、投稿步骤

Submission Procedure

步骤 1. 选择想要投稿的会议，进入会议官网，在会议官网找到投稿链接

Step 1. Select the conference you wish to submit your paper to, then go to the conference's official website. On the website, locate the submission link.

Paper Submission

CMT Electronic Submission System

Authors can submit their manuscripts through electronic submission system. Please click the following link:

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

CMT Submission System

Step 2. Click on the submission link and log in with your already registered account.

Microsoft CMT

Email *

Password *

Log In

Forgot your password?

New to CMT? Register

这里会显示会议的名称

步骤 3. 点击创建新投稿

Step 3. Create New Submission

Author Console

+ Create new submission

Paper ID

Title

Clear

步骤 4. 填写论文基础信息

Step 4. Fill in Basic Paper Information

Submissions

Contact ChairsHelp CenterSettings

Create New Submission

TITLE AND ABSTRACT

Title

Abstract

AUTHORS

You may add your coauthors.

Primary Contact	Email	First Name	Last Name	Organization
@				

+Add

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-

Upload from Computer

步骤 5. 添加作者信息

Step 5. Add Authors Information

AUTHORS +
You may add your coauthors.

Primary Contact	Email	First Name	Last Name
	1		

+ Add

步骤 6. 上传论文并提交

Step 6. Upload the paper and submit it.

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-
Upload from Computer

Submit Cancel

! 注意事项:

Attention:

1. 投稿登录账号持有者为默认通讯作者

The login author is the default corresponding author.

2. 严格按照论文署名顺序给作者排列，可拖动调整位次

Adjust the author order strictly in accordance with the paper.

3. 勾选作者通知权限，确保接收审稿、录用邮件

Check the email notification permission for all authors.

4. 填写作者信息时，需要填写所有作者的信息

When filling in the author information, all the authors' details need to be provided.

5. 如果系统设置了 Track, Special Session, 需要选择对应的 Track , Special Session

If the system has set "Track" or "Special Session", when submitting the paper, you need to select the corresponding Track or Special Session.

四、常见问题与解决方案

Common Questions and Solutions

Q1: 是否需要每个作者都注册 CMT 账号？投稿作者是否必须为论文作者之一？

Should each author register an account in the CMT system? Does the submitting author have to be one of the authors of the paper?

1 名作者负责投稿就可以，并且投稿作者必须为论文作者之一。但要提供所有作者的邮箱联系方式，并且后期版权签署，需要检查确认所有作者信息；

Just one author needs to submit the paper, and this author must be one of the authors of the paper. But all the authors' email addresses should be provided. Moreover, during the later stage of copyright signing, it is necessary to verify and confirm all the author information.

Q2: 收不到验证邮件怎么办？

Failed to receive the verification email

在垃圾邮箱查找，看是否被拦截；或者检查浏览器是否已更新

Search through the junk emails to see if they have been blocked; or check if the browser has been updated

Q3: 文件上传失败怎么办？

Failed to upload file

关闭正在打开的文档或更换浏览器再次尝试

Close the currently open document or switch to another browser and try again.

Q4: CMT 系统打不开怎么办？

Failed to open CMT system

最有可能是网络问题，建议更换网络或使用 VPN

The most likely cause is a network issue. It is recommended to change the network or use a VPN.

如果您想了解更多详细的信息，可以点击[这里](#)

If you want to know more detailed information, please click [here](#)