"Synergizing Humanities and Technology for Shaping the Future"



THE 10TH INTERNATIONAL CONFERENCE OF SABARAGAMUWA UNIVERSITY OF SRI LANKA

ICSUSL 2025

MICROSOFT CONFERENCE MANAGEMENT TOOLKIT (CMT) A Step-by-Step Guide to Authors

Organized by

Centre for Research and Knowledge Dissemination Sabaragamuwa University of Sri Lanka

ICSUSL 2025 – Author Submission Guide (via Microsoft CMT)

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ICSUSL 2025 – Author Submission Guide (via Microsoft CMT)

Overview

This document is a step-by-step guide for authors submitting their research papers to ICSUSL 2025 through the Microsoft Conference Management Toolkit (CMT).

Conference Website: https://www.icsusl.sab.ac.lk/

1. CMT Account Creation

1.1. If you already have a CMT account

Please use the following link to submit your research paper to ICSUSL2025.

I. Go to the ICSUSL 2025 submission site:

<u>https://cmt3.research.microsoft.com/ICSUSL2025</u>

II. Sign in and proceed to paper submission.

1.2. New to CMT?

Please refer the following guidelines to make a new account and add your submission.

I. Visit the link below.

<u>https://cmt3.research.microsoft.com/ICSUSL2025</u>

Or

Scan the QR code below.



II. Click the Register Button as you are newly registering an account.

Microsoft CMT					
Email *					
Email					
Password *					
Password					
Log In					
Forgot your password? New to CMT? Register					

Figure 1: CMT Registration Window

III. Fill out the "Create New Account" page with your relevant information. (fields marked with * are mandatory).

Login Registration Res	et Password
Create New Accou	unt
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: ~1@#\$%^&*()=+{[]]:;"<>,.?/
* Confirm Password	Confirm Password
Personal Information	
* First Name	First Name
Middle Initial	Initial
* Last Name	Last Name
Nickname	Nickname
* Organization Name	Organization Name
* Country/Region	Select v

Figure 2: CMT – Create New Account

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External Profile Inform	ation	
Google Scholar Id	Google Scholar Id	
Semantic Scholar Id	Semantic Scholar Id	
DBLP Id	DBLP Id	
ORCID Id	ORCID Id	
OpenReview Id	OpenReview Id	
Verification		
Enter the characters you see*		
New Audio		
I agree to the Microsoft CMT's Au Consumer Health Privacy. All cor	thor's Statement, Terms Of Use, Data Accor ference and registration data is captured a	ess and Retention Policy, Privacy & Cookies and nd stored in the US.
	Register No, thanks	

Figure 3: CMT – Create New Account

- IV. After completion, click on the "**Register**" button at the bottom of the page.
- V. Once you complete your registration correctly, the page will appear like following,

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.	
 You typed in an incorrect email address. Slow mail processing at your email server. Your mailbox has exceeded quota. Spam filters configured at your mailbox or email server have marked the email as spam. 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 Yahool Mail. You will be able to change e	mail address with your account later.

Figure 4: CMT – Welcome to CMT Panel

- VI. Now, you will receive an account verification email from Microsoft CMT to your given email address.
- VII. Verify your email by clicking the link in the confirmation email from Microsoft CMT.

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VIII. Clicking on the activation link should take you to a confirmation page informing you that your account has been successfully verified.

2. Paper Submission

- 2.1. Access Author Console
- I. Log in to CMT

https://cmt3.research.microsoft.com/ICSUSL2025

- II. Upon successful login, you will be directed to the Author Console.
- III. From there, click the "Create New Submission" button to initiate the paper submission process.
 - 2.2. Select Conference Track
- I. Select the most appropriate conference track that aligns with the focus and scope of your research.

Submissions	Contact Chairs	Help Center	Select Your Role :	Author -	ICSUSL2025		Udeshi	ka Indumini 🝷
Author C	onsole							
+ Create new sub	mission •		0 - 0 of 0 «« « 1	»» »»»	Show: 25 50	100	All	Clear All Filters
Agriculture and Geomatics Biosystems and Business and M	Food Technology Engineering Technologies lanagement Studies		Cear Cear	Track		Clear	Files	Actions
Computing Medical and He Natural and App Social Sciences	alth Sciences blied Sciences and Humanities							

Figure 5: CMT – Author Console

III. **ICSUSL 2025** offers eight distinct tracks, and it is essential to choose the one that best matches the thematic area of your submission.

3.1. New Submission

- I. Once a conference track is selected, the system will redirect you to the Create New Submission page.
- II. On this page, you are required to provide the following details:
 - **Title**: Enter the full title of your research paper.
 - Abstract: Provide a concise summary of your study, limited to a maximum of 2000 characters.

Submissions	Contact Chairs	Help Center	Select Your Role :	Author -	ICSUSL2025 -	Udeshika Indumini 🝷			
Create New Submission									
Welcome	to the 10 th Intern	ational Confe	erence of Sabaraga	muwa Univers	sity of Sri Lanka (IC	SUSL 2025)			
Track: Computing									
TITLE AND ABSTRACT									
* Title	Title								
* Abstract	2000 characters left				© _				

Figure 6: CMT – Create New Submission

3.2. Add Co-Authors

AUTHORS *

I. To add co-authors to your submission, enter each co-author's email address in the "Enter email to add new author" field and click "Add".

AUTHORS * You may add your coar	uthors.						
Primary Contact Email First Last Name Organization Country/Reg							
۲	indumini@ccs.sab.ac.lk	Udeshika	Indumini	Sabaragamuwa University of Sri Lanka		×	$\uparrow \downarrow$
+ Add							

Figure 7: CMT – Add Co-Authors I

II. You must include all co-authors associated with your research paper.

You may add your coauthors.							
Primary Contact	Email	First Last Organization		Organization	Country	y/Re	gion
۲	indumini@ccs.sab.ac.lk	Udeshika	Indumini	Sabaragamuwa University of Sri Lanka		×	$\wedge \downarrow$
Email Email	First I	Name First	Name	Last Name Last Name			
Organization 0	Organization	Country/Reg	gion Select	Add Cance	:1		

Figure 8: Add Co-Authors II

III. It is not mandatory for co-authors to have an existing CMT account. If a co-author does have a CMT account, their details will populate automatically. Otherwise, you will be prompted to enter the necessary information manually.

3.3. Corresponding Author & Order

- I. You may designate the corresponding author by selecting the appropriate individual using the "Primary Contact" radio button in the co-author section.
- II. If necessary, adjust the order of authors using the up and down arrow icons located at the right of each author's entry. This allows you to ensure that the author list reflects the correct sequence of contribution.

Primary Contact	Email	First Name	Last Name	Organization	Country/	Regi	ion
۲	indumini@ccs.sab.ac.lk	Udeshika	Indumini	Sabaragamuwa University of Sri Lanka		×	$\boldsymbol{4}$
0	udeshika700@gmail.com	Udeshika	Indumini	Sabaragamuwa University of Sri Lanka	Sri Lanka	×	$\bigstar\psi$



3.4. Subject Area

- I. You are required to select at least one primary subject area that aligns with your research, based on the track you have chosen.
- II. This helps ensure your submission is reviewed by the most appropriate reviewers within your field.

SUBJECT AREAS*	
Data Science	□Software Engineering
Information and Communication Technology	

Figure 10: Select Subject Area

3. Upload Files

- I. You may upload up to three (3) files in either PDF or Microsoft Word format.
- II. To upload your files, you can choose one of the following methods:
- III. Click the "Upload from Computer" button and select the desired files from your device.

FILES								
You can upload from 3 to 5 files. Maximum file size is 10 Mb. We accept doc, docx, pdf formats.								
	Drop files here -or-]						
	⊕ Upload from Computer							
]						

Figure 11: Upload Files

- IV. Alternatively, drag and drop the files into the designated dotted upload area on the page.
- 3.1. Modify Uploaded Files
 - I. You can change uploaded files before final submission.

FILES
Vou can upload from 1 to 3 files. Maximum file size is 10 Mb. We accept doc, docx, pdf formats. Abstract A Machine Learning-Driven Framework for Integrating Patient-Generated Health Data (PGHD) into Electronic Health Records (EHRs) for Cardiac Patients.pdf (170 Kb, 5/22/2025, 2:32:48 PM) ×
Drop files here -or-
⊕ Upload from Computer ■

Figure 12: Modify Uploaded Files

4. Additional Questions & Submit

1. To finalize your submission, check all the boxes under the additional questions section and then click the "Submit" button.

ADDITIONAL QUESTIONS
1. Match with the Conference Scope *
I confirm that the submitting paper matches the scope of the conference.
I agree
2. Number of Pages *
I confirm that the submitting paper has a maximum number of pages 5.
I agree
3. Formatting Guidelines *
I confirm that the submitting paper follows the ICSUSL 2025 formatting guidelines mentioned at https://www.icsusI.sab.ac.lk/ag.php
I agree
4. Plagiarism *
I confirm that the submitting paper has a less than the 20% plagiarism score.
I agree
5. Al Score *
I confirm that the submitting paper has a less than the 15% AI score.
I agree
6. Supporting Double Blind Review *
I confirm that I did not include authors' information (name, affiliations, e-mail), acknowledgments, or grant information of the carried research, in the submitting research paper.
I agree
7. Extended Abstract in MS Word format *
I confirm that submitting the extended abstract in Microsoft Word format.
I agree
8. Extended Abstract in PDF format *
I confirm that submitting the extended abstract in PDF format.
I agree
9. Author Declaration Form *
I confirm that submitting the completed Author Declaration Form, signed by all authors.
I agree
Submit Cancel

Figure 13: Additional Questions and Submit

2. Upon successful submission, you will be redirected to the Submission Summary page, where all details of your submission will be displayed.

Edit Conflicts of Interest Track Name Computing Paper ID 1 Paper Title Abstract A Machine Learning-Driven Framework for Integrating Patient-Generated Health							
Track Name Computing Paper ID 1 Paper Title Abstract A Machine Learning-Driven Framework for Integrating Patient-Generated Health							
Paper ID 1 Paper Title Abstract A Machine Learning-Driven Framework for Integrating Patient-Generated Health							
Paper Title Abstract A Machine Learning-Driven Framework for Integrating Patient-Generated Health							
Paper Title Abstract A Machine Learning-Driven Framework for Integrating Patient-Generated Health Data (PGHD) into Electronic Health Records (EHRs) for Cardiac Patients.pdf							
0-0 of 0 «α « <mark>1</mark> » »» Show:	25 50 100 All Clear All Filters						
First Name Last Name Organization Selecter	ed Conflicts						
	Conflicts Edit						
Citar Citar Citar	Clear						

Figure 14: Submission Summary Page

- 3. If needed, you can revise your submission by clicking the "Edit Submission" button at the bottom of the page.
- 4. You may also return to the Author Console at any time by clicking the "Back to Author Console" button.

Submissions	Contact Chairs Help Center Select Your Role :						
Submission Summary							
Conference Name	The 10th International Conference of Sabaragamuwa University of Sri Lanka						
Track Name	Computing						
Paper ID	1						
Paper Title	Abstract A Machine Learning-Driven Framework for Integrating Patient-Generated Health Data (PGHD) into Electronic Health Records (EHRs) for Cardiac Patients.pdf						
Abstract	Abstract A Machine Learning-Driven Framework for Integrating Patient-Generated Health Data (PGHD) into Electronic Health Records (EHRs) for Cardiac Patients.pdf						
Created	5/22/2025, 2:41:53 PM						
Last Modified	5/22/2025, 2:41:53 PM						
Authors	Udeshika Indumini (Sabaragamuwa University of Sri Lanka) <indumini@ccs.sab.ac.lk> Udeshika Indumini (Sabaragamuwa University of Sri Lanka) <udeshiaka700@gmail.com></udeshiaka700@gmail.com></indumini@ccs.sab.ac.lk>						
Primary Subject Area	Information and Communication Technology						
Secondary Subject Areas	Data Science						
Submission Files	Abstract A Machine Learning-Driven Framework for Integrating Patient-Generated Health Data (PGHD) into Electronic Health Records (EHRs) for Cardiac Patients.pdf (170.9 Kb, 5/22/2025, 2:32:48 PM)						
Submission Questions Response	1. Author Declaration I declare that the work submitted has not been published previously or is not under consideration for publication elsewhere. Agreement accepted						
Edit Submission Back to Author	Console						

Figure 15: Submission Summary Page

5. After Submission

- I. You may return to the Author Console at any time to:
 - > Edit your submission, provided it is before the submission deadline.

Submissi	ons	Conta	act Chairs Help Center	Select Your Role :	Author - ICS	SUSL2025 -	Udeshika Indumini -		
Author Console									
+ Create new submission • 11 of 1 ** * 1 > ** Show: 25 50 100 All Clear All Filters									
Paper ID	Title	Track	Files Submission files: @ Abstract A Machine Learning-Driven Framework for Integrating Patient-Gonated Health Data (FoHD) into Electronic Health Records (EHRe) for Cardiac Patients.pdf			Actions Submission: If Edit Submission DEdit Conflicts X Delete Submission			
1	Abstract A Machine Learning-Driven Framework for Integrating Patient-Generated Health Data (PGHD) into Electronic Health Records (EHRs) for Cardiac Patients.pdf Drew denset	Computing			rating CPE alth				

Figure 16: Edit Submission

II. Monitor the status of your submission and view any updates or communications from the conference organizers.

6. Notifications

- I. You will receive submission confirmation and updates via email.
- II. Check your CMT Author Console regularly for notifications and decisions.

7. Support

If you encounter any issues during submission, please contact the conference secretariat or technical support team at:

secretary@icsusl.sab.ac.lk