



The 10th International Conference of
Sabaragamuwa University of Sri Lanka
2025

MICROSOFT CONFERENCE MANAGEMENT TOOLKIT (CMT)

A Step-by-Step Guide to Reviewers

Organized by
Center for Research & Knowledge Dissemination
Sabaragamuwa University of Sri Lanka

ICSUSL 2025 – Managing Review Console Guide

(via Microsoft CMT)

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ICSUSL 2025 – Managing Review Console Guide (via Microsoft CMT)

Overview

This document is a step-by-step guide for reviewers to evaluate the research papers of 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:

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

- 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.

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

Or

Scan the QR code below.



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

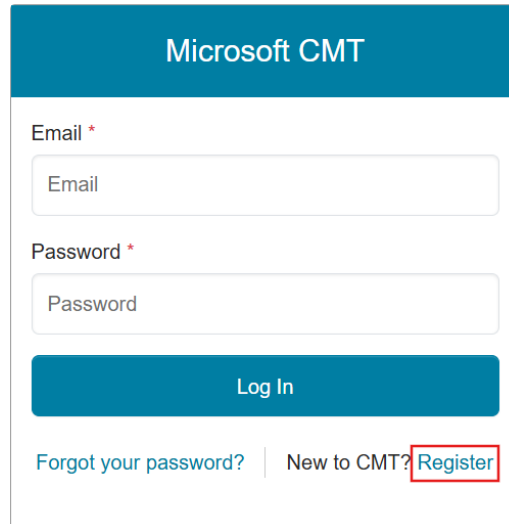
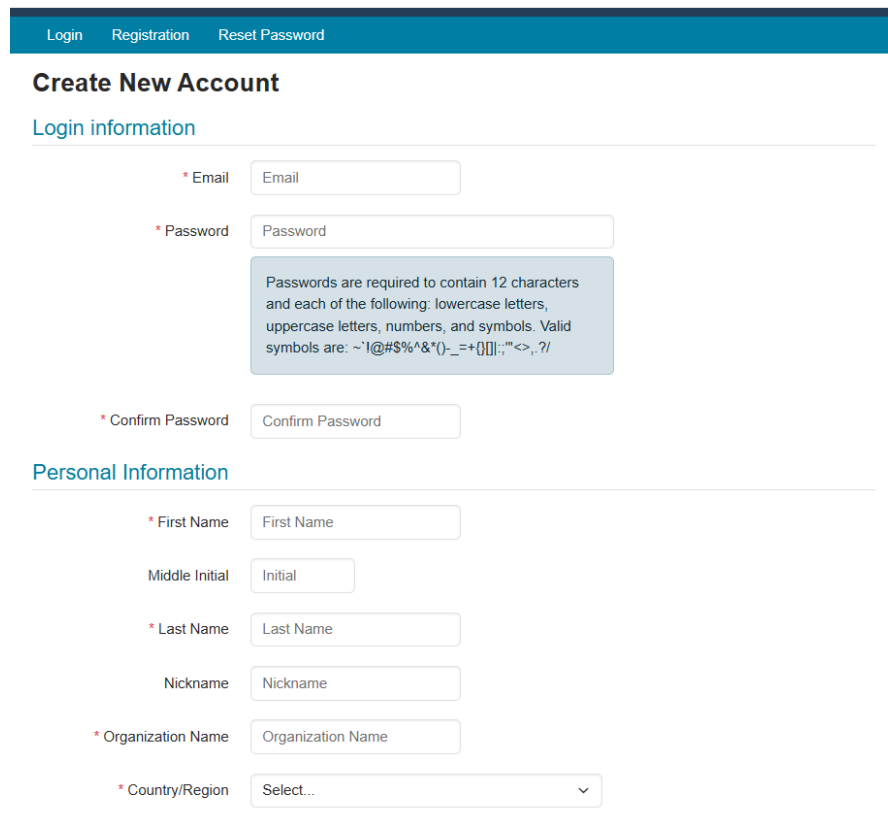
The image shows a registration window for Microsoft CMT. It has a blue header with the text "Microsoft CMT". Below the header, there are two input fields: "Email *" and "Password *". Below these fields is a blue button labeled "Log In". At the bottom, there are two links: "Forgot your password?" and "New to CMT? Register". The "Register" link is highlighted with a red box.

Figure 1: CMT Registration Window

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

The image shows the "Create New Account" page for Microsoft CMT. It has a blue header with the text "Create New Account". Below the header, there are three tabs: "Login", "Registration", and "Reset Password". The "Registration" tab is selected. Below the tabs, there are two sections: "Login information" and "Personal Information". The "Login information" section has three input fields: "* Email", "* Password", and "* Confirm Password". The "Password" field has a tooltip that says: "Passwords are required to contain 12 characters and each of the following: lowercase letters, uppercase letters, numbers, and symbols. Valid symbols are: ~!@#\$%^&*()-_+=[]{}|:;\"/>

Microsoft CMT

Email *

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).

Figure 2: CMT – Create New Account

Figure 2: CMT – Create New Account

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External Profile Information

Google Scholar Id

Semantic Scholar Id

DBLP Id


ORCID Id

OpenReview Id

Verification

Enter the characters you see*

New | Audio



☐

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.

[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.

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.

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

2. Paper Reviewing

2.1. Access Reviewer Console

I. Log in to CMT

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

II. Upon successful login, you will be directed to the Author Console.

2.2. Select Reviewer Role

I. By default, your role will be displayed as Author. You have to switch your role to “Reviewer” using **Select your Role** option.

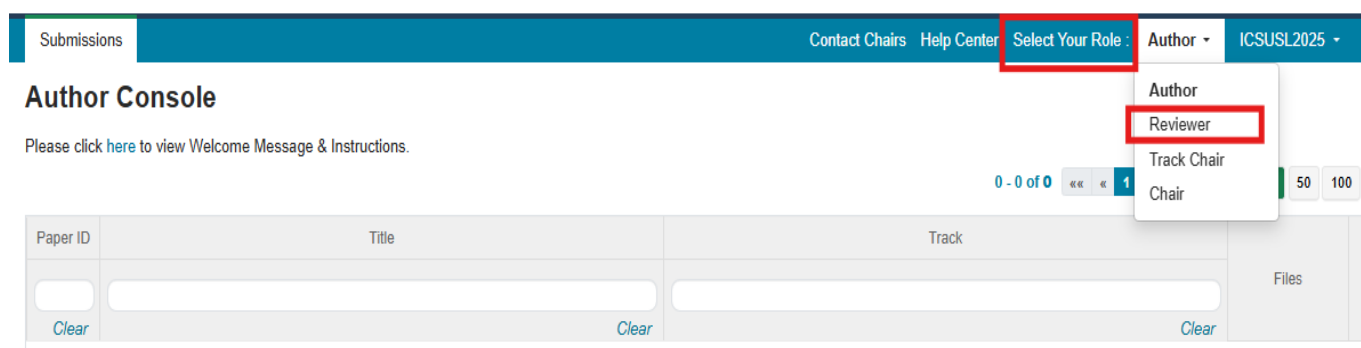


Figure 5: CMT – Select your role as reviewer

III. You will be directed to the **Reviewer console** and now you can view all the papers assigned to you

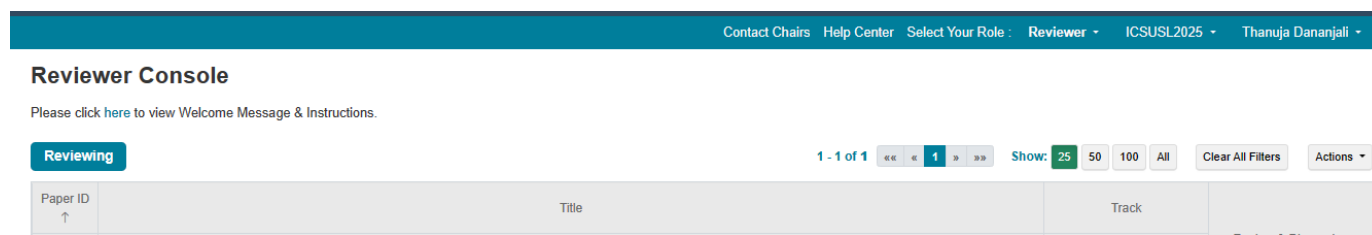


Figure 6: Reviewer Console

2.3. View Submission Summary

- I. Once you click on the Paper ID, you can view the **Submission Summary** of the respective paper.

Submission Summary

Conference Name	The 10th International Conference of Sabaragamuwa University of Sri Lanka
Track Name	Computing
Paper ID	4
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	As healthcare technology advance, health data management is becoming more patient-controlled as well as clinician-governed. Internet of Things-based sensing and mobile health apps have improved consumer engagement with health IT. Until recently, Electronic Health Records were viewed as the primary vehicle for driving healthcare systems ahead now, patients are increasingly taking an active part in controlling their own health information and self-managing their ailments [1]. The integration of Patient-Generated Health Data (PGHD) [2] into Electronic Health Records (EHRs) has emerged as a game-changing technique in healthcare, with the potential to improve care quality, clinical decision-making, and enable more individualized treatment plans [3]. PGHD refers to a wide range of health-related data collected by patients outside of clinical settings, such as wearable device data, lifestyle information, and symptom tracking. This type of data is a useful resource for understanding patients' daily health patterns, especially for those with chronic disorders like heart disease, where continuous monitoring can lead to better outcomes
Created	5/28/2025, 9:31:41 AM
Last Modified	8/19/2025, 11:34:29 AM
Primary Subject Area	Data Science
Submission Files	Submission 4-1.docx (74.5 Kb, 5/28/2025, 9:30:21 AM) Submission 4-2.docx (23.3 Kb, 8/19/2025, 11:29:06 AM) Submission 4-3.pdf (203.2 Kb, 8/19/2025, 11:30:31 AM)

[Back to Reviewer Console](#)

Figure 7: CMT – Submission Summary

2.4. View The Abstract

- I. To view the abstract of a paper, click on the **“Show Abstract”** link in the Title column of the respective paper.

[Contact Chairs](#)
[Help Center](#)
Select Your Role : **Reviewer**
ICSUSL2025
 Thanuja Dananjali

Reviewer Console

Please click [here](#) to view Welcome Message & Instructions.

Reviewing

1 - 1 of 1
 « « 1 » »
 Show: 25 50 100 All
 Clear All Filters
 Actions

Paper ID ↑	Title	Track	Review & Discussion
<input type="text"/> Clear	<input type="text"/> Clear	<input type="text"/> Clear	
4	Abstract A Machine Learning-Driven Framework for Integrating Patient-Generated Health Data (PGHD) into Electronic Health Records (EHRs) for Cardiac Patients.pdf Show abstract	Download	Computing Enter Review

Figure 8: CMT – Show Abstract

II. To download the files individually, you can click the “**Download**” link.

2.5. Enter Review


I. Once you click on “**Enter Review**”, you will be directed to the “**Edit Review**” page.



The screenshot shows the 'Reviewer Console' interface. At the top, there's a navigation bar with links like 'Contact Chairs', 'Help Center', and 'Select Your Role : Reviewer'. Below this, the 'Reviewing' tab is active. A table lists papers for review. The first paper, with ID 4, is titled 'Abstract A Machine Learning-Driven Framework for Integrating Patient-Generated Health Data (PGHD) into Electronic Health Records (EHRs) for Cardiac Patients.pdf'. It is categorized under 'Computing'. The 'Enter Review' button is highlighted with a red box.

Figure 9: CMT - Enter Review

II. You are required to complete the questions and follow the instructions provided by the Chair. All mandatory fields are indicated with an asterisk (*) symbol.



The screenshot shows the 'Edit Review' page. It includes a welcome message and instructions for reviewers. The paper details are displayed, including the title 'Abstract A Machine Learning-Driven Framework for Integrating Patient-Generated Health Data (PGHD) into Electronic Health Records (EHRs) for Cardiac Patients.pdf' and the track 'Computing'. Below this, the 'REVIEW QUESTIONS' section is visible. The first question is '1. Appropriateness of Title * (visible to authors after notification)', which has two radio button options: 'Appropriate' and 'Needs Revision'.

Figure 10: CMT-Edit Review

- III. The Review Form consists of sixteen (16) questions. Once you are satisfied with your responses, click the **Submit** button to finalize your review. If you wish to attach any supporting documents (e.g., reviewed abstract), please upload them in the Review Files section.

15. Final Recommendation * (visible to authors after notification)

☐ Accept in the present form

☐ Accept with minor revisions

☐ Accept with major revisions

☐ Reject

16. Any other Comments (if any) * (visible to authors after notification)

8000 characters left

REVIEW FILES

You can upload from 0 to 1 files. Maximum file size is 3 Mb. We accept doc, docx, pdf formats.

Drop files here

-or-

Upload from Computer

Submit Save Draft Cancel

Figure 11: CMT - Submit Review

3. After Submission

- I. You will be directed back to the Reviewer Console.
- II. You can view the Review and edit the Review under Review and Discussion area.

Contact Chairs Help Center Select Your Role : Reviewer ICSUSL2025 Thanuja Dananjali

Reviewer Console

Please click [here](#) to view Welcome Message & Instructions.

Reviewing 1 - 1 of 1 Show: 25 50 100 All Clear All Filters Actions

Paper ID ↑	Title	Track	Review & Discussion
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Clear	Clear	Clear	
4	Abstract A Machine Learning-Driven Framework for Integrating Patient-Generated Health Data (PGHD) into Electronic Health Records (EHRs) for Cardiac Patients.pdf Show Abstract	Computing	Edit Review View Review

Figure 12: CMT – Edit and View Review

4. Support

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

 secretary@icsusl.sab.ac.lk