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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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.
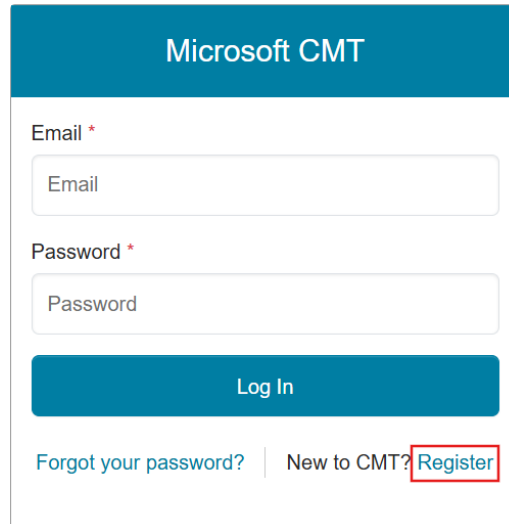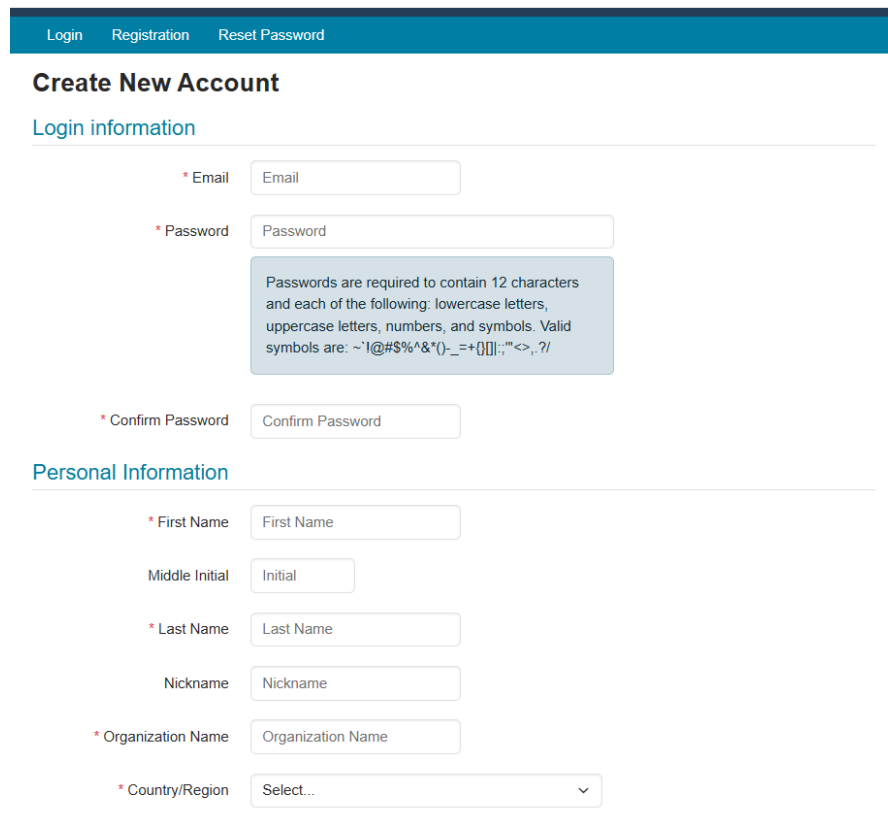
Figure 1: CMT Registration Window

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

Figure 2: CMT – Create New Account

Figure 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,

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.
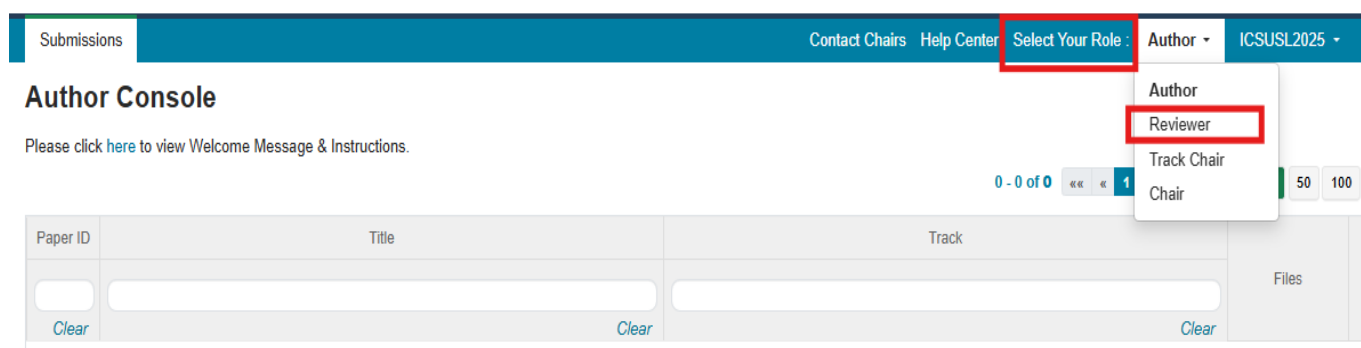

Figure 5: CMT – Select your role as reviewer

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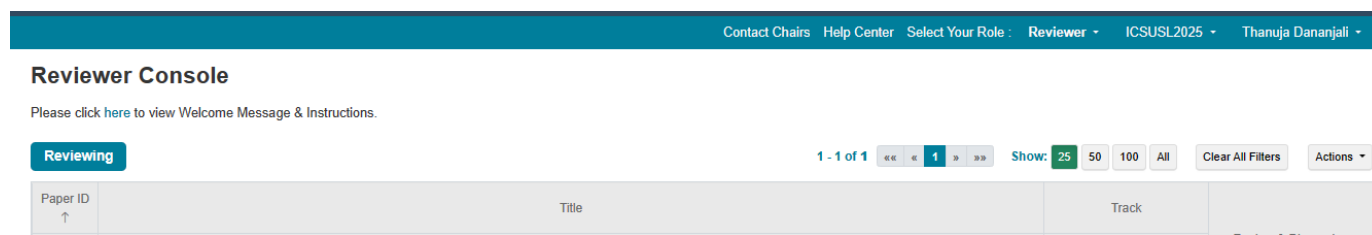

Figure 6: Reviewer Console

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
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 ⊕ Download Show abstract	✉ 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.

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.

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.

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.

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