UNIVERSITY OF KELANIYA SRI LANKA

CONFERENCE MANAGEMENT PROCESS

(USING MICROSOFT CMT)

A Step-by-Step Guide

Prepared by

Mr. Prabath Perera
Department of Accountancy
Faculty of Commerce and
Management Studies
University of Kelaniya.

Dr. Nisansala Wijekoon
Department of Accountancy
Faculty of Commerce and
Management Studies
University of Kelaniya.

Mr. Viraj L. Weerawickrama
Department of Accountancy
Faculty of Commerce and
Management Studies
University of Kelaniya.

Dr. Madurika Nanayakkara
Department of Accountancy
Faculty of Commerce and
Management Studies
University of Kelaniya.

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FCMS, UOK   Image Curtesy: Microsoft CMT

Introduction

This document on '*Conference Management Process (Using Microsoft CMT), Step-by-Step Guide for a Small Conference*' explains the step-by-step process of using Microsoft CMT in organizing a research conference.

The Conference Management Toolkit (CMT) is a free conference management system for hosting academic conferences. CMT is sponsored by Microsoft Research. The facility for accepting an unlimited number of paper submissions, high data security, flexibility in managing papers across multiple tracks, support for both single-blind and double-blind reviewing, customizable paper status labels, no limit on the number of submission files, and large file size limit (100MB), support for uploading, Autosaving draft for reviews, meta-review and author feedback forms are a few advantages of using CMT.

Purpose of the guide

Faculty of Commerce and Management Studies (FCMS) organized its first International Research Conference in 2010. This event is included in the FCMS annual event calendar and is considered one of the faculty's major events. Nearly 100 international and local researchers participated in the conference, and all papers are subjected to a double/ single-blind review. A doctoral colloquium is also organized in parallel to the main conference with doctoral-level students all over the country. Thus, managing the papers from the submission to the final presentation at the conference is a challenge facing the committee members each year.

In addition to the main conference of the faculty, International Conference on Business and Information (ICBI), a few other international/ student conferences are also organized at the department level.

Therefore, using conference management software to manage the conference papers from submission to the final presentation is essential. CMT, powered by Microsoft, is identified as a better solution and ICBI -2021 committee presents this guide as a help to the organizing committees of conferences to use the CMT with no hassle. Although Microsoft has its own guideline on how to use CMT, there is no proper and simple guide which explain the full process in conducting a conference using CMT. Thus, this guide provides an easy reference for conference organizers on how to use CMT as the conference management system.

Image Curtesy: Microsoft CMT

CMT Registration Process

Navigate to a search engine in your web browser, type CMT or Microsoft CMT, then press Enter on your key board.
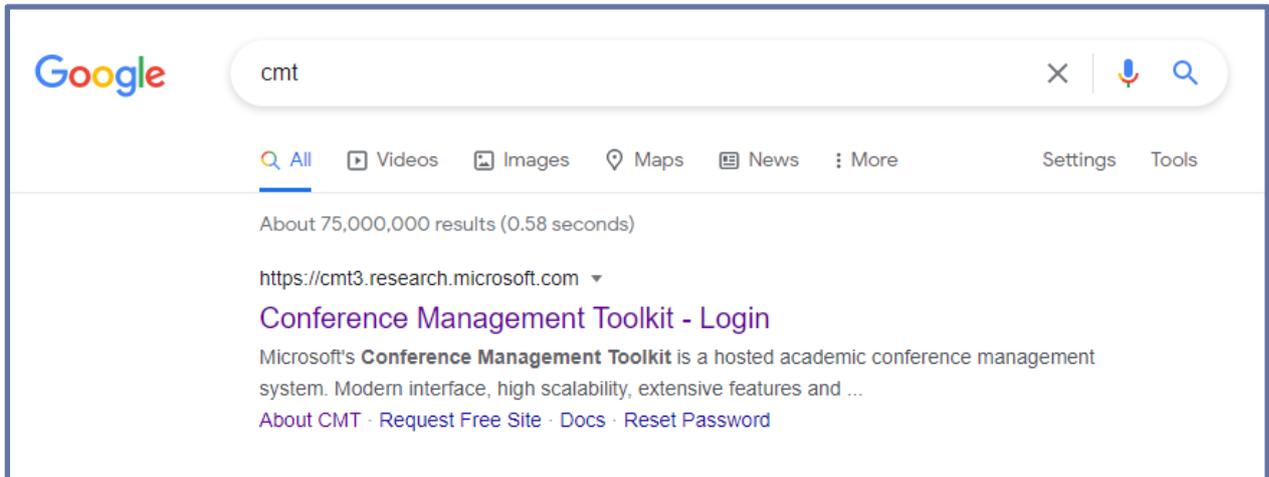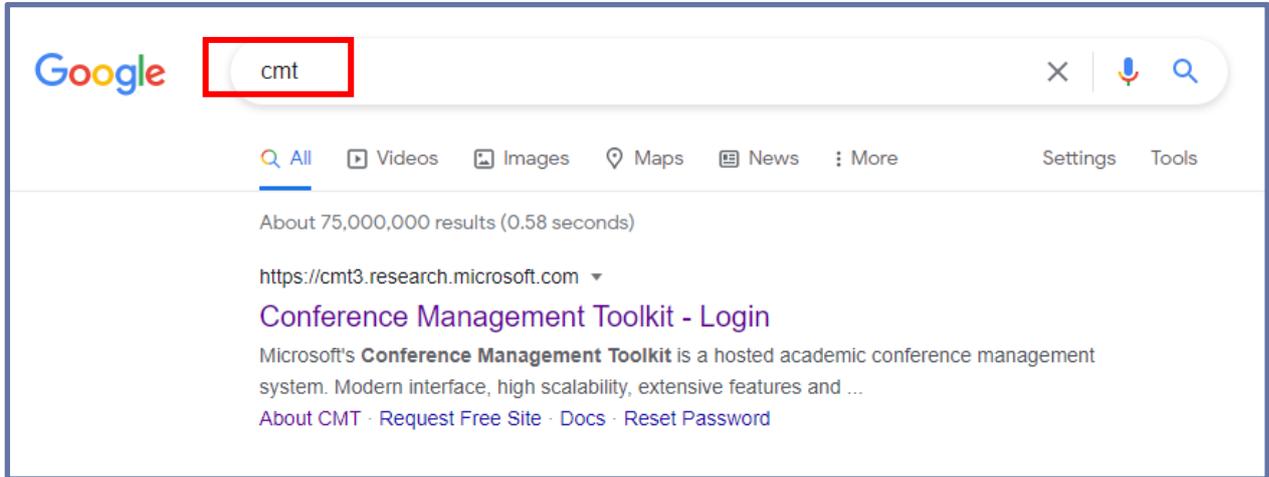

Figure 01.

- Navigate to site: https://cmt3.research.microsoft.com/User/Login Click **"Register".**

FCMS, UOK   Image Curtesy: Microsoft CMT
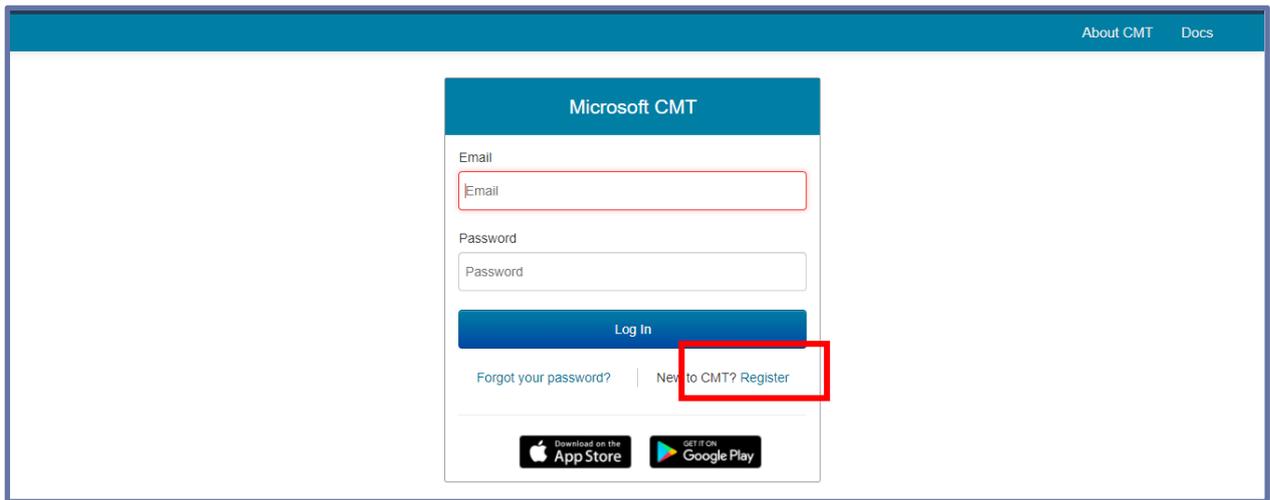
Figure 02.

- Fill out Create New Account Page. Fields with an <*> asterisk are required. (Note: the Google Scholar ID, Semantic Scholar ID and DBPL IDs are not required, however Chairs may require some users to have one or more.)


Figure 03.

FCMS, UOK   Image Curtesy: Microsoft CMT

Figure 04.

Enter the captcha characters, check the Agree to Terms of Use checkbox and click **'Register.'**

--End of the CMT Registration –

Paper Submission

- If you have the conference link provided by the Chair in the Call for Papers, click on the link or copy it and paste it in a browser. If you do not have a link from a Chair or Call for Papers, you may search for the conference in CMT.
- Log into CMT and click on All Conferences to search for the Conference to which you will submit your paper.
- Once you find the Conference, click on the Conference Name link.

Figure 05.

- Then you will see the Author Console page. Click on the **"+ Create new submission"** button.

Figure 06.

- Then the relevant track needs to be selected before the **'Create New Submission' page** appears.

FCMS, UOK   Image Curtesy: Microsoft CMT
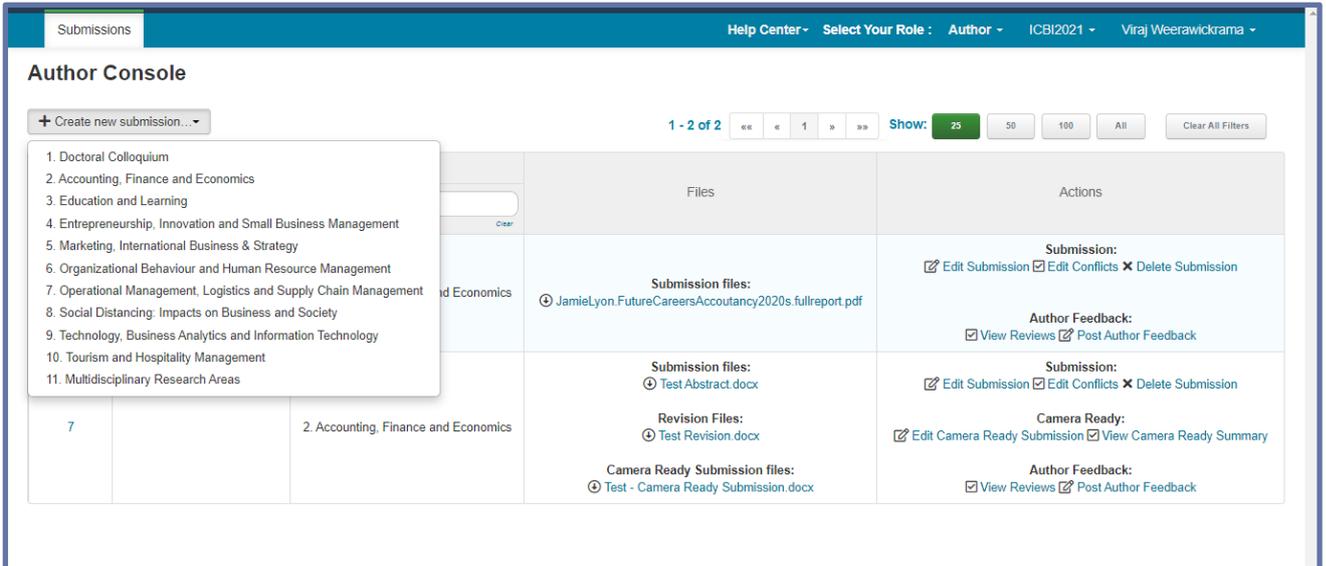
Figure 07.

- Then the **'Create New Submission'** page will appear. Depending upon how it is set up by the Chair, this page will take on different looks. When all sections are enabled, the Create New Submission page will look like the image below.
- Required fields are marked with an <*> asterisk.

Figure 08.

Figure 09.

FCMS, UOK   Image Curtesy: Microsoft CMT
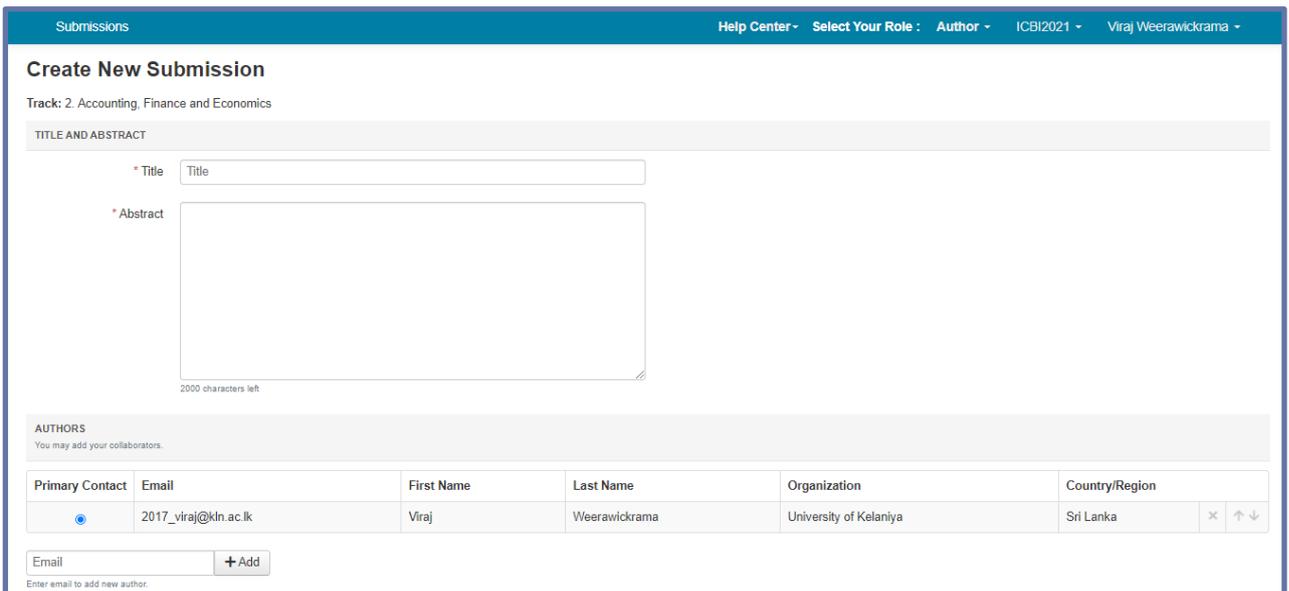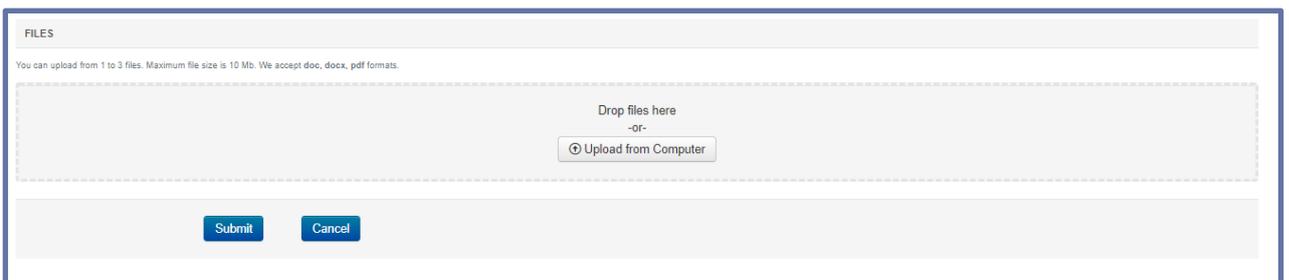
- The Title field is for the title of the paper.
- The Abstract field is where you put the summary of your paper. Note, you are allowed to submit the Title and Abstract without uploading file(s) when creating a submission. You can edit the submission subsequently to upload file(s) before paper deadline.
- To add a co-author, enter the co-author's email address into the field and click add.

Figure 10.

- You may change the Primary Contact to the co-author by clicking Primary Contact radio button in co-author's row.
- To upload file for your paper, drag and drop the file into the dotted region or click the **"Upload from Computer"** button. Please note the number of files you may upload, the size and the type of documents allowed.
- Uploaded file will not be saved unless the Submit button at the bottom of the form is clicked.

Figure 11.

- Then authors will see the uploaded document/s

FCMS, UOK   Image Curtesy: Microsoft CMT
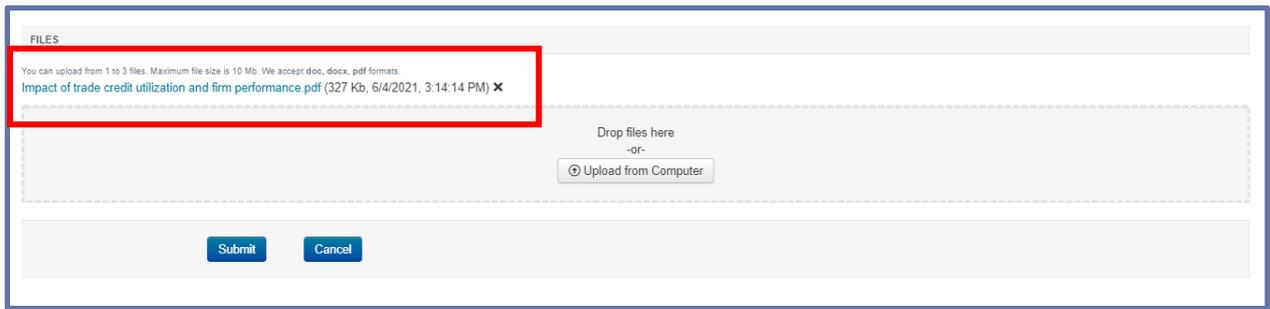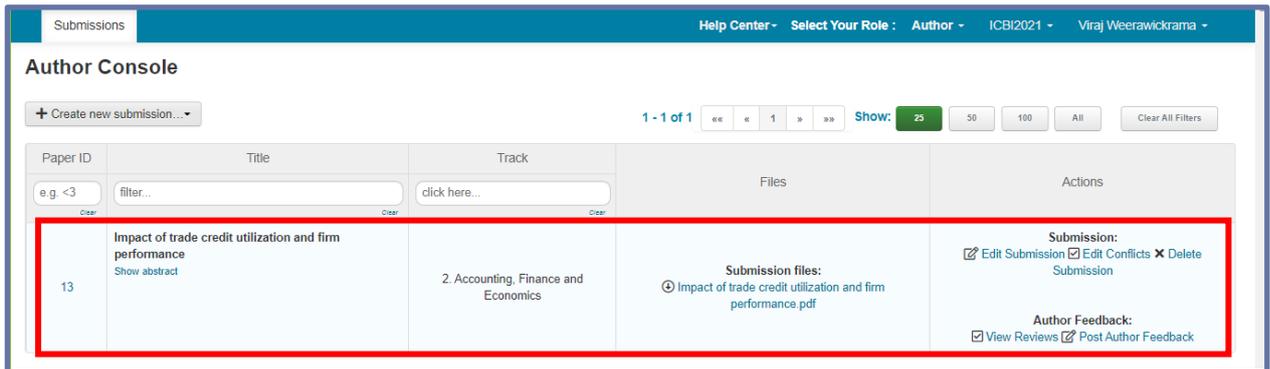
Figure 12.

Figure 13.

- CMT generates a confirmation email to all authors and co-authors, even co-authors without a CMT account.

Chair's View after an author submission
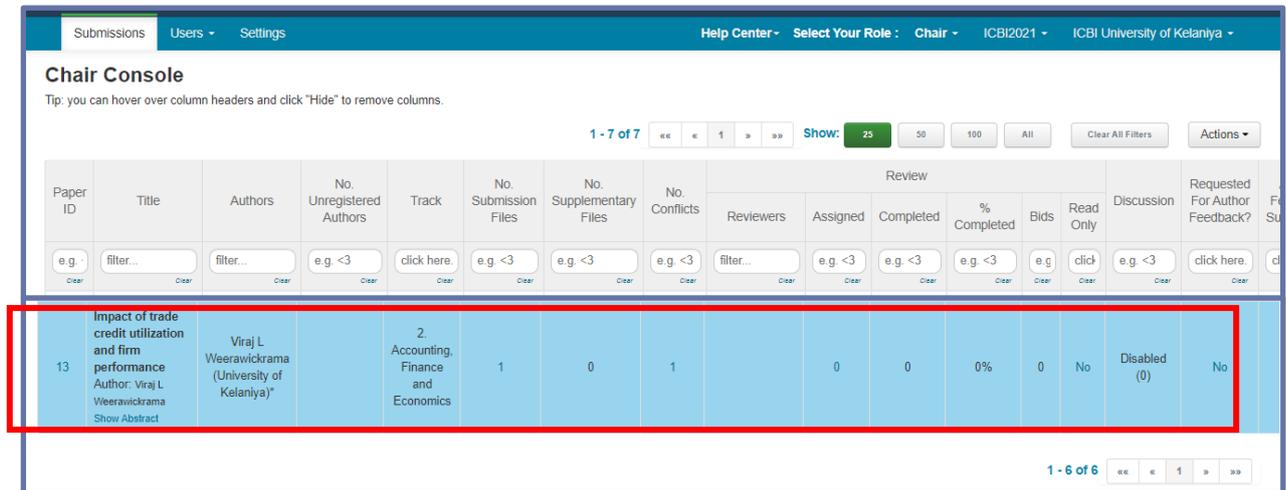
Figure 14.

Common Settings for the Conference

In the Chair console, General Information of the conference can be amended under the Conference Settings.
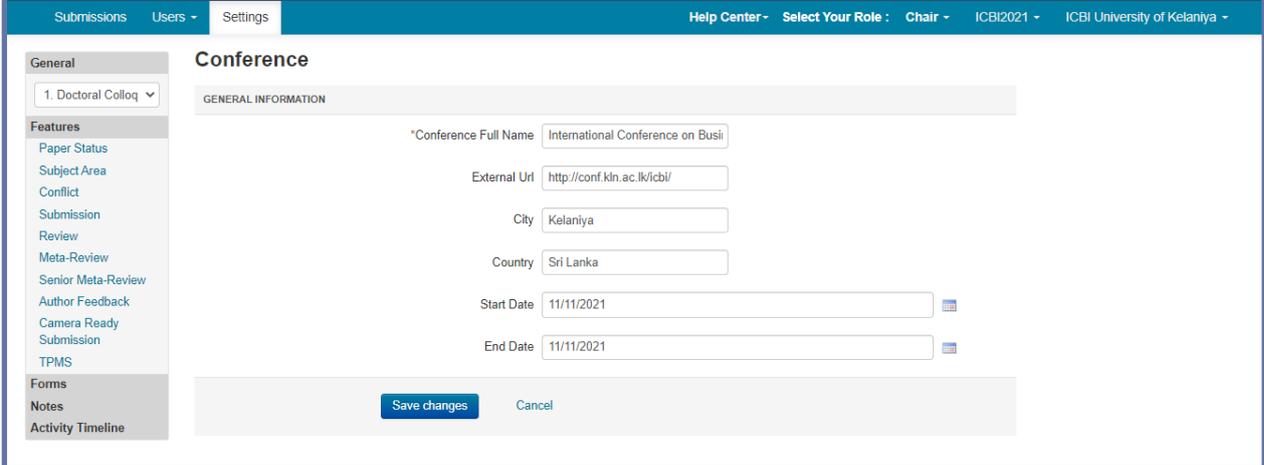
Figure 15.

- The Chairs may add, modify or delete a track or tracks in their conference. Tracks act like mini-conferences within a conference.
- Chair will need to individually set deadlines, add review questions, import/invite reviewers, etc., to a track or tracks in their conference. To set up tracks, chair can go to **"Track"** under General (top left hand corner).
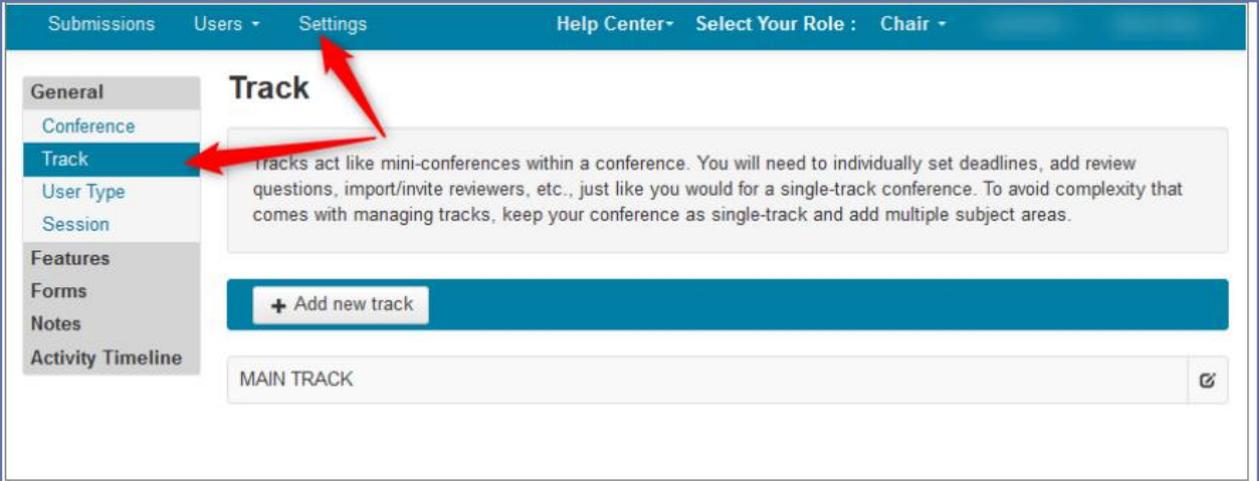
Figure 16.

- After the track creation process, the chairs can make further settings under **"Features"**. In order to enable features, the relevant track should be selected from the **"General".**

- The first is configuring the statuses. CMT has five default paper statuses.

FCMS, UOK   Image Curtesy: Microsoft CMT

- They are **Awaiting Decision; Accept; Reject; Desk Reject; Revision, Withdrawn**. Additionally, paper status names can be modified and/or new ones can be added. Most conferences do not need to change these names, however custom paper statuses can be created to accommodate conference needs.
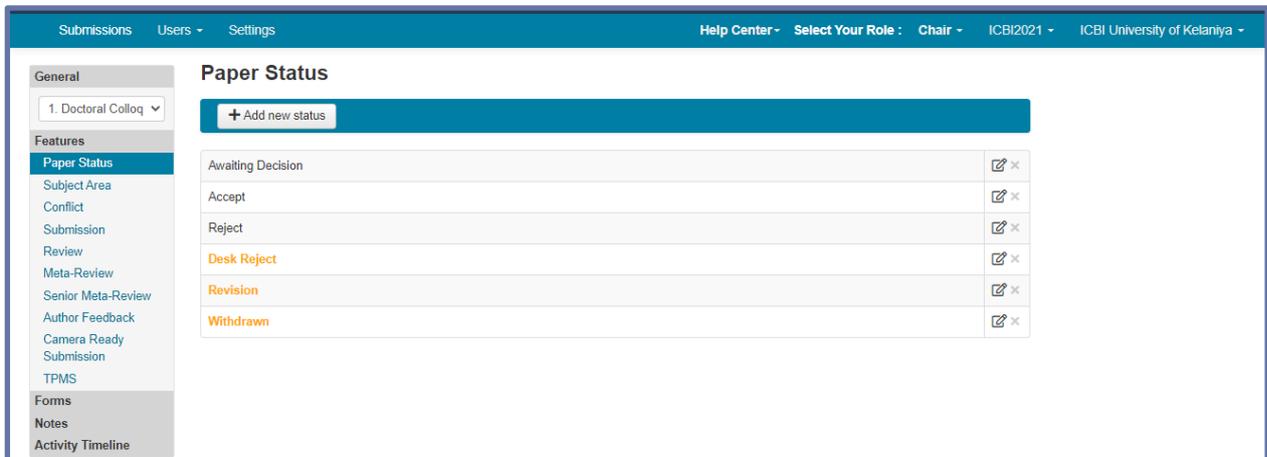
Figure 17.

Subject areas (optional) can be used for:

- ✓ Classifying and grouping papers
- ✓ Specifying areas of expertise for Reviewers
- ✓ As a criterion for paper assignment.

- If subject areas are configured, authors will need to select one primary subject.
- After reviewers' login, they can enter subject areas using the drop-down menu next to their name on the upper right corner.
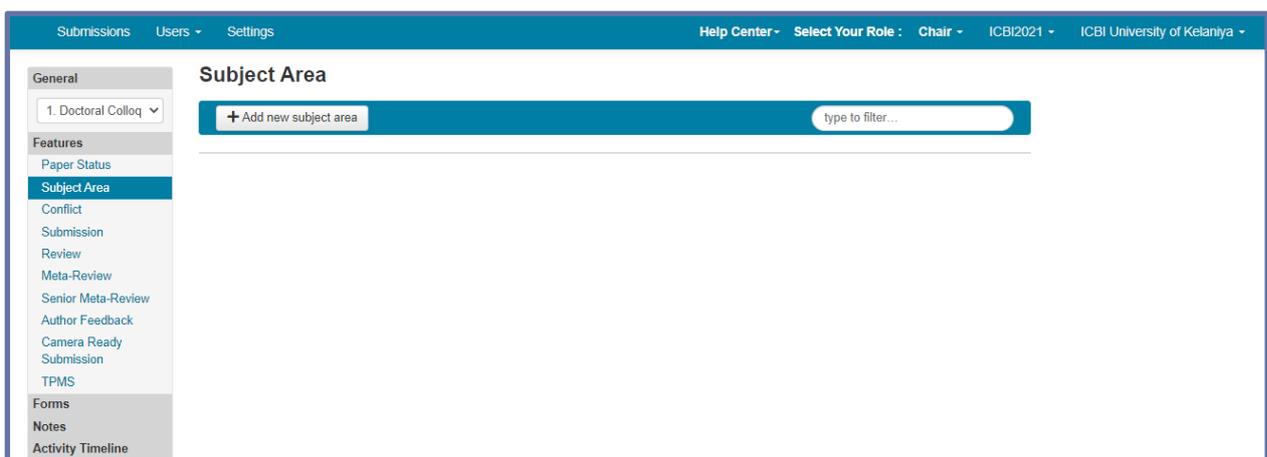
Figure 18.

- Managing conflicts is one of the most important tasks for a conference chair.

- CMT provides different mechanisms of conflict detection between reviewers and authors in a conference.

Conflicts between individual authors and reviewers, meta-reviewers, or senior meta-reviewers include:

- ✓ A co-author
- ✓ A colleague (In last 2 years)
- ✓ A collaborator (in last 2 years)
- ✓ A Primary Thesis Advisor at anytime
- ✓ A Relative or a friend

- Individual-based conflict management is the easiest way for the chair of a small conference to manage Conflicts of Interest (COI). Accordingly, conference chair can select features from the following list.

Figure 19.

<u>Submission Settings</u>

Enabling submission activities is the beginning of the conference workflow, after administering users and roles. This allows authors to upload papers for review later.

- From the 'Settings' tab, select 'Features>Submission.'

FCMS, UOK   Image Curtesy: Microsoft CMT

It is here you have the option to put in a greeting or instructions for all Authors.

- Enter the Welcome/Instruction message if any. There is a 4000-character limit.
- Select if you want Authors to enter an abstract for the paper and if it is required. The character range is 1000 to 9000.

Here you set the maximum and minimum number of files allowed to be submitted.

- If you set the minimum number of files as zero with the maximum number >0, the Author can elect to upload a file or not.
- The file size can be up to 100MB, File extensions (comma separated) can be uploaded and may include, pdf, docx, pptx, etc.
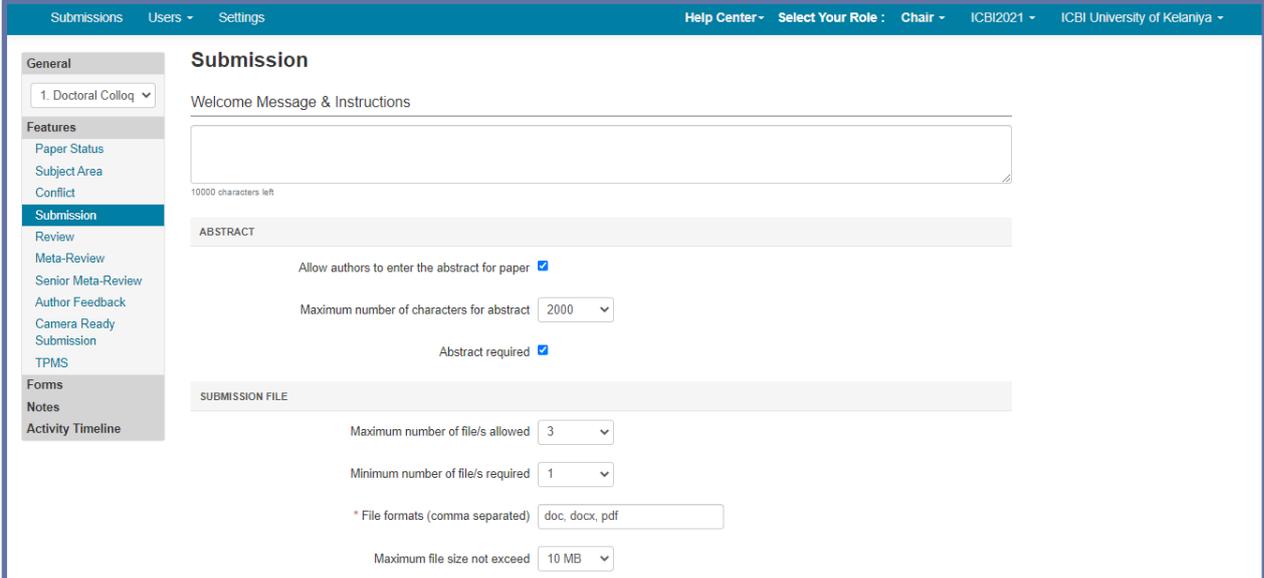
Figure 20.

Chairs may option to request authors to upload supplementary material to supplement the paper file, such as:

- ✓ Images or videos to demonstrate results of the proposed approach.
- ✓ Technical reports, extended proofs or mathematical derivations that would help reviewers understand submitted papers better.

- In CMT, supplementary material is managed separately from papers. It has its own activity.
- It can be submitted at the same time as submission files or after submission deadline to give author additional time to prepare. Supplementary material can have different size limit, file type and number of files from submission files.

FCMS, UOK   Image Curtesy: Microsoft CMT
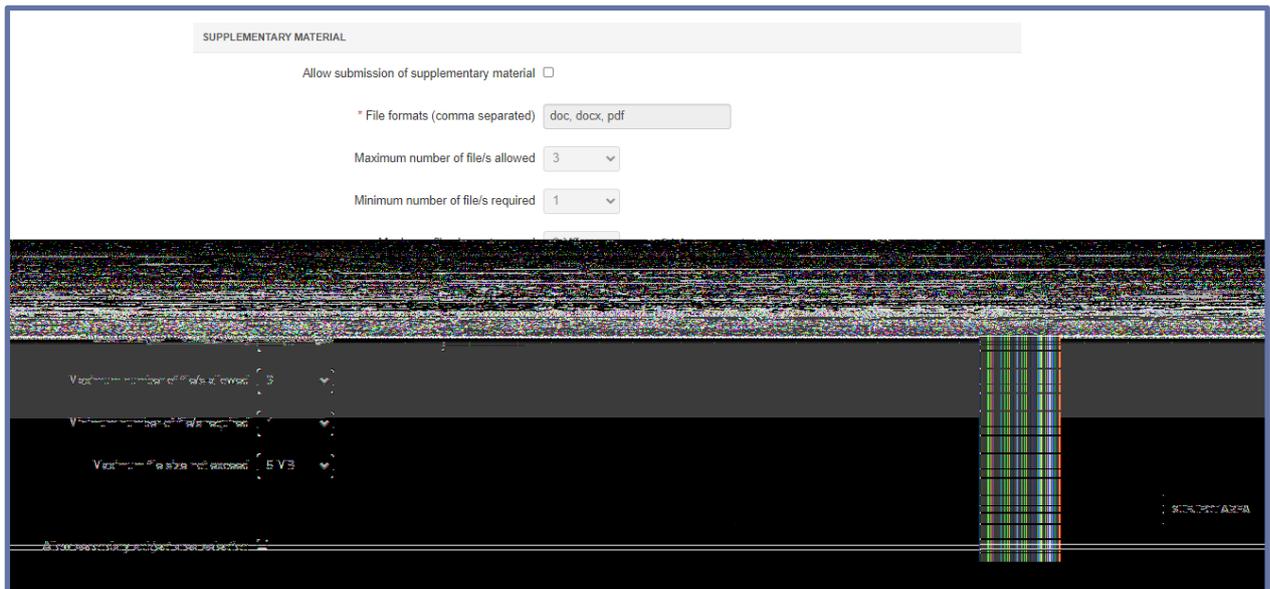
Figure 21.

- Check 'Allows authors to see status and reviewing data' if Authors are to see the 'Desk Reject' status of their paper.
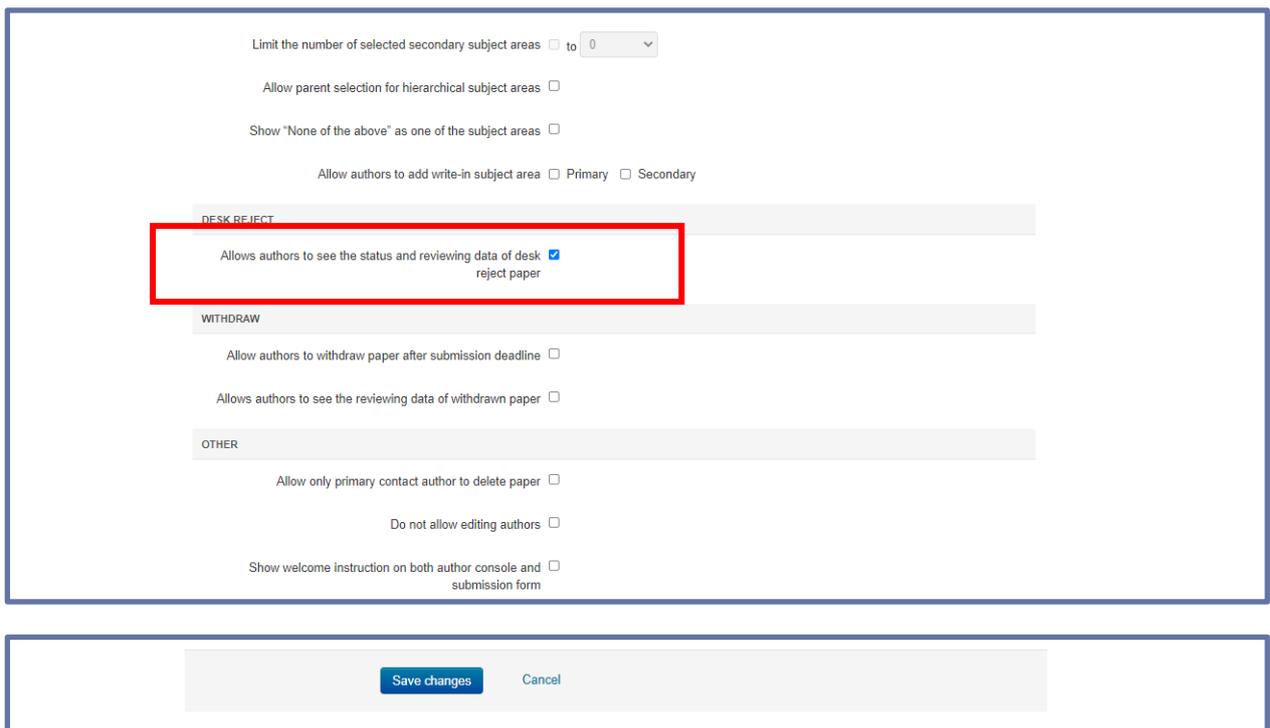
Figure 22.

Save your changes before you navigate away from this page or the settings will be lost.

<u>Review Settings</u>

- Go to the 'Settings tab>Features>Review'.

FCMS, UOK   Image Curtesy: Microsoft CMT
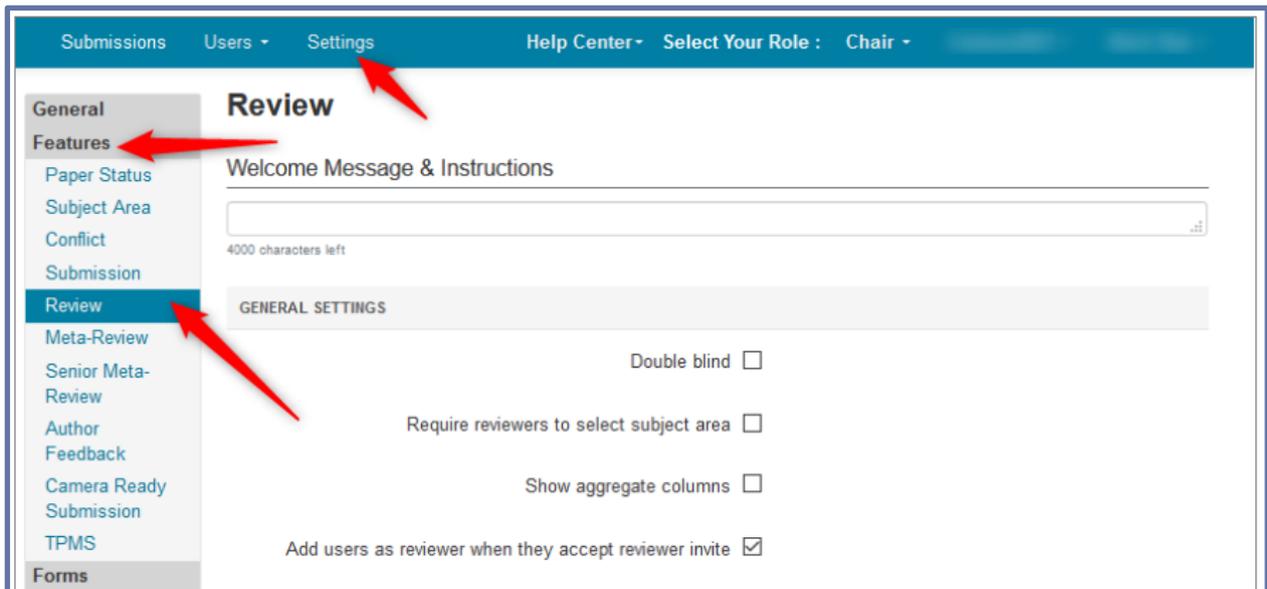
Figure 23.

- By default, CMT conferences are single-blind conferences. The reviewers can see an author's identity. In a double-blind conference, reviewers cannot see names of authors.
- Reviewers' invite expiration time span (in days) is a required setting. By default, the expiry time for invitations sent to Reviewers is 7 days. This can be edited in the field.
- After the Reviewer invitation expires, they can be resent to people who have not responded. Changing the invitation expiration date does not affect invitations that have already been sent.
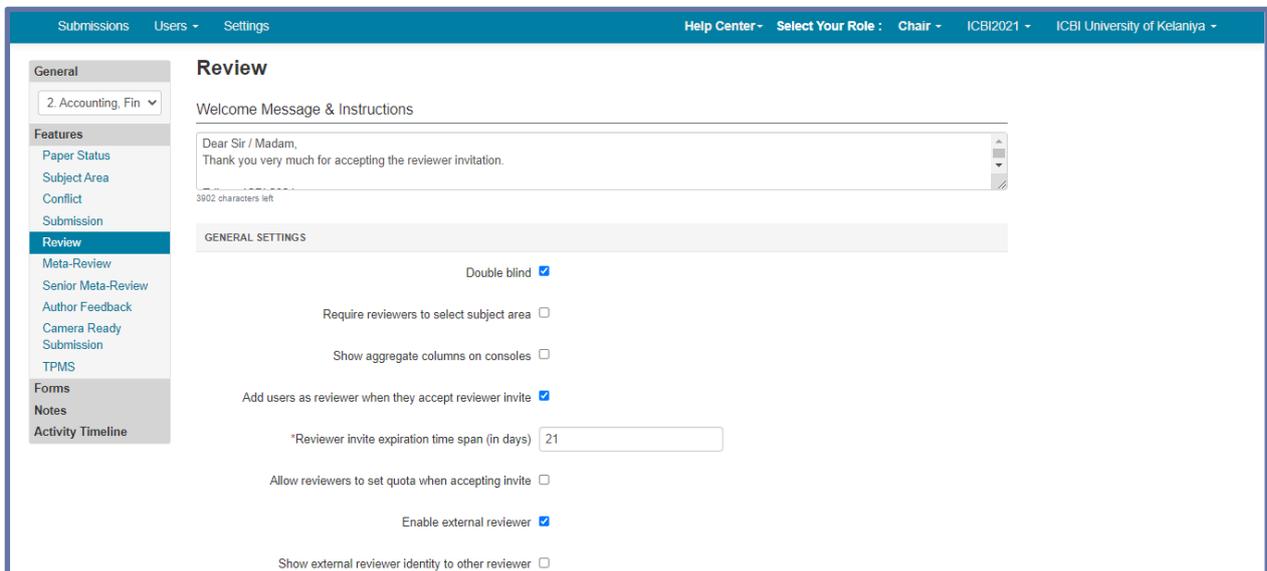
FCMS, UOK   Image Curtesy: Microsoft CMT

Figure 24.

- If the conference requires a review file, this is where the file size limit, file type and number of files are configured.

Figure 25.

- Click the 'Save changes' button to save your settings.

Meta Review

- A special kind of review form that typically summarizes other ("regular") reviews for a paper. Each paper typically only has one meta review, although this is a configuration setting and not required by ICBI.
- "Meta Reviewers" have access to the reviews and reviewer names of their co-reviewers (the other persons inspecting the same submission).

- They can, for instance, supervise the review process for one paper or summarize the reviews of the other reviewers.

IDENTITY

Do not allow meta-reviewer to see author identity ☐

Show meta-reviewer identity to reviewer ☐

Show meta-reviewer identity to other meta-reviewer ☐

Show reviewer identity to meta-reviewer ☑

EMAIL

Allow meta-reviewer to email author ☐

Do not allow meta-reviewer to email reviewer ☐

NOTE

Do not enable meta-reviewer note ☐

Do not allow meta-reviewer to edit note ☐

Allow senior meta-reviewer to see inline meta-reviewer note ☐

META-REVIEW FILE

Maximum number of file/s allowed [0 ▾]

Minimum number of file/s required [0 ▾]

---

* File formats (comma separated) [doc, docx, pdf]

Maximum file size not exceed [3 MB ▾]

Files are visible to author ☐

CONSOLE CUSTOMIZATION

Do not show desk reject papers ☐

Select console columns to hide from meta-reviewer

```
Track
Subject Area
Suggestion
Review
Reviewer Note
Meta-Reviewer Note
Meta-Review
Discussion & Feedback
```

[Save changes]   Cancel

Figure 26.

Figure 27.

FCMS, UOK   Image Curtesy: Microsoft CMT

Author Feedback

After author feedback has been completed (optional for ICBI conference), Reviewers and Meta-Reviewers can post comments/questions for their assigned papers. Notification will be sent to authors to respond to the comments. The number of comments is limited to 5.

- From the 'Settings Tab' click 'Features>Author Feedback'.

Note: The timeline setting to have this section enabled is 'Author Feedback' needs to be set to 'Completed' with an end-date that has passed.

Figure 28.

- Check the box 'Allow reviewer / meta-reviewer to post comment for author to respond after author feedback' to allow the comments/questions to be posted.
- Set the number of comments that can be posted per assigned paper by clicking the dropdown. The maximum is 5. Click 'Save changes.'

Figure 29.

Camera-Ready Submission

- From the Settings tab, click 'Features.' In the 'Welcome Messages and Instructions' field, enter the information the Authors need to know about the camera-ready-submission.
- In the 'Camera Ready Submission File' section, set the maximum and minimum number of files, the formats accepted and the maximum file size.

Figure 30.

- Click 'Save changes.'

FCMS, UOK   Image Curtesy: Microsoft CMT

Settings under the "Forms"

- Go to Settings>Forms

Create and Manage Submission Questions

- Go to Settings>Forms>Submission and click '+Add new question.'
- In ICBI conference, this feature is optional.
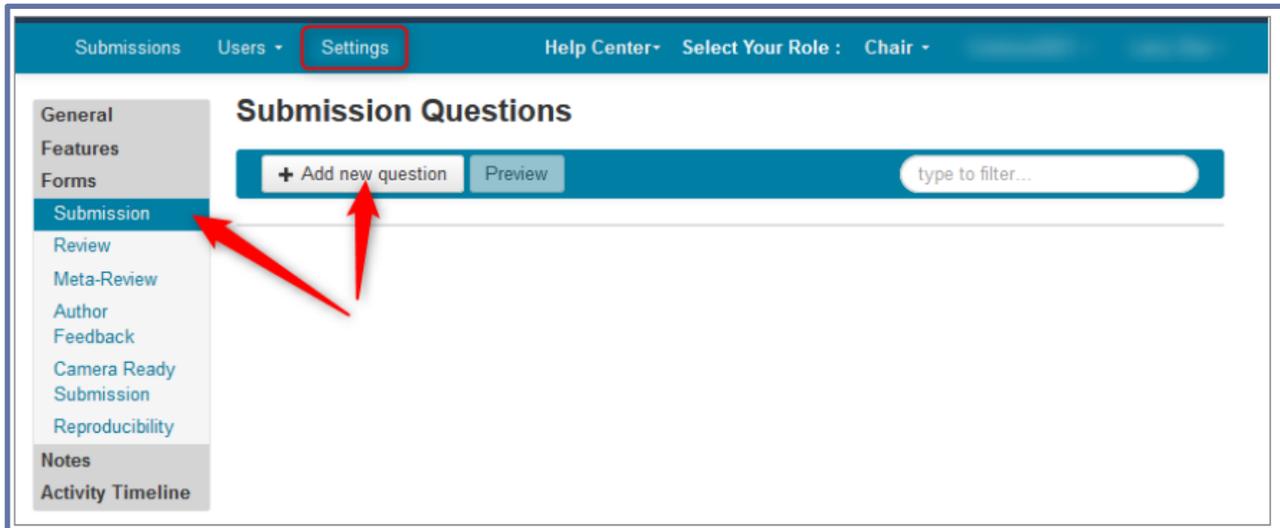
Figure 31.

Create and Manage Review Questions
Review questions are unique to each conference.

- Go to Settings>Forms>Review and click '+Add new question.'
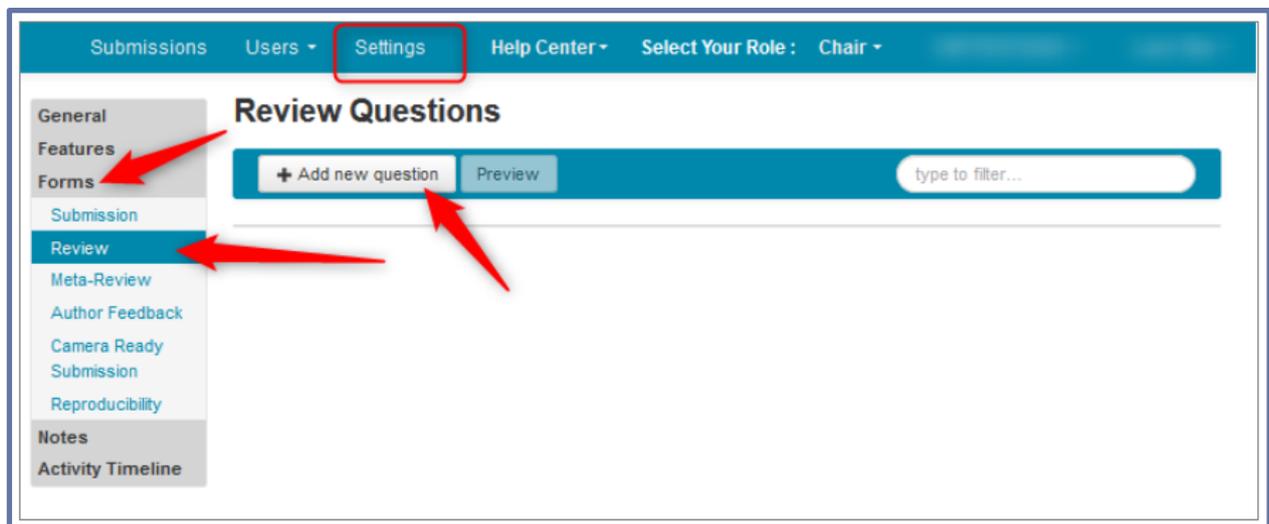
Figure 32.

Then the Create New Question dialog box appears.

Figure 33.

Checkboxes

1. Required: Check this if the question is required to be answered by the Reviewer.
2. Locked for Edit: If the Reviewer gave a response yet more Reviewing is to be done, this will lock the question so it cannot be edited by the Reviewer.
3. Visible to other reviewers during discussion: This makes this question visible to other Reviewers in the Discussion phase.
4. Visible to authors during author feedback: Authors will be able to view Reviewers' answers to this question in the Author Feedback phase.
5. Visible to authors after author notification: Enabling this will show the Reviewers' answers to this question after the Authors are notified of the decision.
6. Visible to meta-reviewers: This enables Meta-Reviewers to see the Reviewer's answer to this question.

(Required fields for the ICBI conference are highlighted)

It is now saved on the 'Review Questions' page. If you want to see the preview, click the 'Preview' button.

FCMS, UOK   Image Curtesy: Microsoft CMT

- The 'Review Questions Preview' page is what the Reviewers will see when they Review their assigned papers.
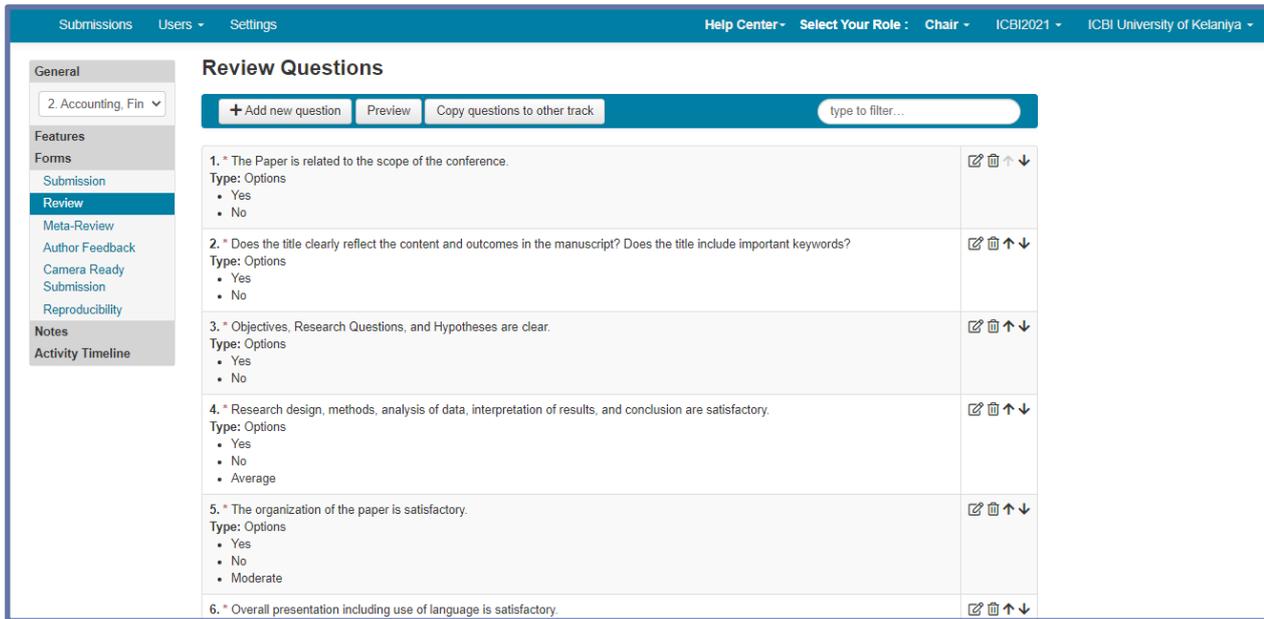
Figure 34.

Copy questions to another track

In a multi-track conference, the Chairs can copy questions from one track to another making it a much less time-consuming task.
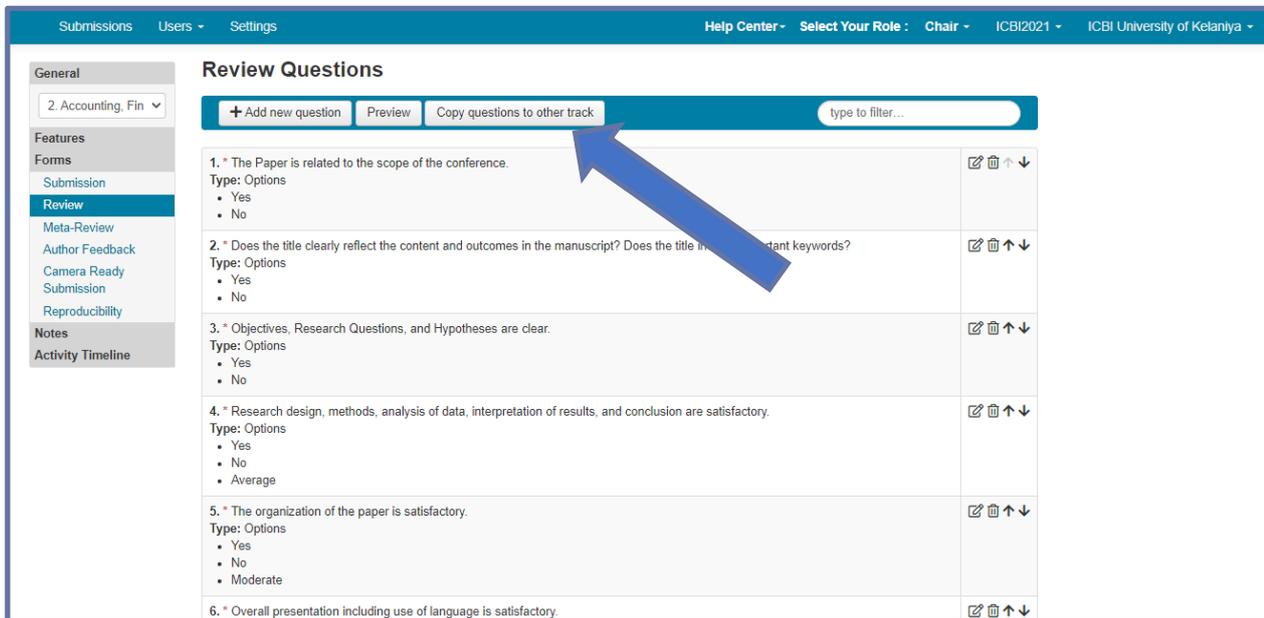
Figure 35.

- After the questions for one track have been created, click 'Copy questions to other track.'
- In the 'Copy Questions to Other Track' pop-up, click another track and then click the 'Copy' button once.
- A green alert with 'Questions copied!' will appear at the bottom of the page.

- Go to the new track and verify the questions appear.

Similarly, Author Feedback Questions and Camera-Ready Submission Question also can be created (if any).
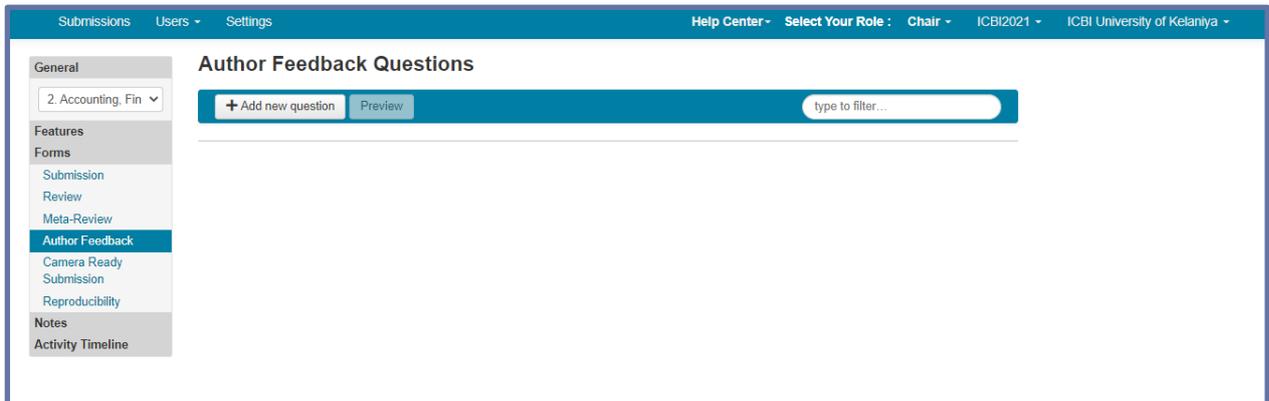
Figure 36.

Figure 37.

-End of Forms-

Image Curtesy: Microsoft CMT
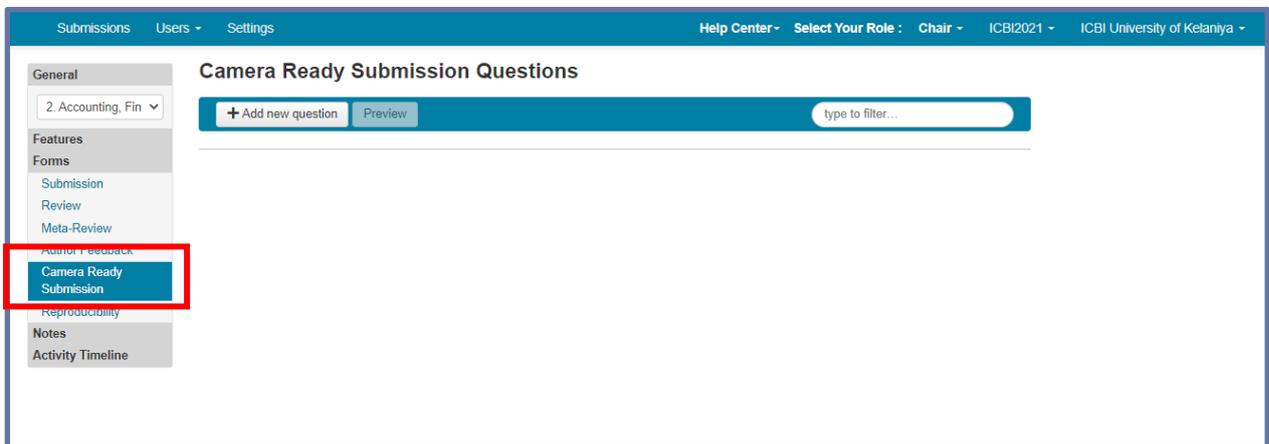
Activity Timeline

Deadlines

Chairs need to set appropriate deadlines (for each track separately) for relevant conference activities. In order to enable the 'Deadline' under 'Activity Timeline', chair need to select the track first. (All relevant deadlines for the ICBI conference will be explained under the CMT process).

Figure 38.

FCMS, UOK   Image Curtesy: Microsoft CMT

Manage User Roles

There will be times a registered CMT user will need to be added to the conference, or a user's role will need to be modified.

The user must have a valid CMT account in order to be added to the conference in whatever role the chair decides.

- From the 'Chair Console', select 'Users' tab>'Conference User.'

Figure 39.

- From the 'Manage Conference Users' page, click 'Actions>Add User to Role.'

Figure 40.

Note: A chair cannot modify a user's profile (name, email, organization, etc.). The user must log into CMT and modify their own profile.

Invite Reviewers

Adding the Reviewer role to an existing CMT user.

- Click the 'Users Tab' and select 'Reviewer>Invite.'
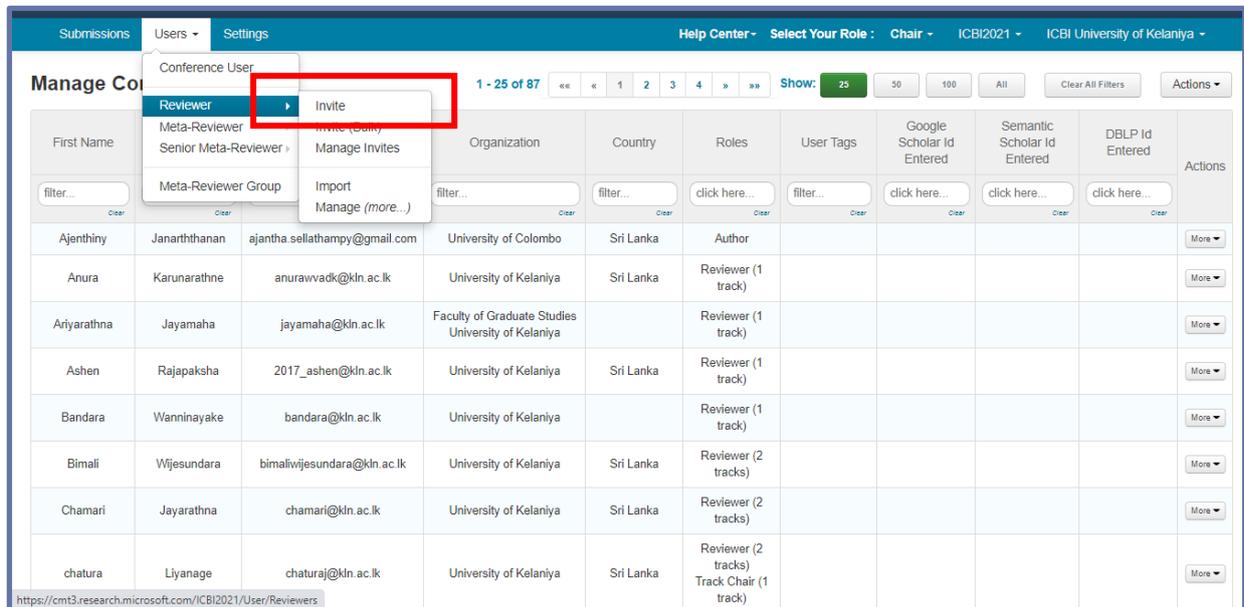
Figure 41.

- On the 'Invite Reviewer' page, select the relevant track of the Reviewer. Click 'Next'
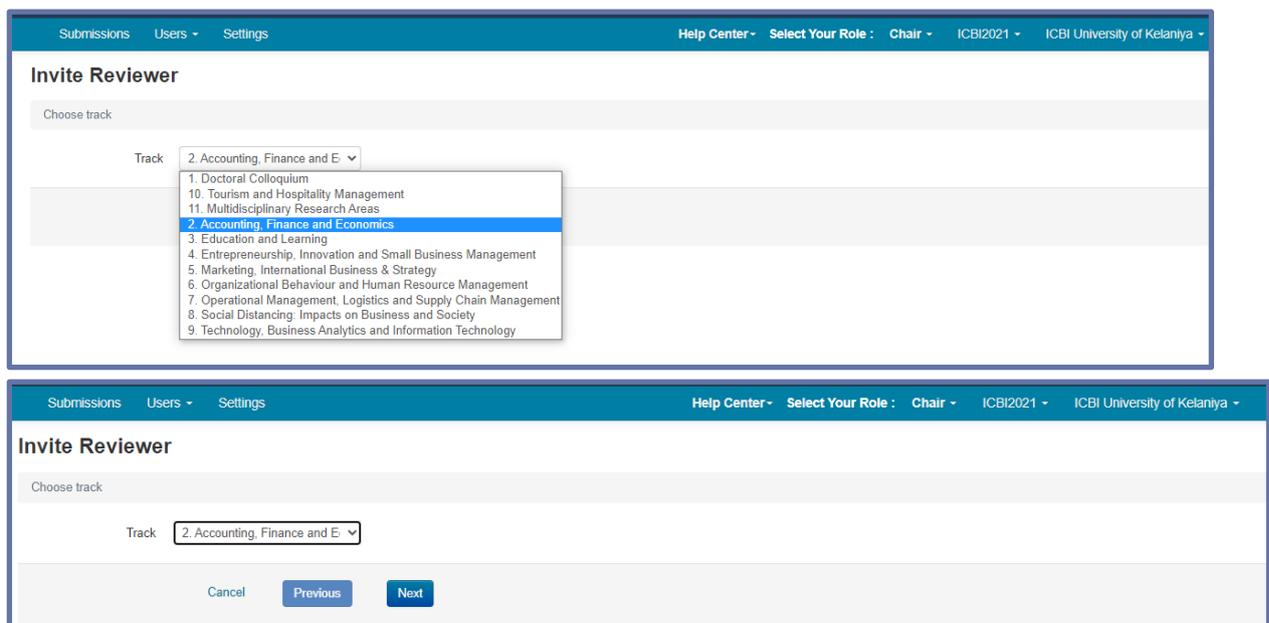
Figure 42.

Next, On the 'Invite Reviewer' page, enter the email of the Reviewer. Click 'Search.'

FCMS, UOK   Image Curtesy: Microsoft CMT
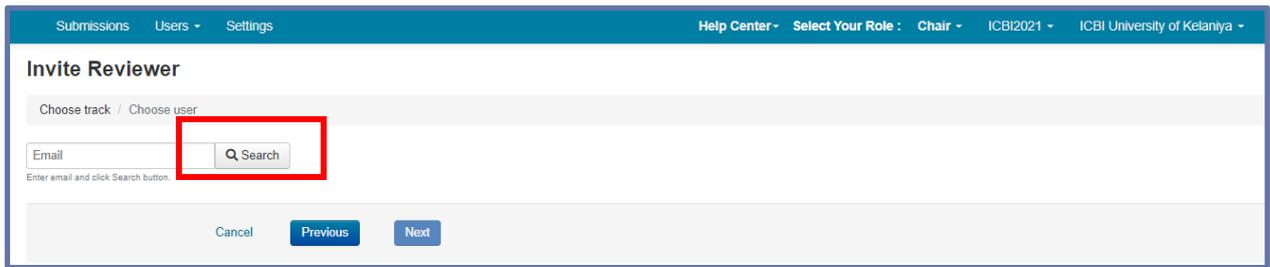
Figure 43.

If the user is a registered CMT user, the following page will appear.
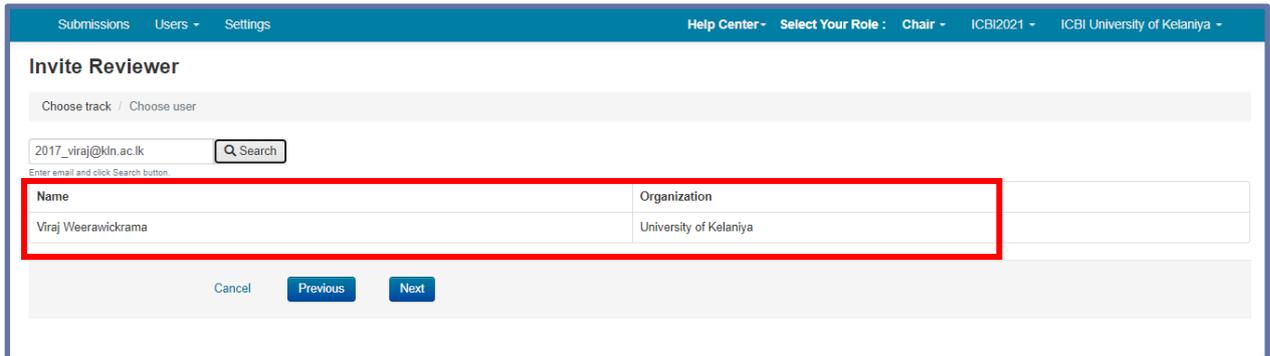
Figure 44.

If the user is not in CMT, you will see 'User with email xxx was not found. Enter information below to continue. Account will not be created for the user.' Enter the user's information then click 'Create Invite.'
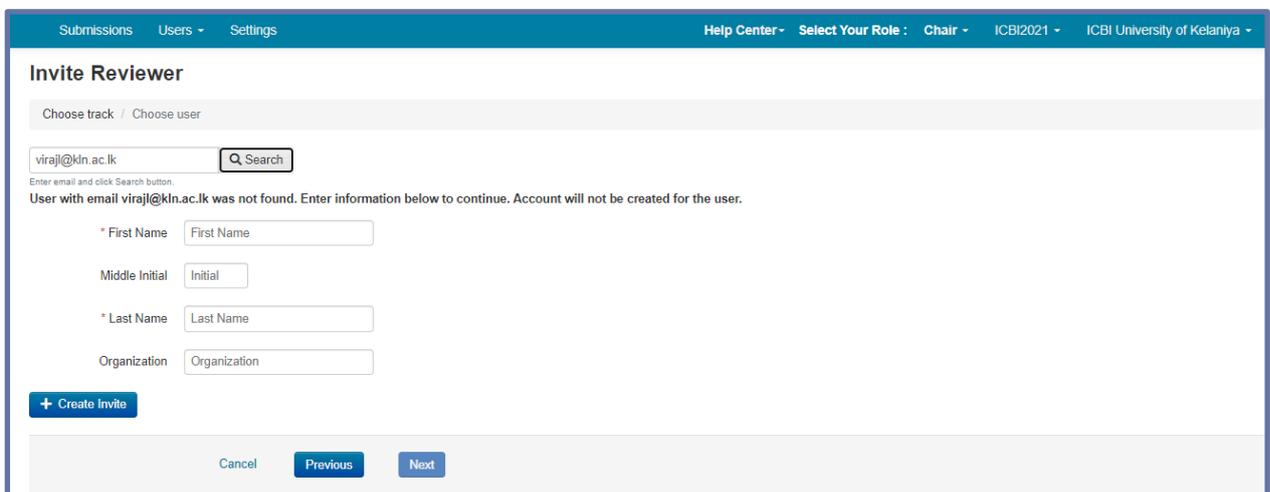
Figure 45.

- Click 'Next' on the ensuing page.

FCMS, UOK   Image Curtesy: Microsoft CMT

- The next page is where you will edit the email that will be sent to the prospective reviewer. If no edits are necessary, click "Preview.'
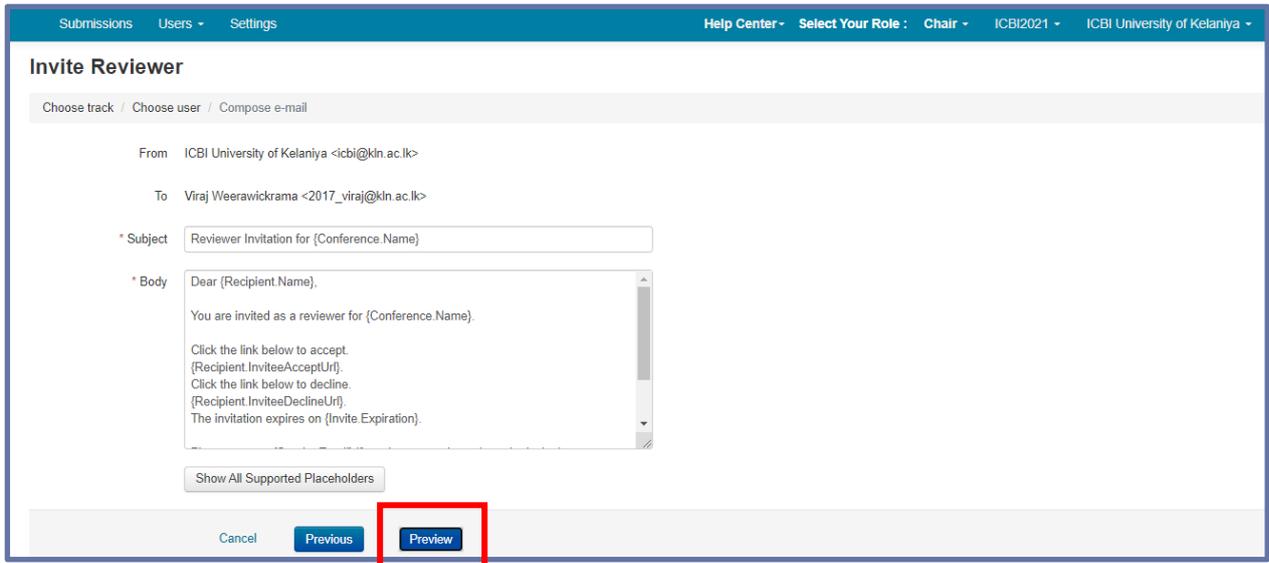
Figure 46.

- This is the preview of the email that will be sent to the prospective reviewer. Click 'Send.'
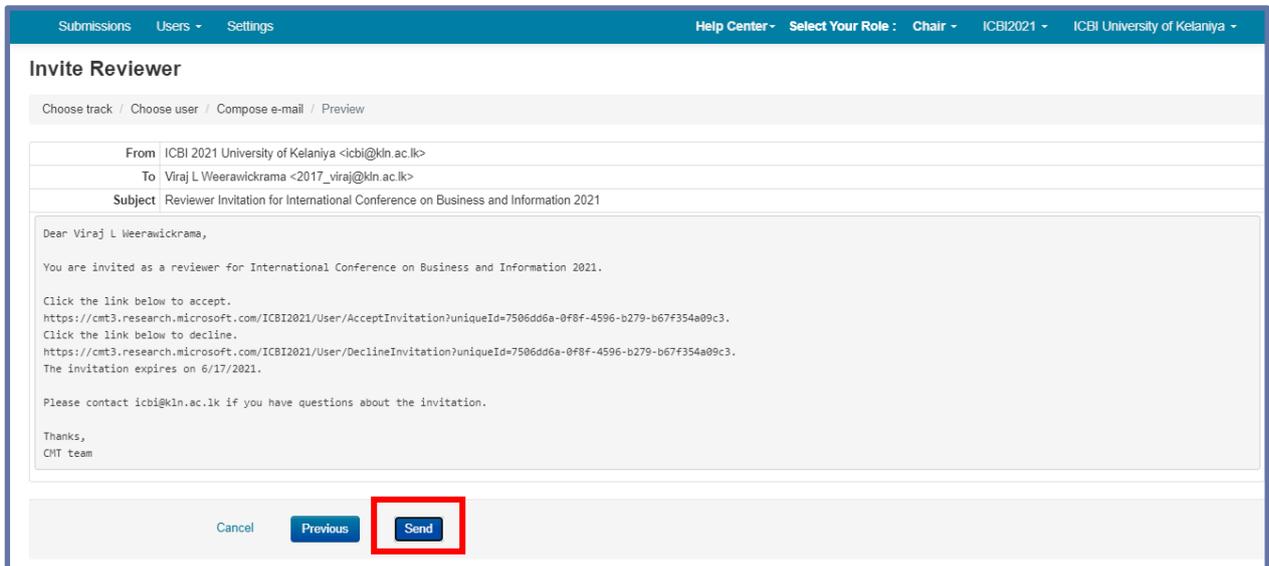
Figure 47.

Note:

- If an unregistered email was invited, the potential Reviewer will get the invitation. Upon accepting, the Reviewer will be directed to create their CMT account.
- If they do not create their CMT account, they will not be added to the conference.

Manage Invites

- Go to the 'Manage Reviewer Invites' page by clicking the 'Users' tab from the 'Chair Console' and selecting 'Reviewer>Manage Invites.'

Figure 48.

- In the 'Manage Reviewer Invites' page you can see the status of all reviewer invites.
- Once on the 'Manage Reviewer Invites' page, filter for 'Accepted / Not Responded.'
- Create a new email template to remind the Reviewers to respond.
- Click Actions>Email. After creating an email template, click 'Preview & Send emails.'
- Alternatively, you can resend the reviewer invitation by click on 'More' under 'Actions'.

Figure 49.

FCMS, UOK   Image Curtesy: Microsoft CMT

Invited User				Sent (Pacific Time)	Expires (Pacific Time)	Track	Status	Comment	Is Reviewer	Actions
First Name	Last Name	Email	Organization							
filter... Clear	filter... Clear	filter... Clear	filter... Clear	e.g. >= 201: Clear	e.g. >= 201: Clear	click here...	click here.. Clear	filter... Clear	click here... Clear	
Dr. K.G.M.	Nanayakkara	madurikan@kln.ac.lk	University of Kelaniya	2021-05-24 01:58:30	2021-06-14 01:58:30	1. Doctoral Colloquium	Accepted		Yes	More ▾
Dr. WM H. N	Wijekoon	nisansala@kln.ac.lk	University of Kelaniya	2021-05-24 01:57:20	2021-06-14 01:57:20	1. Doctoral Colloquium	Accepted		Yes	More ▾
Shanika	Wijenayake	shanikaw@kln.ac.lk	Department of Marketing Management, University of Kelaniya	2021-05-23 01:28:52	2021-06-13 01:28:52	9. Technology, Business Analytics and Information Technology	Accepted		Yes	More ▾
Dr. WM	Madurappuruma	wasanthi@kln.ac.lk	University of Kelaniya	2021-05-23 01:27:11	2021-06-13 01:27:11	4. Entrepreneurship, Innovation and Small Business Management	Not responded		No	More ▾
									Resend Delete	
Semasinghe	Dissanayake	semasinghe@kln.ac.lk	University of Kelaniya	2021-05-23 01:25:40	2021-06-13 01:25:40	4. Entrepreneurship, Innovation and Small Business Management	Not responded		No	More ▾

Figure 50.

FCMS, UOK   Image Curtesy: Microsoft CMT

The Step-by-Step Conference Process
Just after receiving a Paper to the CMT,

- CMT sends an automated email to all authors

Figure 51.

- The conference chair/ trach chair should check the submission,
  - If full paper is not in the submission, send an email requesting the full paper
  - If author details are on the paper, send an email to remove author details and edit the submission again. (if the review process is double blind).
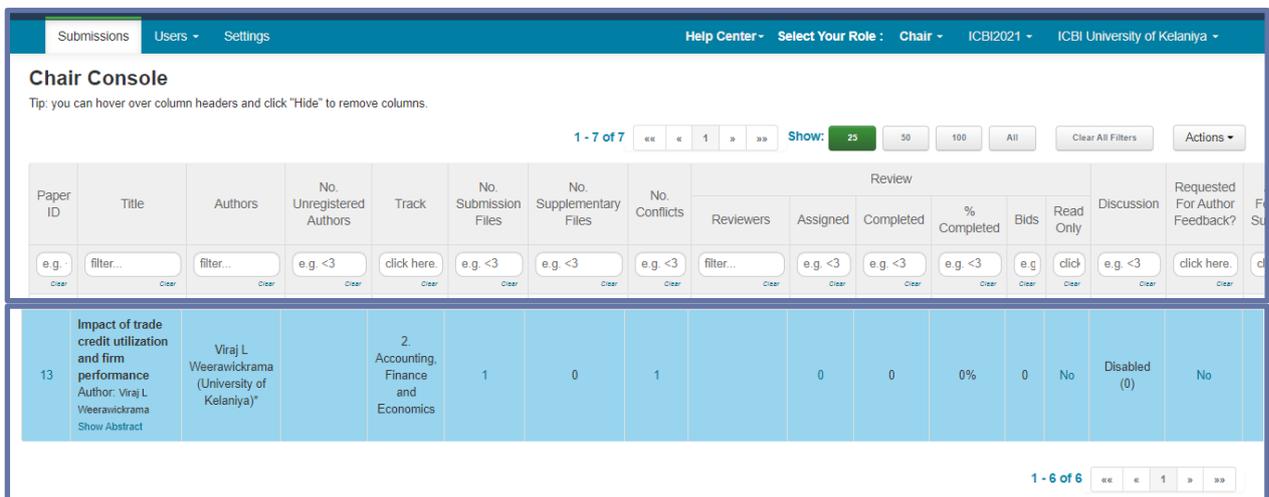
Figure 52.
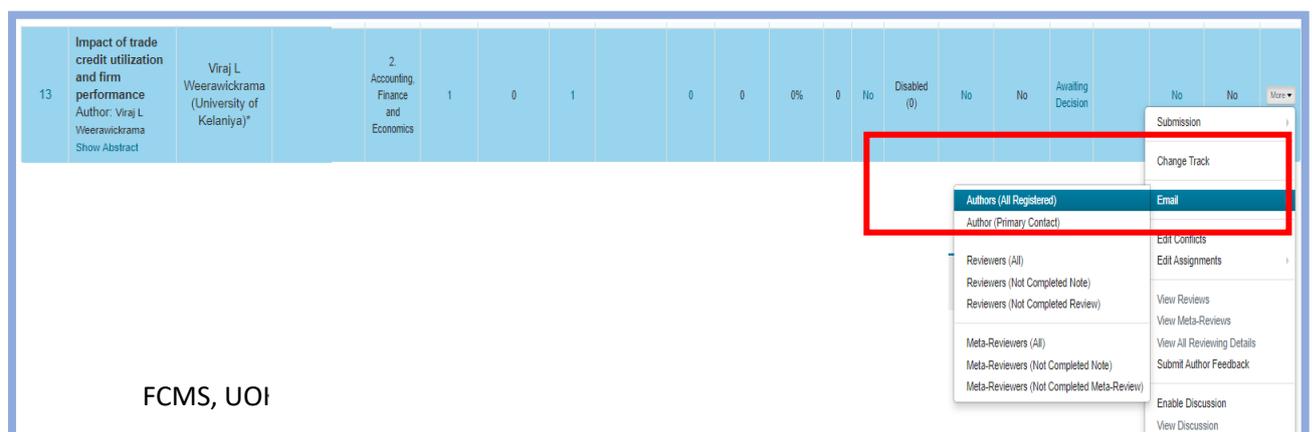
FCMS, UOK

Figure 53.

Figure 54.

Select the appropriate template and click on 'Preview and Send emails'

Figure 55.

Image Curtesy: Microsoft CMT

Figure 56.

- After receiving the full paper, Chair / Track Chair should send the Paper Submission Acknowledgement email to all relevant authors using the template created.

Figure 57.

FCMS, UOK   Image Curtesy: Microsoft CMT
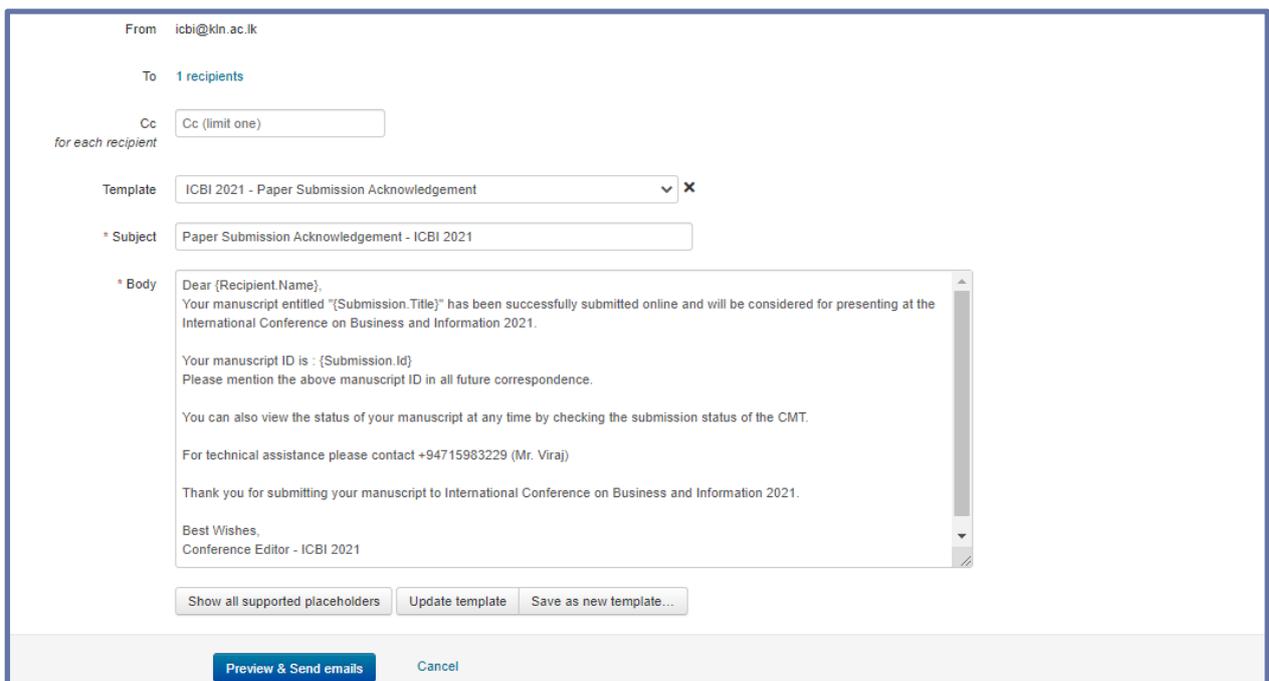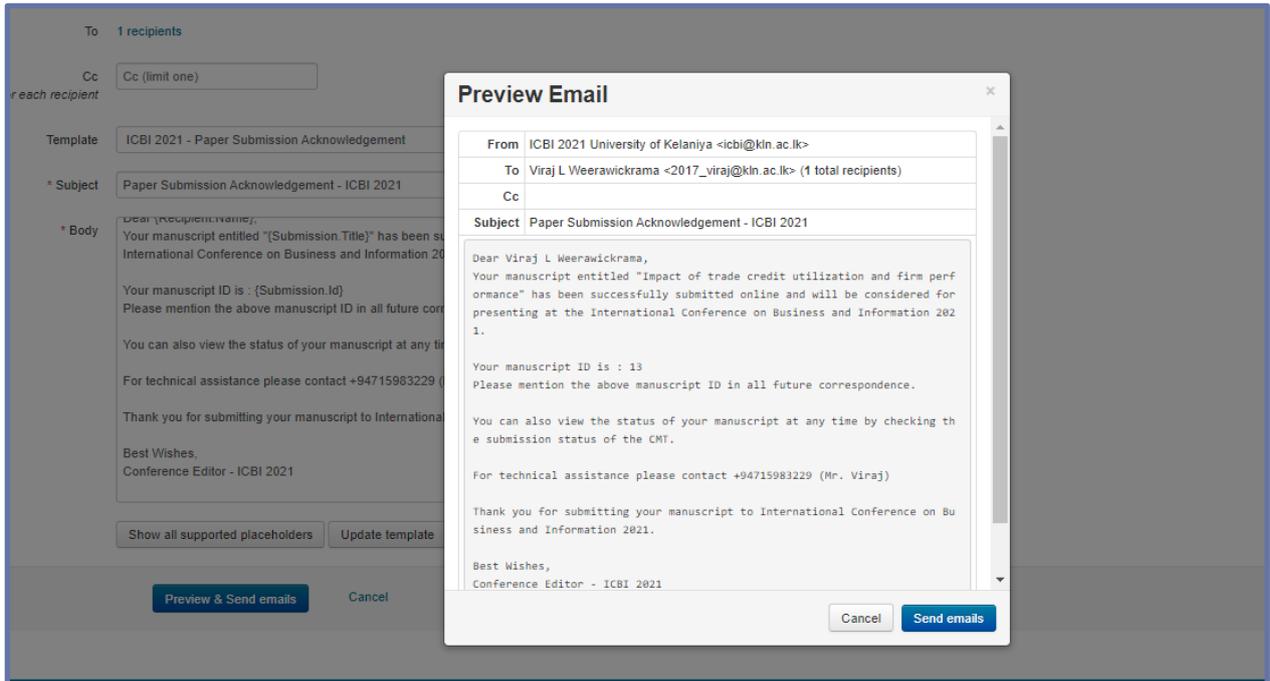
Figure 58.

Assigning Reviewers

- Reviewers should be assigned through the system. The Chair can manually assign or edit Reviewer Assignments per Paper or per Reviewer.

Manually assign reviewers to a paper

- From the 'Chair Console' locate the Paper to edit and scroll to the right. Click 'More>Edit Assignments>Reviewer.'

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Figure 59.

- On the 'Edit Assignments (Reviewer) page, check the boxes in the Assign column corresponding to the Reviewer(s) wanted for the Paper. In this case, for Paper *ID 13*, Reviewer *Prabath Perera* was assigned. Click 'Back to Chair Console.
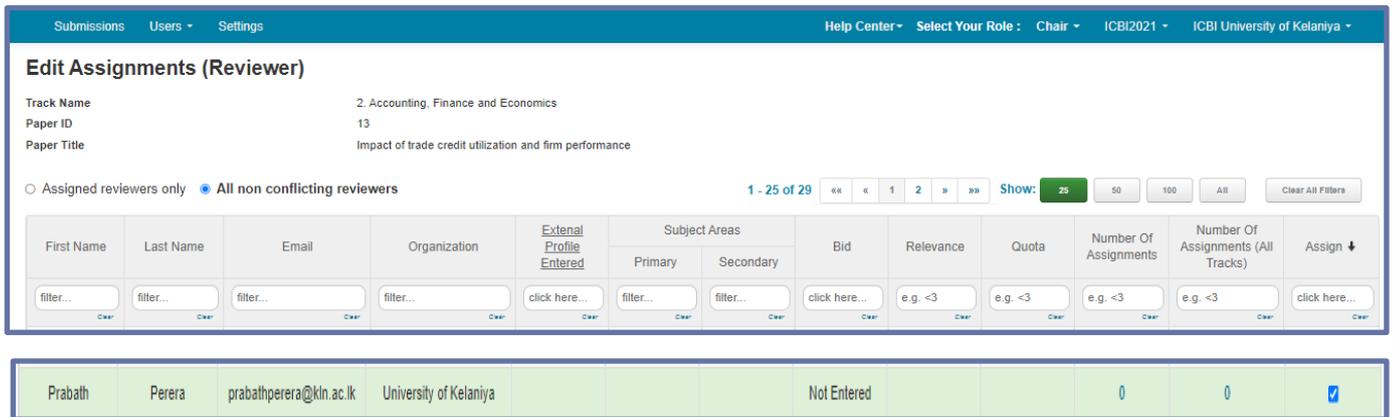
Figure 60.

- Send the Manuscript Review Invitation email to the respective reviewer through the system.

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Figure 61.

- Select the relevant email template from the list.
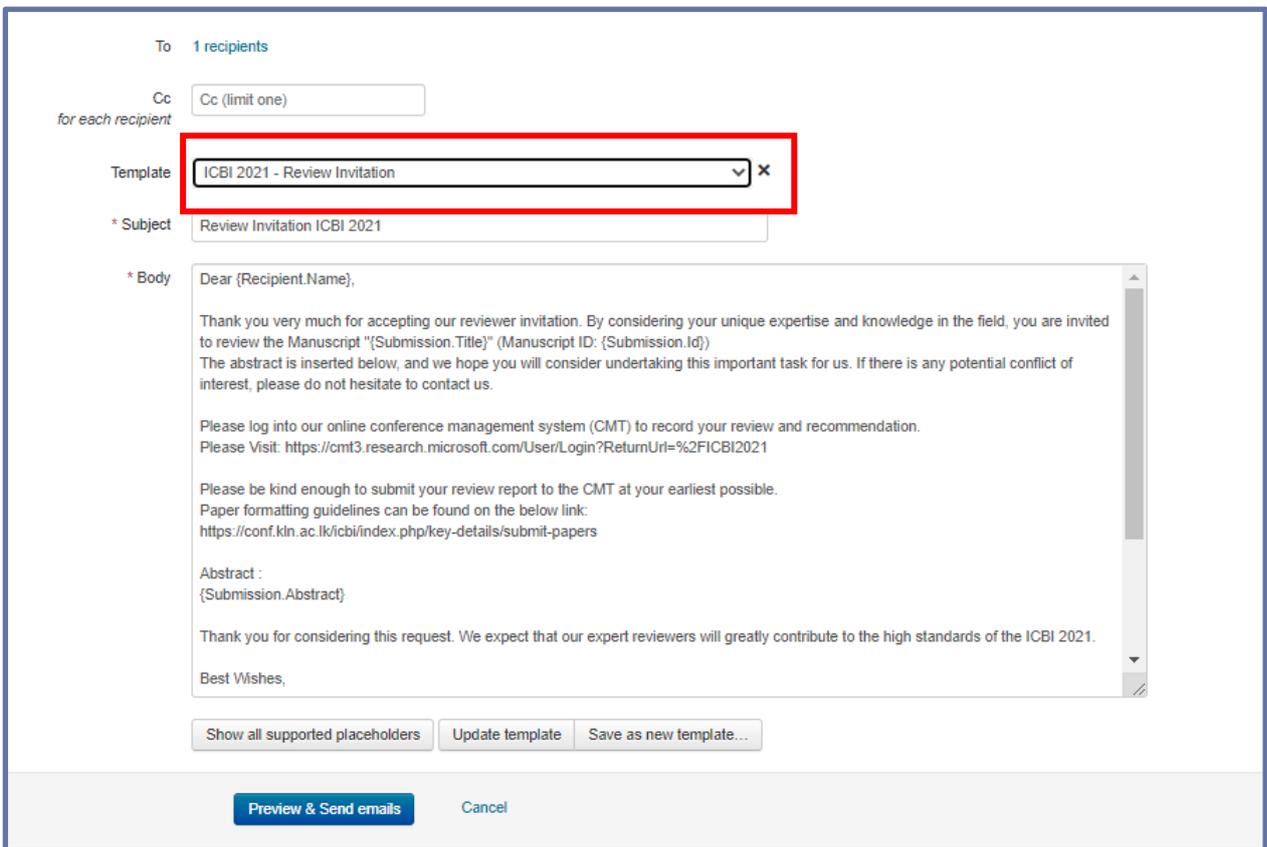
Figure 62.

- Click on 'Preview and Send emails'.

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Reviewer Console View after the Assigning a Paper to the Reviewer.

- If you (reviewer) receive a reviewer invitation email from a Chair of a Conference, you may accept the invitation by clicking the "accept" link. If you want to decline the invitation, click the "decline" link.
- When you access the Reviewer Console, you may find that there are no papers to review. This only means the reviewing has not started. The Chair will send out an email to all Reviewers to start reviewing papers.
- Conference chair can include a 'Welcome Message & Instructions' to the Reviewer Console.
- Once reviewing has started, the paper(s) assigned to the reviewer will appear in the Reviewer Console (Figure 64). To see the abstract of a paper, click "Show Abstract" link.
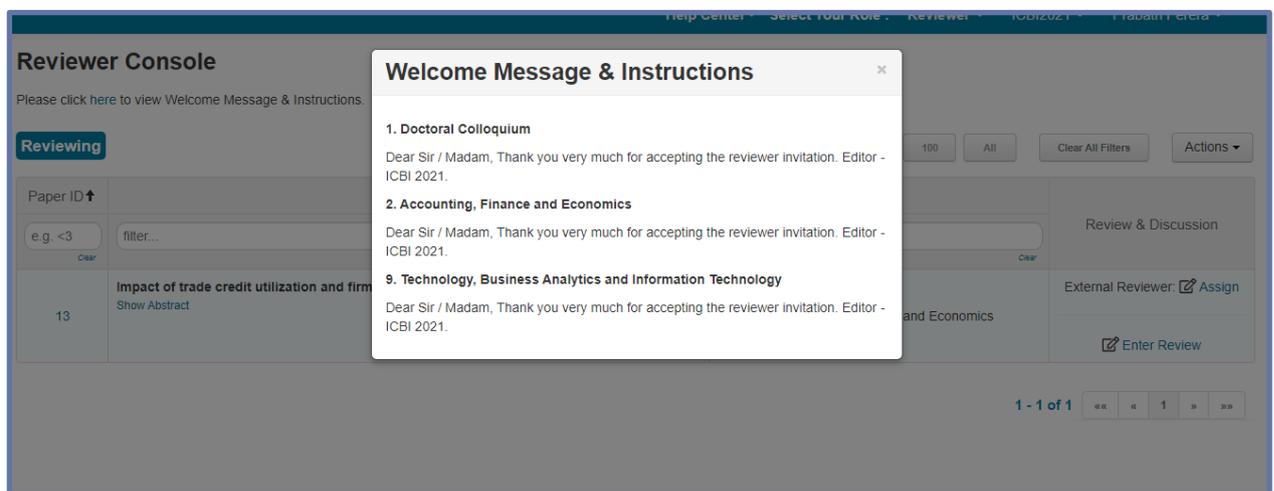
Figure 63.

- From the Chair Console or Track Chair Console, chair and track chair can verify the reviewer assignments. Name of the assigned reviewer will be appeared under the 'Reviewers' column. And number of assigned reviewers can be seen under the 'Assigned' column.

Figure 64.

FCMS, UOK   Image Curtesy: Microsoft CMT

Figure 65.

Reviewing a Paper

- Once reviewing has started, the paper(s) assigned to the reviewer will appear in the Reviewer Console (Figure 67).
- Reviewers can check the Submission Summary, by clicking on the Paper ID of respective papers. (Figure 66.)
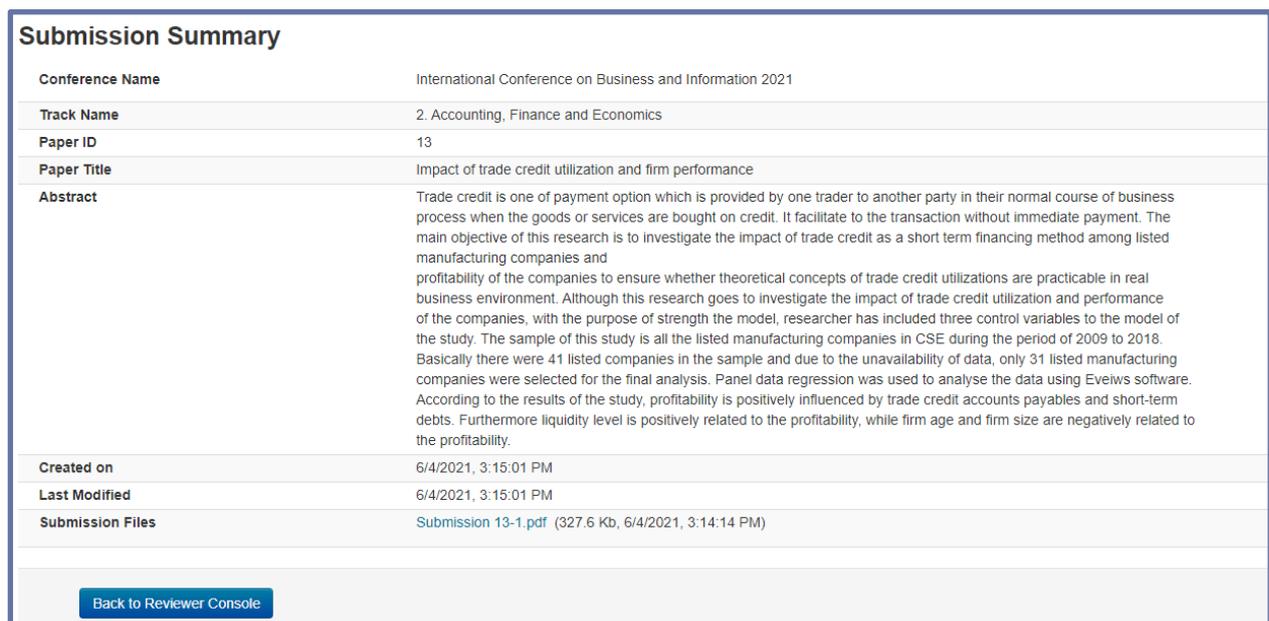
Figure 66.

- To see the abstract of a paper, reviewers should click "Show Abstract" link.

- The abstract appears under the title of the Paper. To download the files individually, click the "Download" link.

FCMS, UOK   Image Curtesy: Microsoft CMT
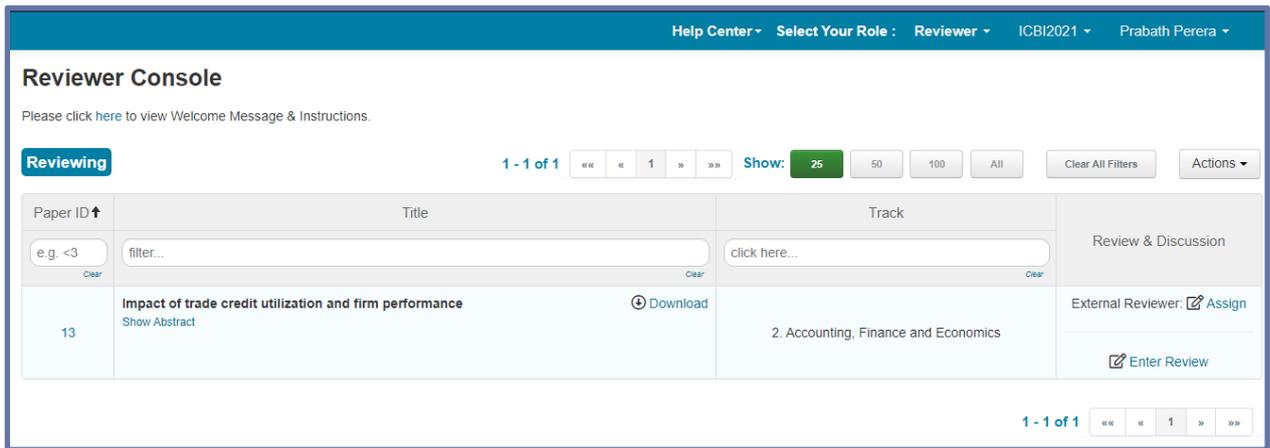
Figure 67.

Enter Review Online

To enter review online, click "Enter Review" link to go to "Edit Review" page.
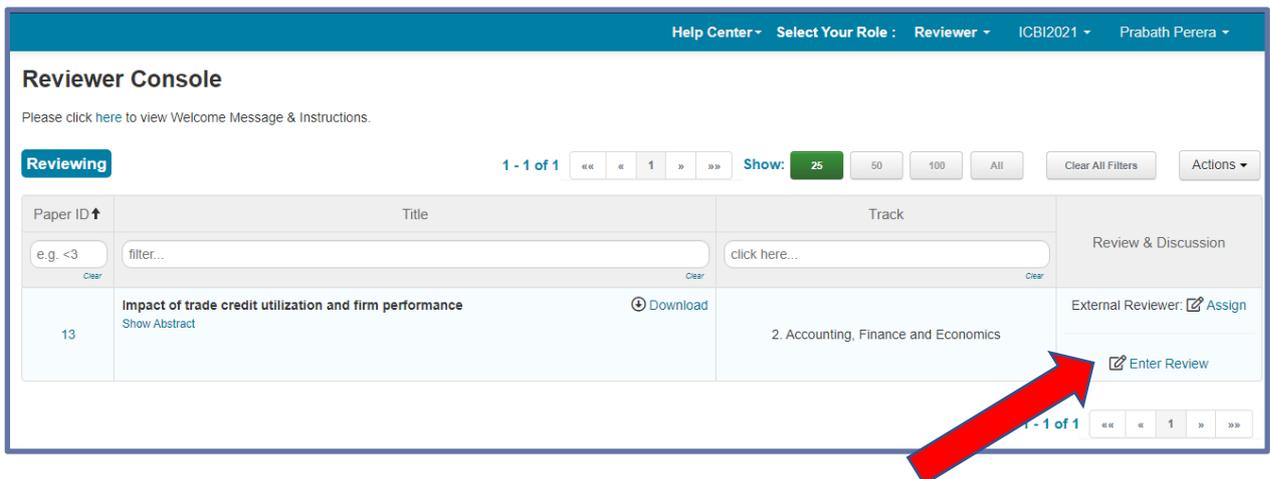
Figure 68.

- The Edit Review page has qualifying questions added by the Chair.
- The questions in this section could consist of statements of agreement, multiple choice, or limited-character text field types.
- All required fields are marked by an asterisk <*>.

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Edit Review

Dear Sir / Madam, Thank you very much for accepting the reviewer invitation. Editor - ICBI 2021.

Paper ID	13
Paper Title	Impact of trade credit utilization and firm performance
Track	2. Accounting, Finance and Economics

REVIEW QUESTIONS

1. The Paper is related to the scope of the conference. * *(visible to authors after notification, visible to meta-reviewers)*

○ Yes
○ No

2. Does the title clearly reflect the content and outcomes in the manuscript? Does the title include important keywords? * *(visible to authors after notification)*

○ Yes
○ No

3. Objectives, Research Questions, and Hypotheses are clear. * *(visible to authors after notification)*

○ Yes
○ No

4. Research design, methods, analysis of data, interpretation of results, and conclusion are satisfactory. * *(visible to authors after notification)*

7999 characters left

19. Reviewer Recommendation, * *(visible to authors during feedback, visible to authors after notification, visible to other reviewers)*

○ Accepted without revisions
● Accepted with minor revisions
○ Accepted with major revisions
○ Rejected

REVIEW FILES

You can upload from 0 to 2 files. Maximum file size is 5 Mb. We accept doc, docx, pdf formats.

Drop files here
-or-
⊕ Upload from Computer

[Submit] [Save Draft] [Cancel]   Last draft saved at 6/4/2021, 4:29:14 PM

Figure 69.

- CMT automatically saves a draft every few minutes. You can also click "Save Draft" at any time.
- When you are satisfied with your answers, click Submit.

After submitting your review, you will be directed back to the Reviewer Console. Note that now you have options to view the Review as well as to edit the Review.

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Figure 70.

During the review, the following steps should be followed by the Chair. (Otherwise, review reports will not be visible to authors)

- Author Notification needs to be set to 'Completed' with an end-date that has passed (Figure 71)

Figure 71.

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- The Review questions need to be checked – 'Visible to authors after notification' (Figure 72)
- Author Feedback (Optional) needs to be set to 'Enabled' with an end-date set in the future
- The Review questions (Optional) need to be checked – 'Visible to authors during author feedback'
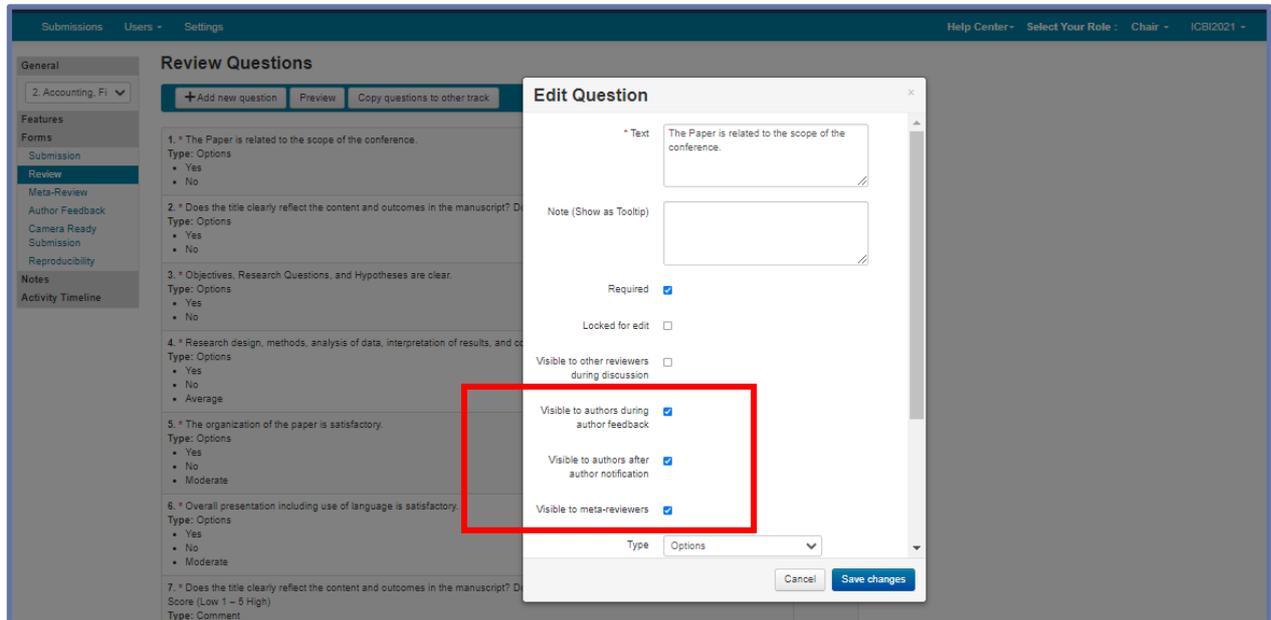
Figure 72.

After completing the review,

- '**View Reviews**' can be seen in the chair console with the 100% completed percentage ('**Completed**' and **'% Completed'** under the **'Review'**)

Figure 73.

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Next the Chair / Conference Editor should perform the following steps.

- Send the email, '**Author Notification of the Outcome**' (Acceptance / Rejection) to Authors.

Figure 74.

If Accepted,

- '**Requested For Author Feedback?**' needs to be enabled (**Yes**) in the **Chair Console**

Figure 75.

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Revision Process

- Chair should set Revision section in the **'Submission'** settings (Settings -> Features -> Submission)   page for the desired number and size-limit of file.

Figure 76.

- Chair should make sure the status of the papers for revision are set to **'Revision' in the Chair Console.**

- Chairs can notify Authors of their paper status together with other papers or they can be emailed separately by filtering the **'Status'** column for **'Revision'** before sending emails. This will send the emails only to Authors with the status of **'Revision.'**

Figure 77.

- Enable **'Revision Submission'** in the Activity Timeline page (settings)
- Author Notification needs to be set to **'Completed'** with an end-date that has passed.

Figure 78.

- Make sure 'Allow only revision papers for reviewing' is not checked in Settings>Features>Review'
- Make sure 'Do not show non-revision papers during reviewing' is not checked in Settings>Features>Review'

FCMS, UOK   Image Curtesy: Microsoft CMT
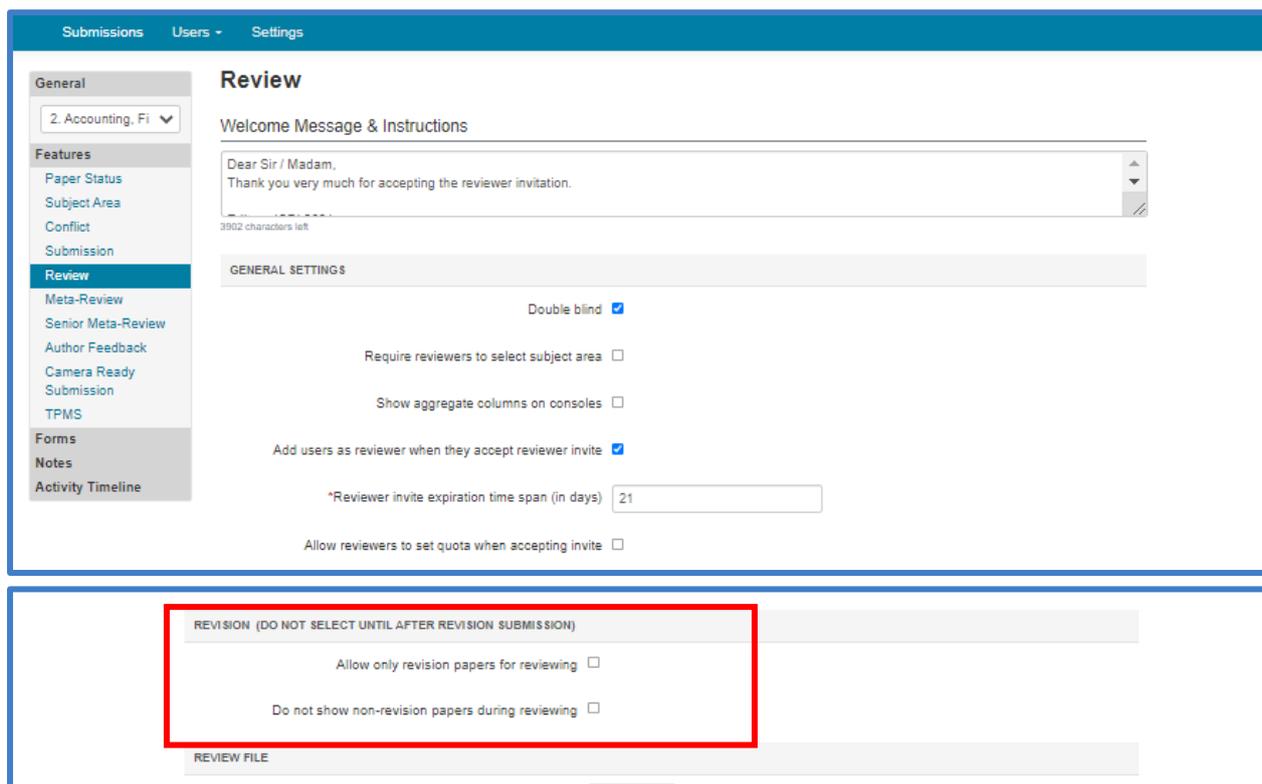
Figure 79.

After completing the above settings, **'Upload Revisions'** will be available under the '**Actions**' in the Author Console (Figure 80).
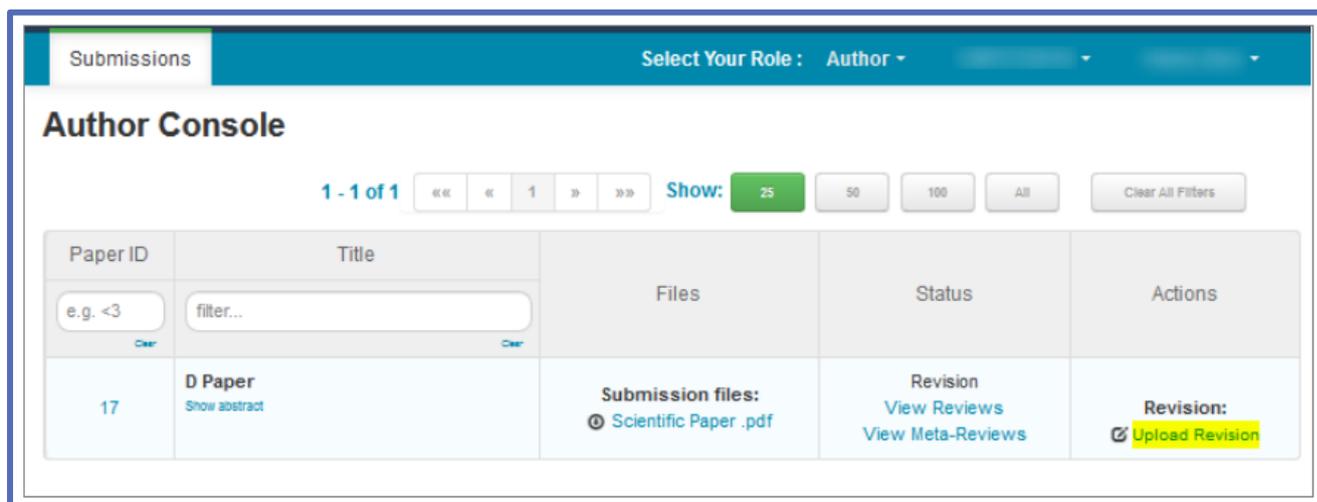
Figure 80.

- The Upload Revision page opens. To upload the file for your revised paper, drag and drop the file into the dotted region or click the "Upload from Computer" button.
- Please note the number of files you may upload, the size and the type of documents allowed. The uploaded file will not be saved unless the 'Save' button at the bottom of the form is clicked.

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Figure 81.

- Authors can check the Submission Summary of the Revision, by clicking on the Paper ID of the manuscript. (Figure 82)

Figure 82.

- The following 'Submission Summary' page will be displayed to Authors (Figure 83).

FCMS, UOK   Image Curtesy: Microsoft CMT

Figure 83.

- After uploading the Revised paper, "**Yes**" should be appeared automatically in the Chair Console under the "**Revision Submission**?" column (Figure 84).

Figure 84.

- Chair / Editor can edit the review after checking the revision file of the author. (*After submitting the revised paper, Reviewer / Chair / Editor should check the amendments and "Edit Review" with the final decision.*)
- The final decision should be added as a feedback, Ex: ***"Your paper has been accepted for publish in the ICBI 2021".*** Then this review sheet will be visible to the author.

FCMS, UOK   Image Curtesy: Microsoft CMT
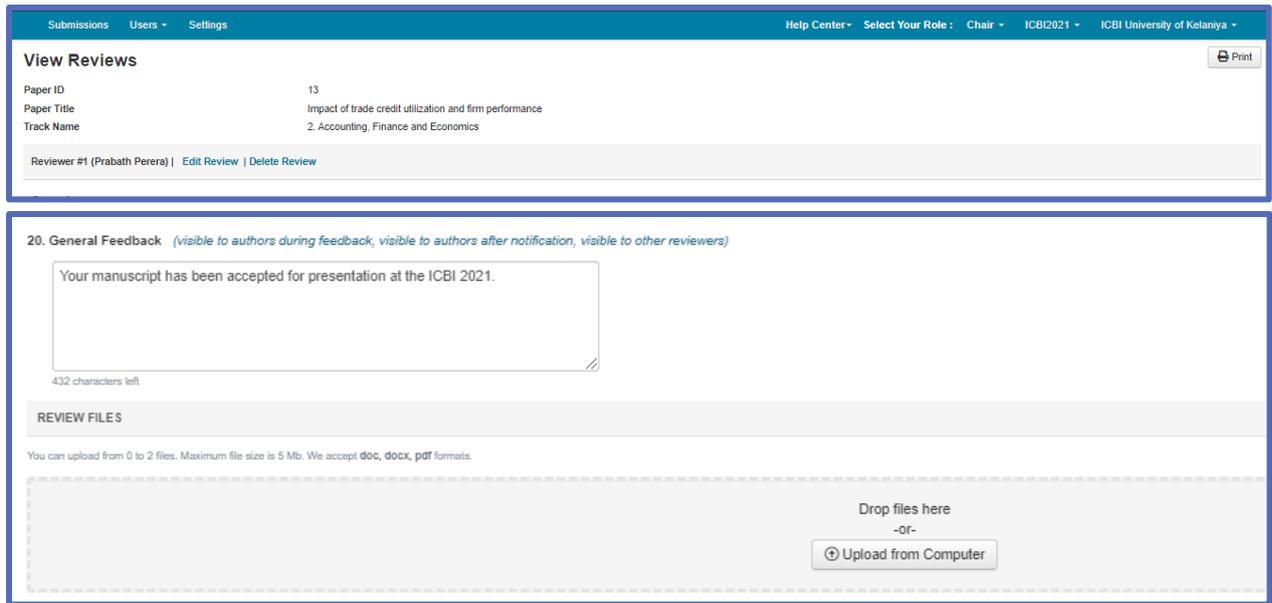
Figure 85.

- Editor should check the final review comments through **"View Reviews"** in the chair console and change the status in to **"Accept"**

Figure 86.

Enable Camera-Ready Submission

- After the paper decision-making phase, Chairs enable the papers for camera-ready submissions. They also may post questions and set other requirements for the Proceeding Editor or Authors.
- Once that is done, the Proceeding Editor will take over the responsibilities of the camera-ready phase of the conference.
- Go to the Settings tab, select **'Deadline'** and enable the Camera-Ready Submission status. Set the date appropriately. Click 'Save Changes.'

Camera Ready Submission File Section

- In the 'Camera Ready Submission File' section, set the maximum and minimum number of files, the formats accepted and the maximum file size (Figure 87).

FCMS, UOK   Image Curtesy: Microsoft CMT
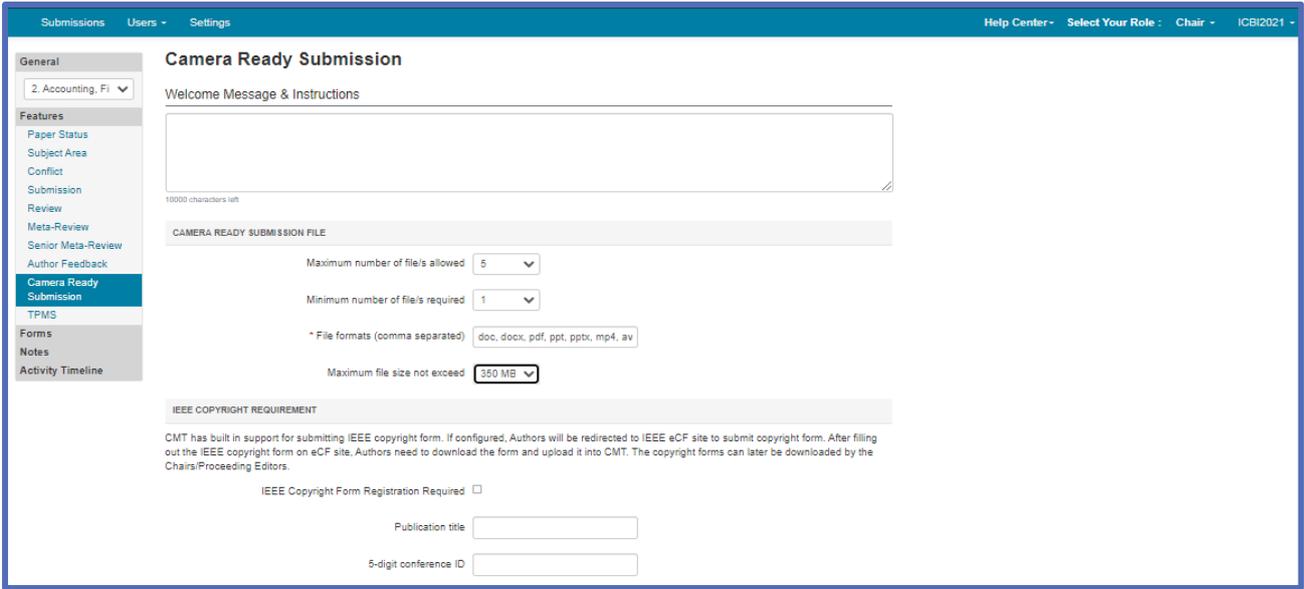
Figure 87.

- Soon after change the status in to **"Accept"**, editor should enable (Yes) the **"Requested for Camera Ready"** in the Chair Console (Figure 88).

Figure 88.

- Send the email **'Review Notification - Camera-Ready Copy'** to authors requesting them to upload the final file (both pdf and word documents) within specified time and register with the conference (Figure 89).

Figure 89.

Camera-Ready Submission - Authors

- After the notification of accepted or rejected Papers have been sent, the Authors of accepted Papers will get an email from the Chair instructing them to upload the camera-ready file; ready to print for the conference. These will be uploaded to CMT via a link. If the Paper is rejected, there will be no link (Figure 90).

- From the Author Console in CMT, click on the link **'Create Camera Ready Submission.'**

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Figure 90.

- The Create New Camera-Ready Submission page opens. On this page, author may have the ability to edit the title, abstract, and author information. Some Conferences have this disabled.

Camera Ready Summary

|	
Conference Name	International Conference on Business and Information 2021
Track Name	2. Accounting, Finance and Economics
Paper ID	13
Paper Title	Impact of trade credit utilization and firm performance
Abstract	Trade credit is one of payment option which is provided by one trader to another party in their normal course of business process when the goods or services are bought on credit. It facilitate to the transaction without immediate payment. The main objective of this research is to investigate the impact of trade credit as a short term financing method among listed manufacturing companies and profitability of the companies to ensure whether theoretical concepts of trade credit utilizations are practicable in real business environment. Although this research goes to investigate the impact of trade credit utilization and performance of the companies, with the purpose of strength the model, researcher has included three control variables to the model of the study. The sample of this study is all the listed manufacturing companies in CSE during the period of 2009 to 2018. Basically there were 41 listed companies in the sample and due to the unavailability of data, only 31 listed manufacturing companies were selected for the final analysis. Panel data regression was used to analyse the data using Eviews software. According to the results of the study, profitability is positively influenced by trade credit accounts payables and short-term debts. Furthermore liquidity level is positively related to the profitability, while firm age and firm size are negatively related to the profitability.
Authors	Viraj L Weerawickrama - 2017_viraj@kln.ac.lk
Camera Ready Files	Camera Ready Copy - - Impact of trade credit utilization and firm performance.pdf (31 Kb, 6/4/2021, 6:32:06 PM) Camera Ready Copy - - Impact of trade credit utilization and firm performance.docx (11 Kb, 6/4/2021, 6:32:14 PM)

Back to Chair Console   Edit camera ready submission

Figure 91.

- Once the author completed the Camera-Ready Submission process, "**Yes**" should be appeared under the "**Camera Ready Submitted**?" column automatically through the CMT (Figure 92).

Reviewers	Review				Read Only	Discussion	Requested For Author Feedback?	Author Feedback Submitted?	Status	Revision Submitted?	Requested For Camera Ready?	Camera Ready Submitted?	Actions
	Assigned	Completed	% Completed	Bids									
filter...	e.g. <3	e.g. <3	e.g. <3	e.g	click	e.g. <3	click here.	click here.	click he	click here.	click here...	click here.	
1	1 View Reviews	100%	0	No	Disabled (0)	Yes	No	Accept		Yes	Yes	More ▾

Figure 92.

Download Camera-Ready Files

- To download the Camera-Ready files for a particular paper, click 'More,' select 'Download Camera Ready Files.' (Figure 93).

FCMS, UOK   Image Curtesy: Microsoft CMT

Figure 93.

Figure 94.

Requesting the final presentation and the recorded presentation

- Send authors the email **"Presentation Guidelines"** with all the relevant details.

- Authors should submit their presentations to **"Camera Ready Submission Files"** section in the CMT. (So the minimum no of file allowed in the camera ready submission should be 03. Make sure that this is enabled in the settings) (Figure 95).

Figure 95.

**Camera Ready Summary with .pdf and .docx formats**

Figure 96.

FCMS, UOK   Image Curtesy: Microsoft CMT

Camera Ready Summary with .pdf , .docx formats and final presentation (.pptx) and the recorded presentation (.avi)

Figure 97.

**Final Emails**

- Send authors the email **"Postal / Certificate details"** to collect their details through a Google Form.
- Send authors the email **"Registration reminder"**
- Send authors the email **"Conference Programme"** with the Invitation, Agenda, and the Presentation schedule.

Note: As the final step, convert all the "Enabled" settings in the activity timeline to "Completed".

<div align="center">

Have a Great Conference!

</div>

Main Reference

https://cmt3.research.microsoft.com/docs/help/

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