



**UNIVERSITY OF  
KELANIYA  
SRI LANKA**

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# CONFERENCE MANAGEMENT PROCESS

(USING MICROSOFT CMT)

A Step-by-Step Guide



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## **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**

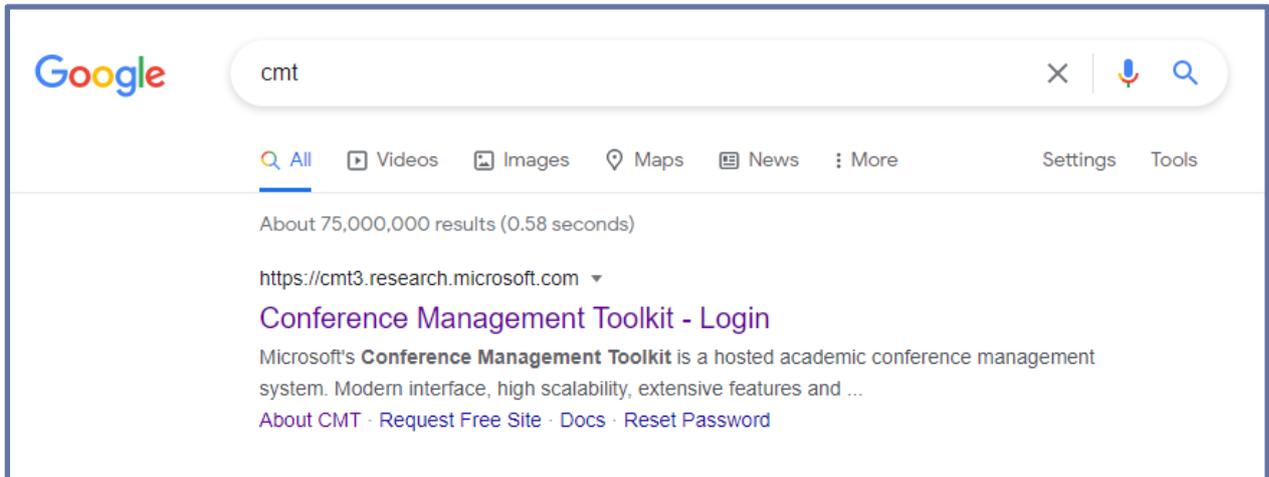
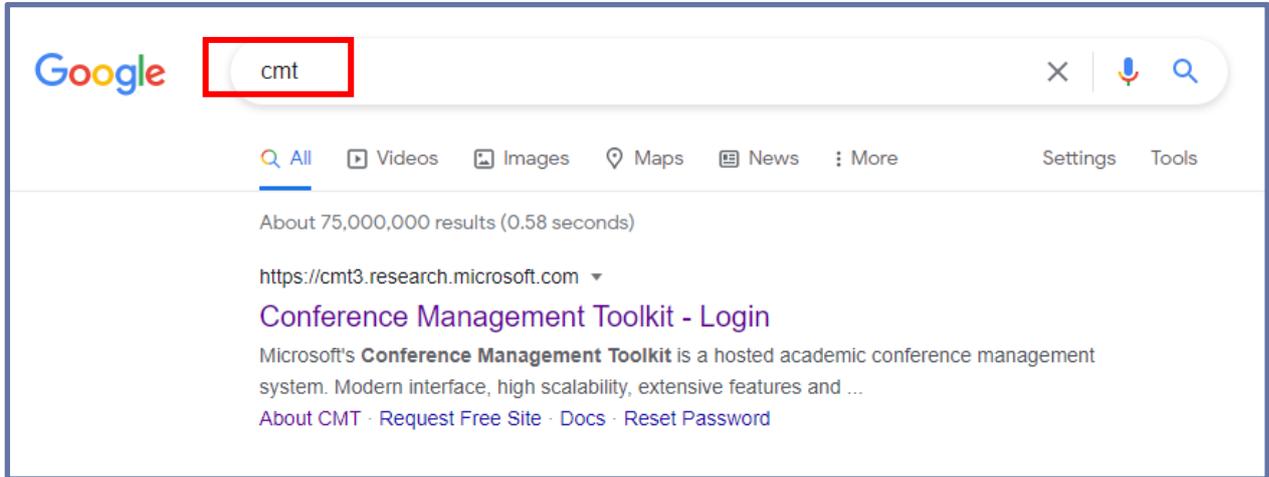
Faculty of Commerce and Management Studies (FCMS) organized its first International Research Conference in 2010. This event is included in the FCMS annual event calendar and is considered one of the faculty’s major events. Nearly 100 international and local researchers participated in the conference, 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.

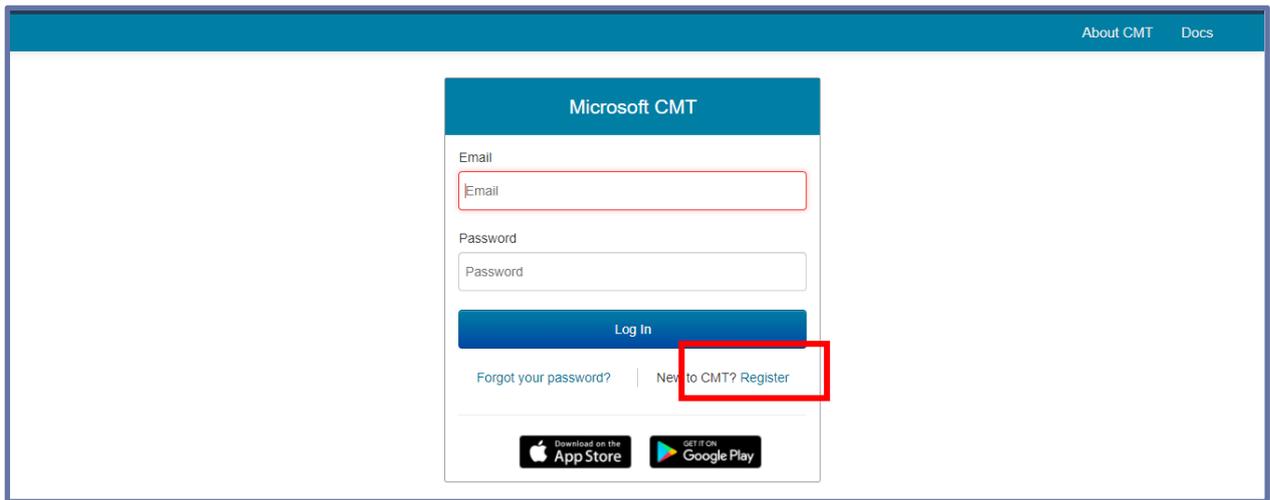
## CMT Registration Process

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”.



**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.)

**Create New Account**

**Login information**

\* Email  This email will be used to login into CMT

\* Password

\* Confirm Password

**Personal Information**

\* First Name

Middle Initial

\* Last Name

Nickname

\* Organization Name

\* Country/Region

**Figure 03.**

**External Profile Information**

Google Scholar Id

Semantic Scholar Id

DBLP Id

**Verification**

Enter the characters you see  
New | Audio



I agree to the Microsoft CMT's [Author's Statement](#), [Terms Of Use](#) and [Privacy & Cookies](#)

**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.

Name	Start Date	Location	External URL	Contact
International Conference on Business and Information 2021	11/11/2021	Kelaniya, Sri Lanka	<a href="http://conf.kln.ac.lk/icbi/">http://conf.kln.ac.lk/icbi/</a>	Email Chairs
International Postgraduate Research Conference (IPRC-2019)	10/18/2019	Colombo, Sri Lanka	<a href="https://fgs.kln.ac.lk/">https://fgs.kln.ac.lk/</a>	Email Chairs

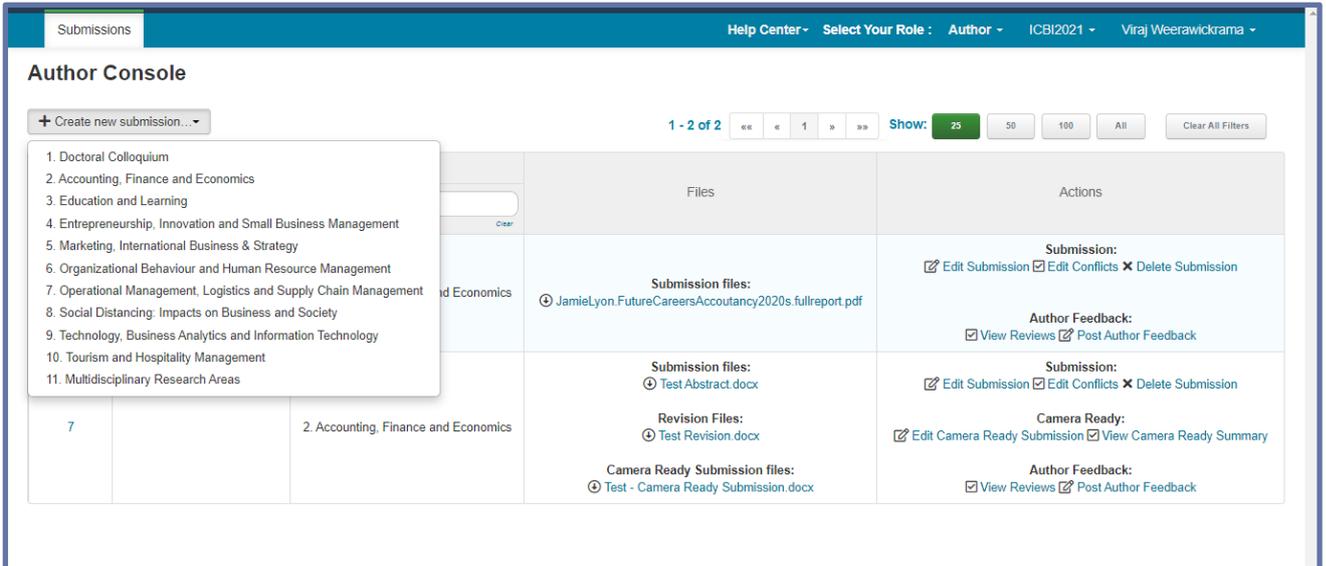
Figure 05.

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

Paper ID	Title	Track	Files	Actions
----------	-------	-------	-------	---------

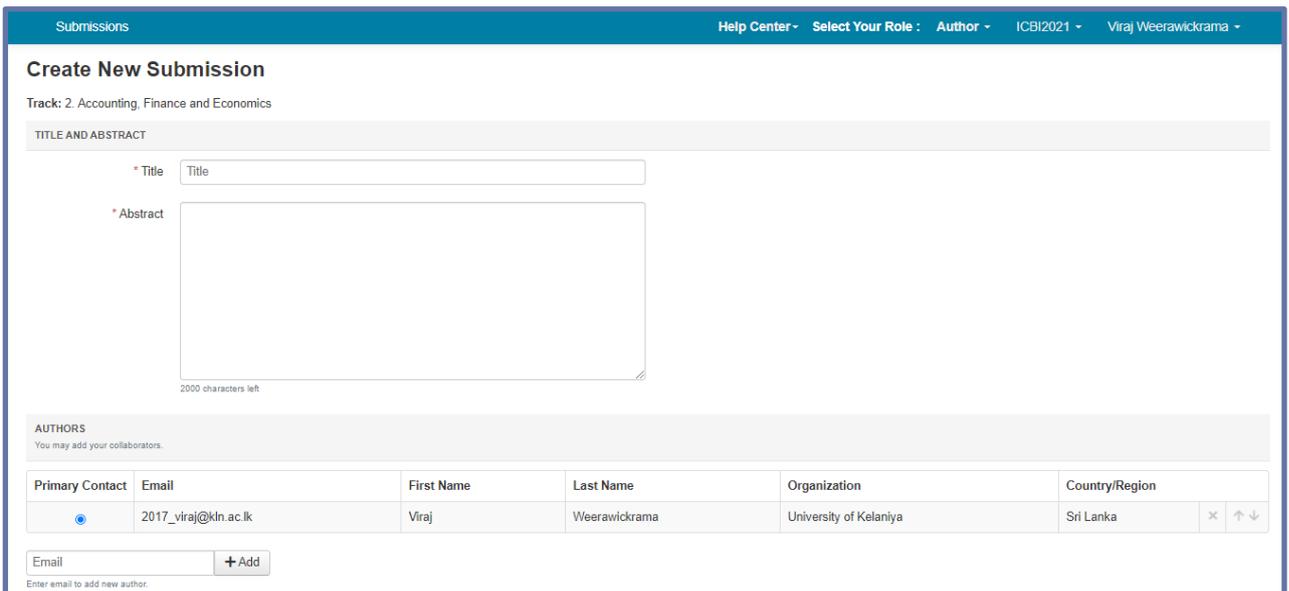
Figure 06.

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

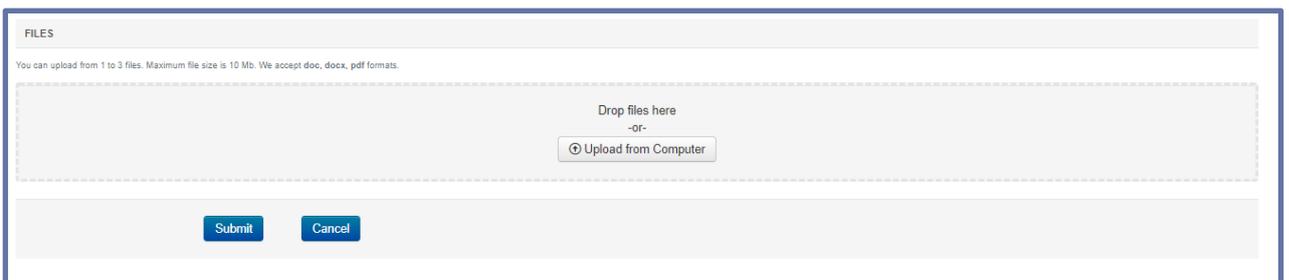


**Figure 07.**

- 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.**

- 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.

**Create New Submission**

Track: 2. Accounting, Finance and Economics

**TITLE AND ABSTRACT**

\* Title: Impact of trade credit utilization and firm performance

\* Abstract: 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**  
You may add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country/Region
<input checked="" type="radio"/>	2017_viraj@kln.ac.lk	Viraj	Weerawickrama	University of Kelaniya	Sri Lanka

Email  + Add  
Enter email to add new author.

**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.

**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-

**Figure 11.**

- Then authors will see the uploaded document/s

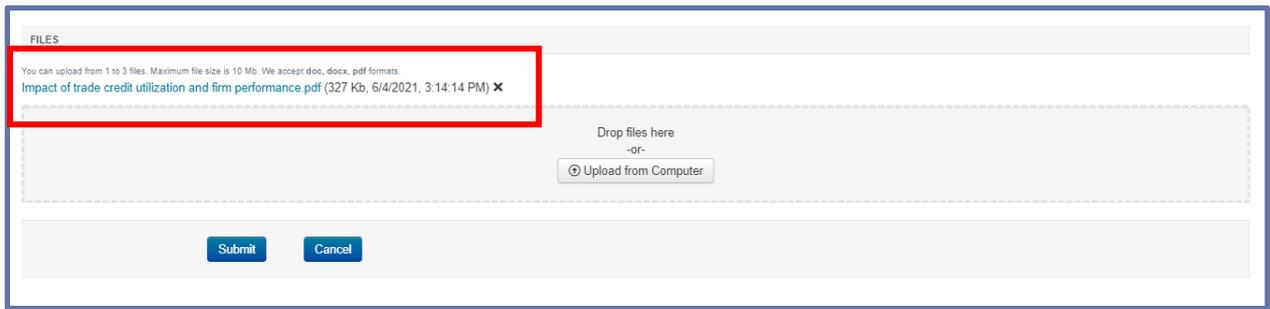


Figure 12.

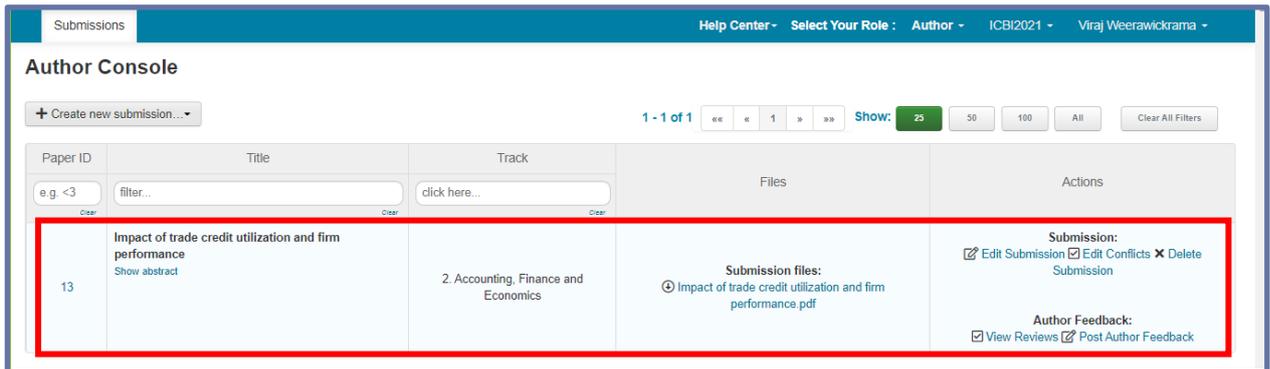


Figure 13.

- 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

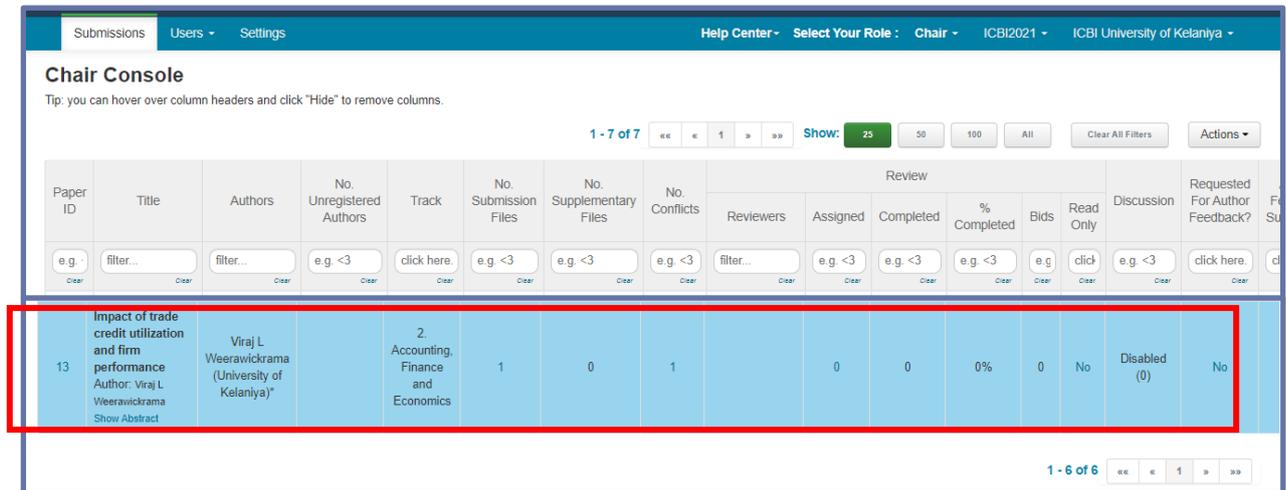


Figure 14.

## Common Settings for the Conference

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

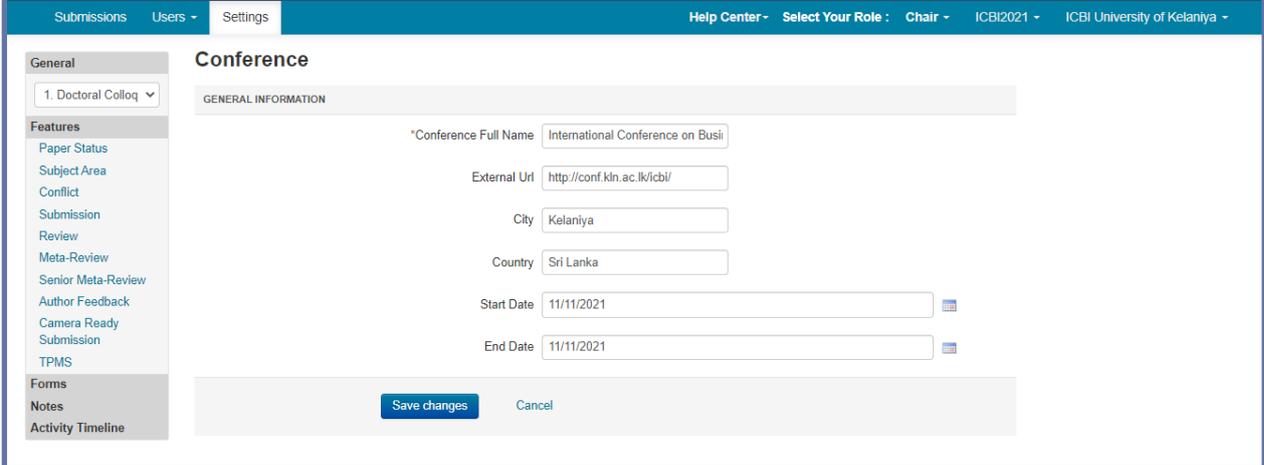


Figure 15.

- 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).

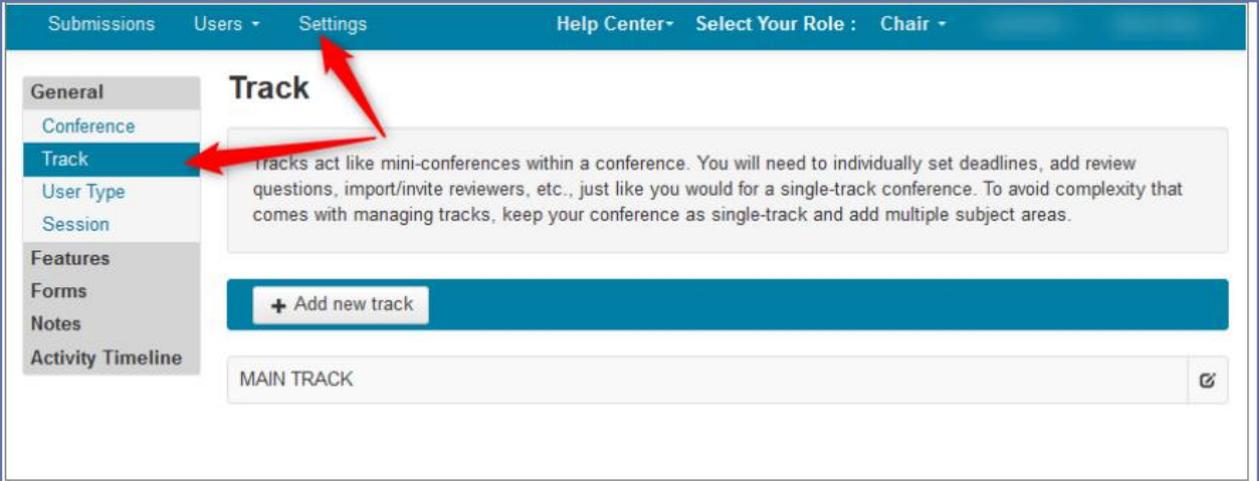
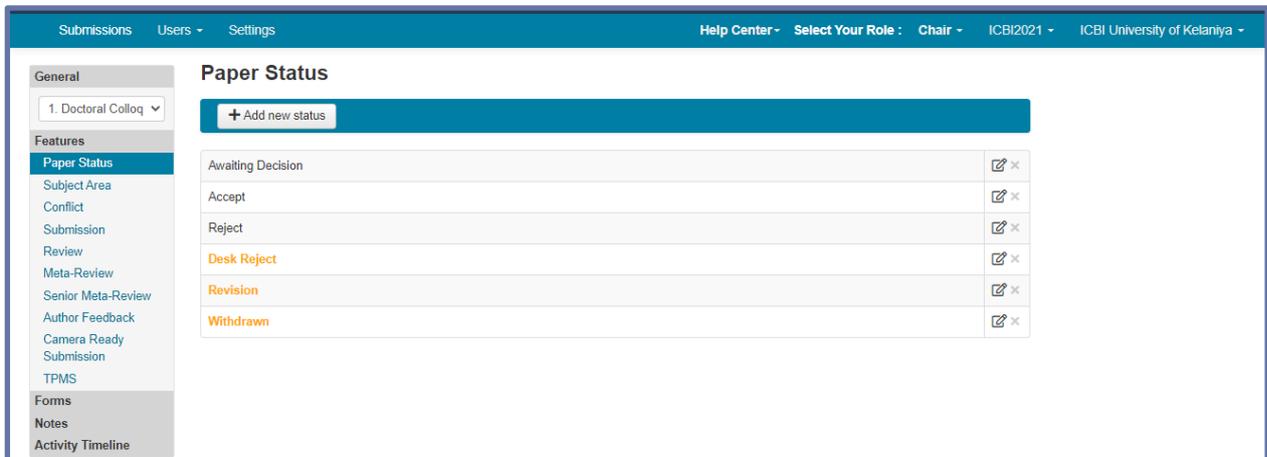


Figure 16.

- 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.

- 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.

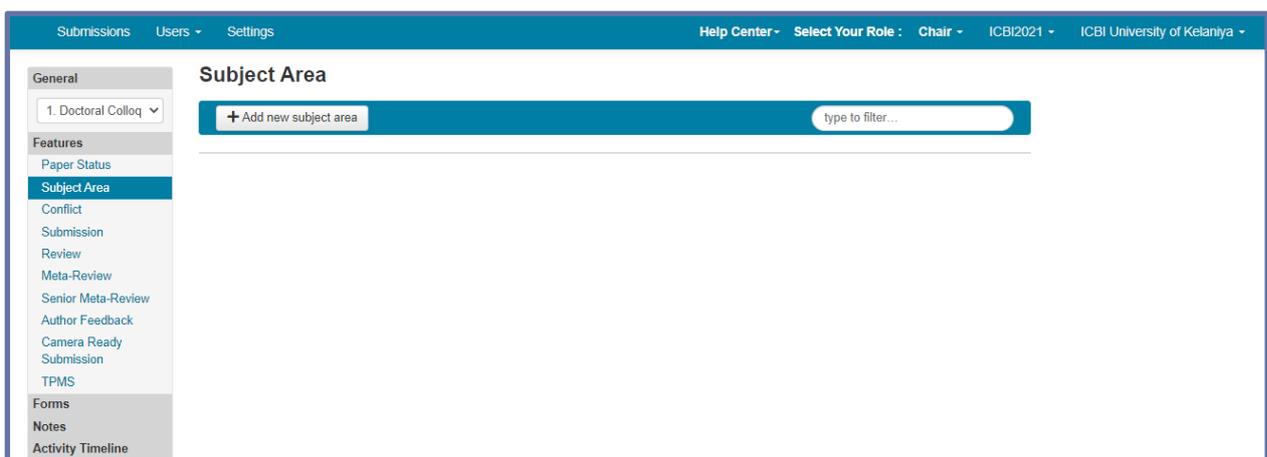


**Figure 17.**

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.**

### **Submission Settings**

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

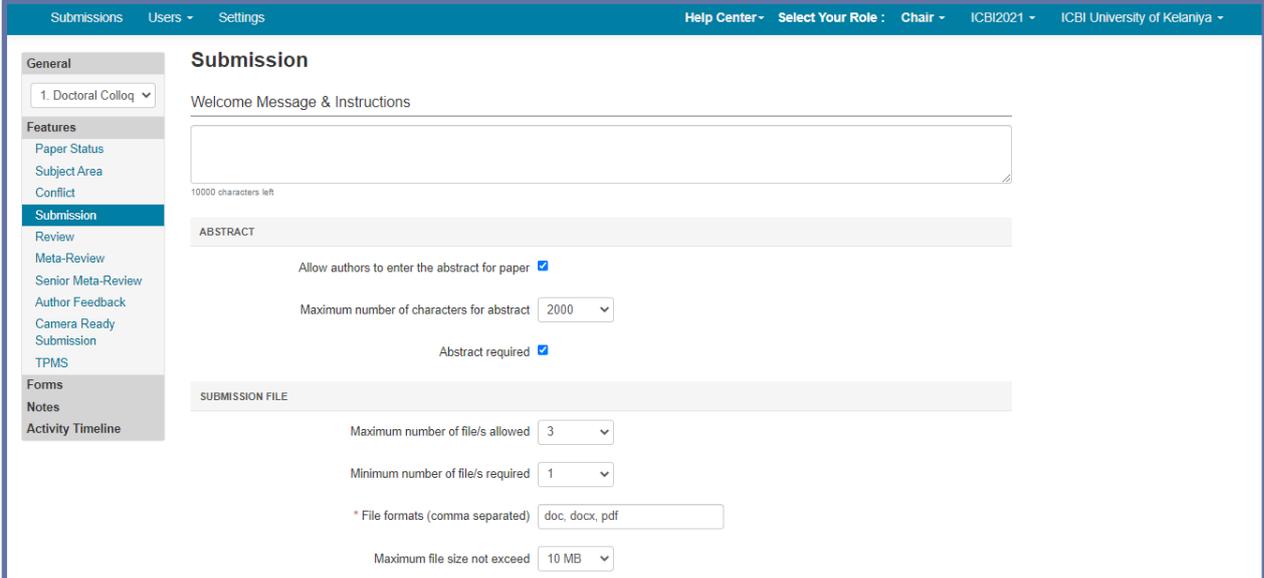
- From the ‘Settings’ tab, select ‘Features>Submission.’

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.

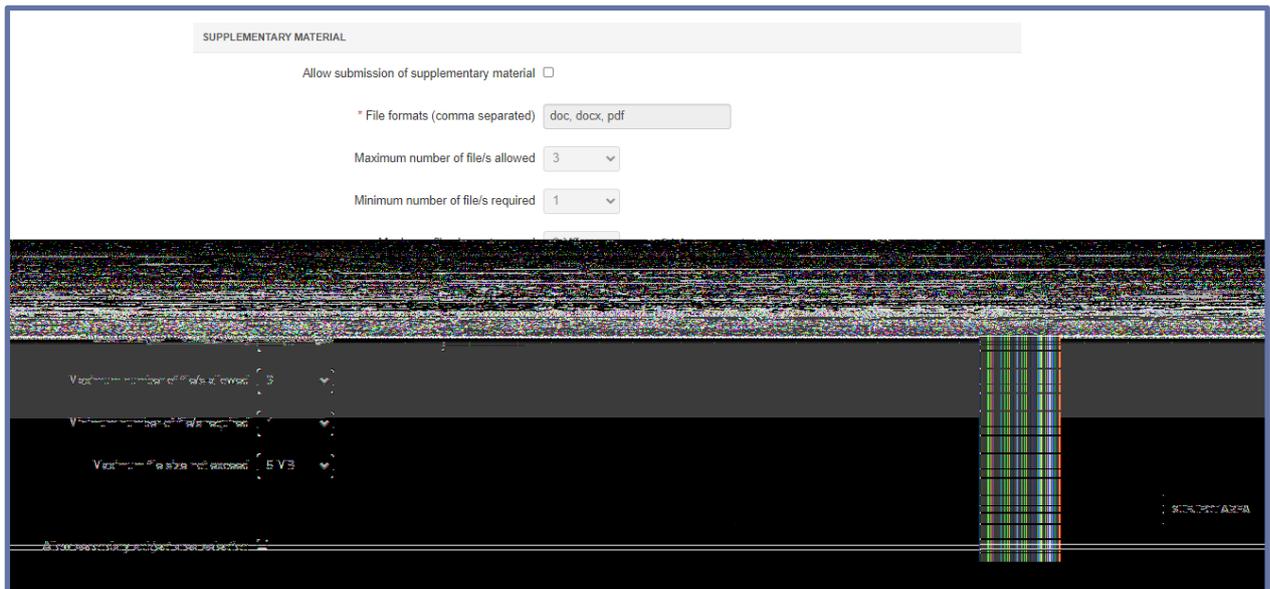
- If you set the minimum number of files as zero with the maximum number  $>0$ , the Author can elect to upload a file or not.
- The file size can be up to 100MB, File extensions (comma separated) can be uploaded and may include, pdf, docx, pptx, etc.



**Figure 20.**

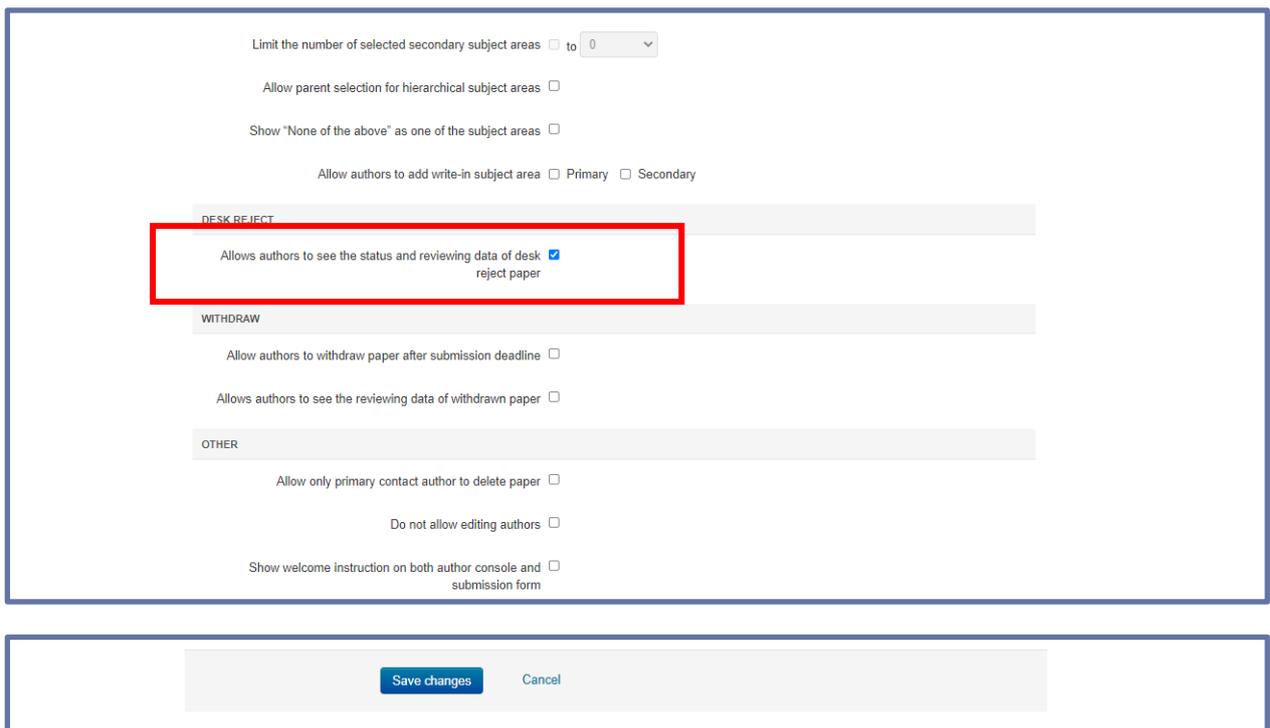
Chairs may option to request authors to upload supplementary material to supplement the paper file, such as:

- ✓ 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.



**Figure 21.**

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

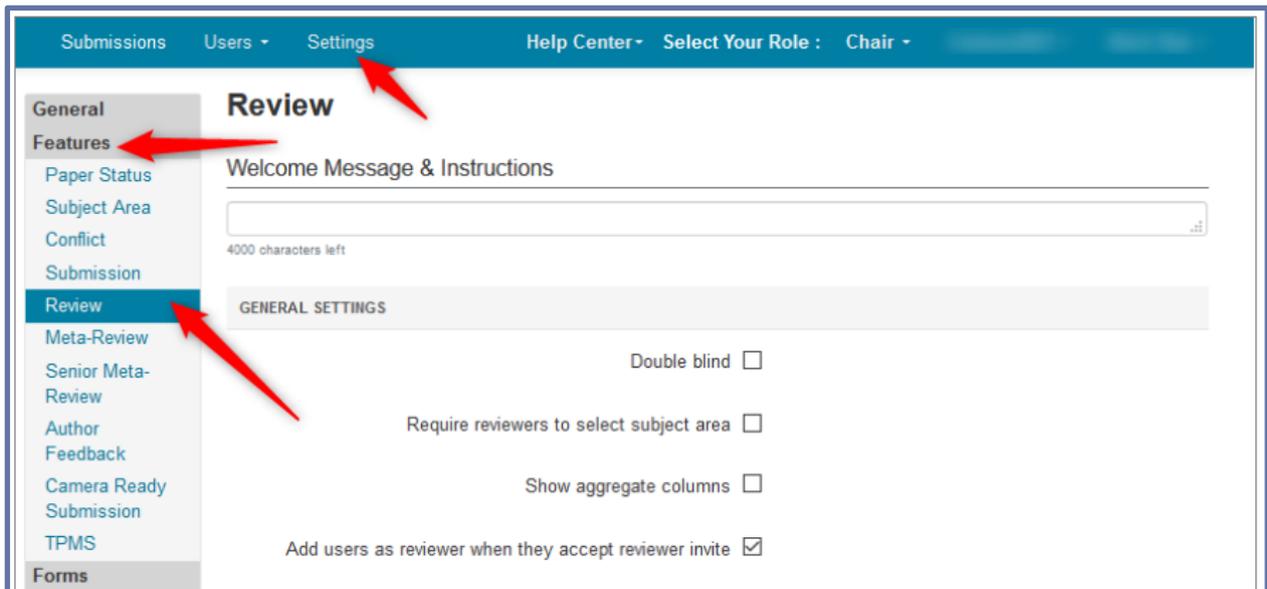


**Figure 22.**

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

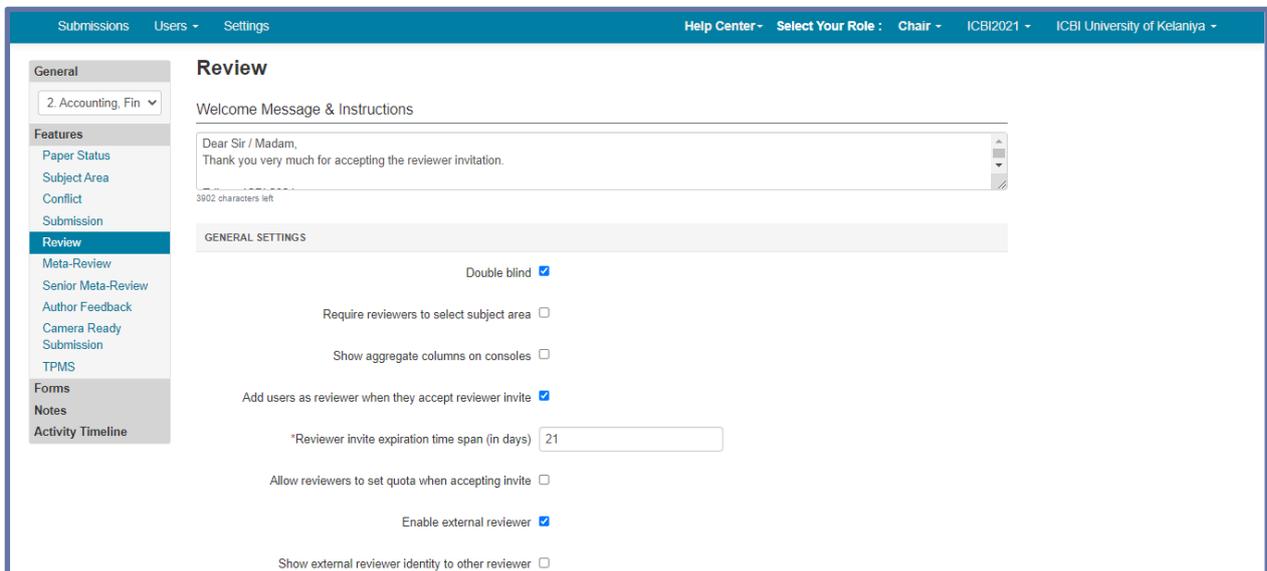
### **Review Settings**

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



**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.



Show Reviewer Identity to Other Reviewer  
 Enable all papers for discussion  
 Allow all reviewers to discuss non-conflicting papers  
 Allow access to reviewing data only after submitting own review  
 Allow reviewers to access reviewing data after reviewing  
 Allow reviewers to see paper status before author notification  
 Allow bidding only for suggested submissions  
 Maximum number of Eager bids for reviewer  
 Notify other reviewers for review update during discussion  
 Notify meta-reviewers for review update during discussion  
 Allow Review Update During Discussion  
 Do not allow reviewer to post new message  
 Do not enable reviewer note  
 Do not allow reviewer to edit note

**Figure 24.**

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

Show out of quota reviewer during assignment  
 Allow reviewer to compare papers  
 REVISION (DO NOT SELECT UNTIL AFTER REVISION SUBMISSION)  
 Allow only revision papers for reviewing  
 Do not show non-revision papers during reviewing  
 REVIEW FILE  
 Maximum number of file/s allowed: 2  
 Minimum number of file/s required: 0  
 \* File formats (comma separated): doc, docx, pdf  
 Maximum file size not exceed: 5 MB  
 Files are visible to author  
 CONSOLE CUSTOMIZATION  
 Do not show desk reject papers

**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.

Submissions Users Settings Help Center Select Your Role : Chair ICBI2021 ICBI University of Kelaniya

General  
2. Accounting, Fin

Features  
Paper Status  
Subject Area  
Conflict  
Submission  
Review  
**Meta-Review**  
Senior Meta-Review  
Author Feedback  
Camera Ready  
Submission  
TPMS

Forms  
Notes  
Activity Timeline

### Meta-Review

Welcome Message & Instructions

4000 characters left

GENERAL SETTINGS

Require meta-reviewers to select subject area

Show aggregate columns on consoles

Add as meta-reviewer when user accepts meta-reviewer invite

\*Meta-reviewer invite expiration time span (in days)

Allow bidding only for suggested submissions

Allow meta-reviewer to assign submission to reviewer

Allow meta-reviewer to add reviewer

Allow inviting non-reviewer user to review submission

Allow meta-reviewer to view paper status

Allow meta-reviewer to enable discussion

Allow meta-reviewer to enable author feedback

Enable meta-reviewer to suggest reviewers for submission

Do not allow editing reviewer suggestions for submission

Include conflicting reviewers in suggestion candidate list

Allow meta-reviewer to rate review

Allow sharing reviewers with other meta-reviewer

Allow meta-reviewer to see other Meta-Reviewers' meta-review

Do not allow shared meta-reviewer to edit recommendation

Allow meta-reviewer to see inline meta-review

Allow senior meta-reviewer to see inline meta-review

Allow accessing reviews and discussions after reviewing

Allow meta-reviewer to compare papers

**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

Minimum number of file/s required

\* File formats (comma separated)

Maximum file size not exceed

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

**Figure 26.**

Submissions Users Settings Help Center Select Your Role : Chair ICBI2021 ICBI University of Kelaniya

General 2. Accounting, Fin

### Senior Meta-Review

GENERAL SETTINGS

- Require selecting subject area
- Do not allow seeing author identity
- Allow emailing author
- Do not allow editing review assignment
- Do not allow editing meta-review assignment
- Do not allow enabling discussion
- Allow viewing paper status
- Allow changing paper status
- Allow rating submission
- Allow optional comment when rating submission
- Assign paper to senior meta-reviewer through meta-reviewer
- Do not use senior meta-reviewer conflict with submission

- Allow meta-reviewer to inherit senior meta-reviewer's conflict
- Do not enable senior meta-reviewer note
- Do not allow senior meta-reviewer to edit note
- Allow inviting non-reviewer user to review submission

CONSOLE CUSTOMIZATION

- Do not show desk reject papers

Select console columns to hide from senior meta-reviewer

- Authors
- Track
- Subject Area
- Review
- Reviewer Note
- Meta-Review
- Meta-Reviewer Note
- Senior Meta-Reviewer Note
- Discussion
- Author Feedback Requested

Save changes Cancel

Figure 27.

## 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.

Submissions Users Settings Help Center Select Your Role : Chair ICBI2021 ICBI University of Kelaniya

### Camera Ready Submission

General  
2. Accounting, Fin

Features  
Paper Status  
Subject Area  
Conflict  
Submission  
Review  
Meta-Review  
Senior Meta-Review  
**Camera Ready Submission**  
Forms  
Notes  
Activity Timeline

Welcome Message & Instructions  
10000 characters left

CAMERA READY SUBMISSION FILE

Maximum number of file/s allowed 3

Minimum number of file/s required 1

\* File formats (comma separated) doc, docx, pdf

Maximum file size not exceed 3 MB

IEEE COPYRIGHT REQUIREMENT

CMT has built in support for submitting IEEE copyright form. If configured, Authors will be redirected to IEEE eCF site to submit copyright form. After filling out the IEEE copyright form on eCF site, Authors need to download the form and upload it into CMT. The copyright forms can later be downloaded by the Chairs/Proceeding Editors.

IEEE Copyright Form Registration Required

Publication title

5-digit conference ID

OTHER

Require reproducibility check list

Do not allow editing authors

Allow meta-reviewer to view submission

Allow senior meta-reviewer to view submission

Save changes Cancel

**Figure 30.**

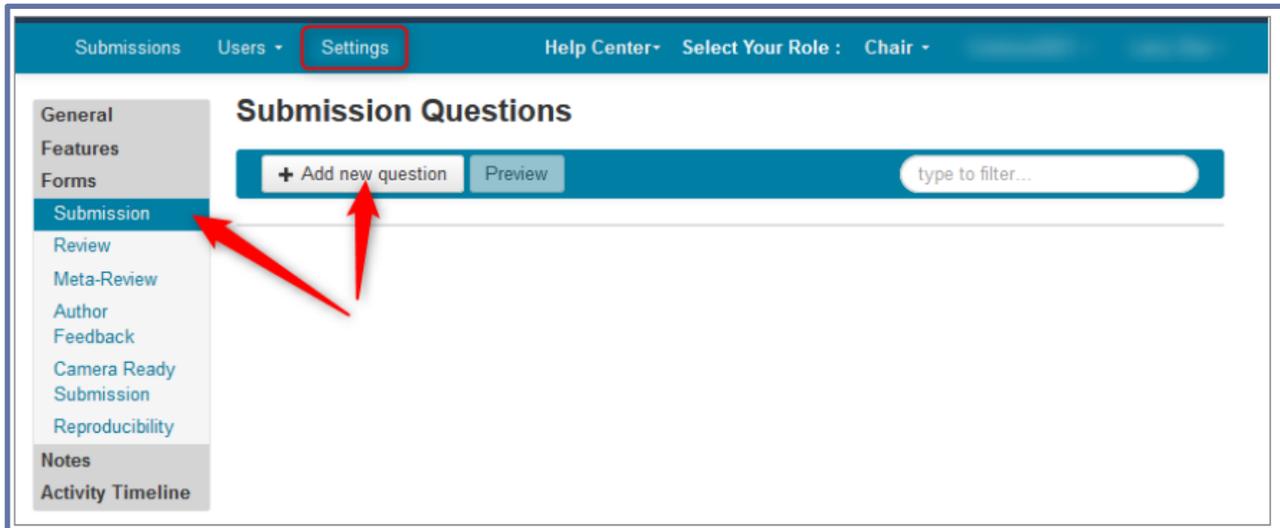
- Click 'Save changes.'

## 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.

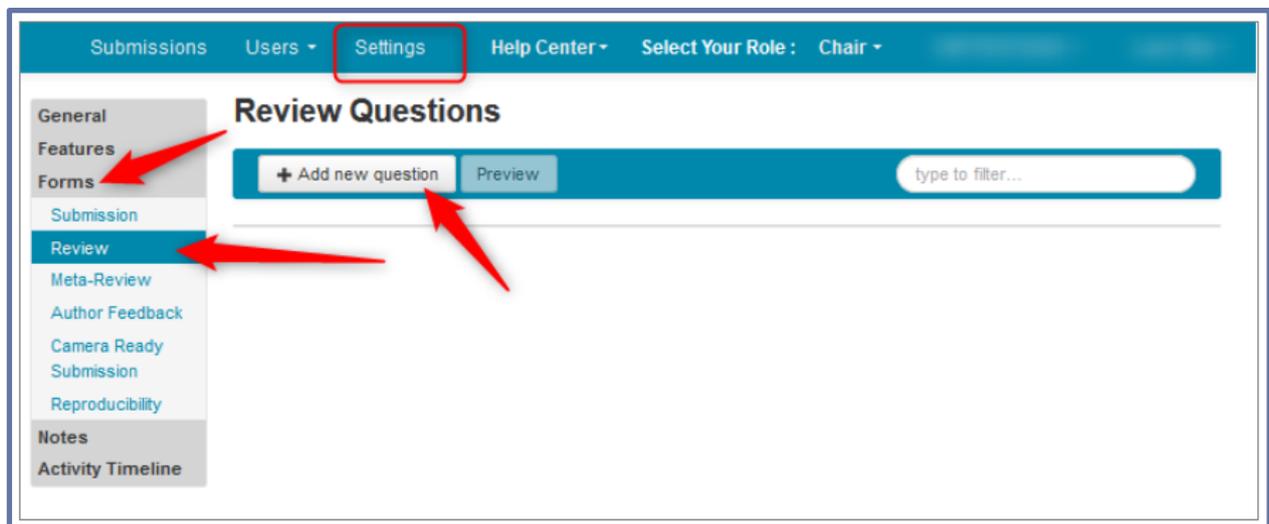


**Figure 31.**

### *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.

The image shows a 'Create New Question' dialog box with the following elements:

- Text input field (highlighted in yellow)
- Note (Show as Tooltip) input field
- Required checkbox (highlighted in yellow)
- Locked for edit checkbox (highlighted in yellow)
- Visible to other reviewers during discussion checkbox (highlighted in yellow)
- Visible to authors during author feedback checkbox (highlighted in yellow)
- Visible to authors after author notification checkbox (highlighted in yellow)
- Visible to meta-reviewers checkbox (highlighted in yellow)
- Type dropdown menu (set to Agreement)
- Cancel button
- Save changes button

**Figure 33.**

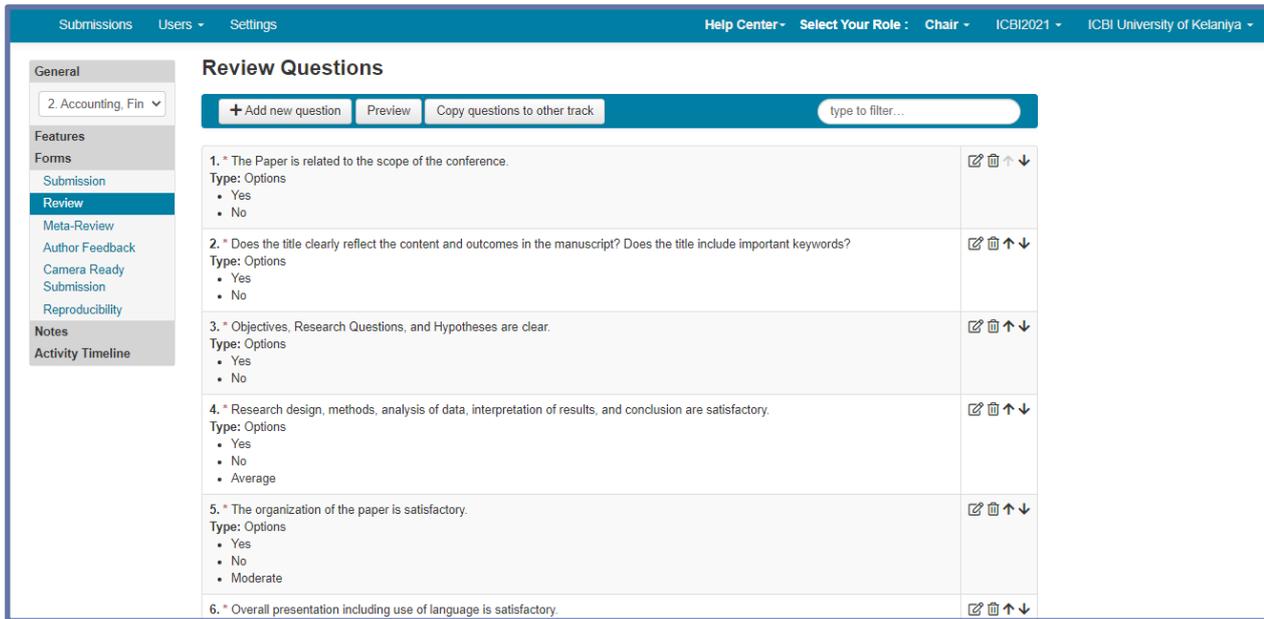
### **Checkboxes**

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.

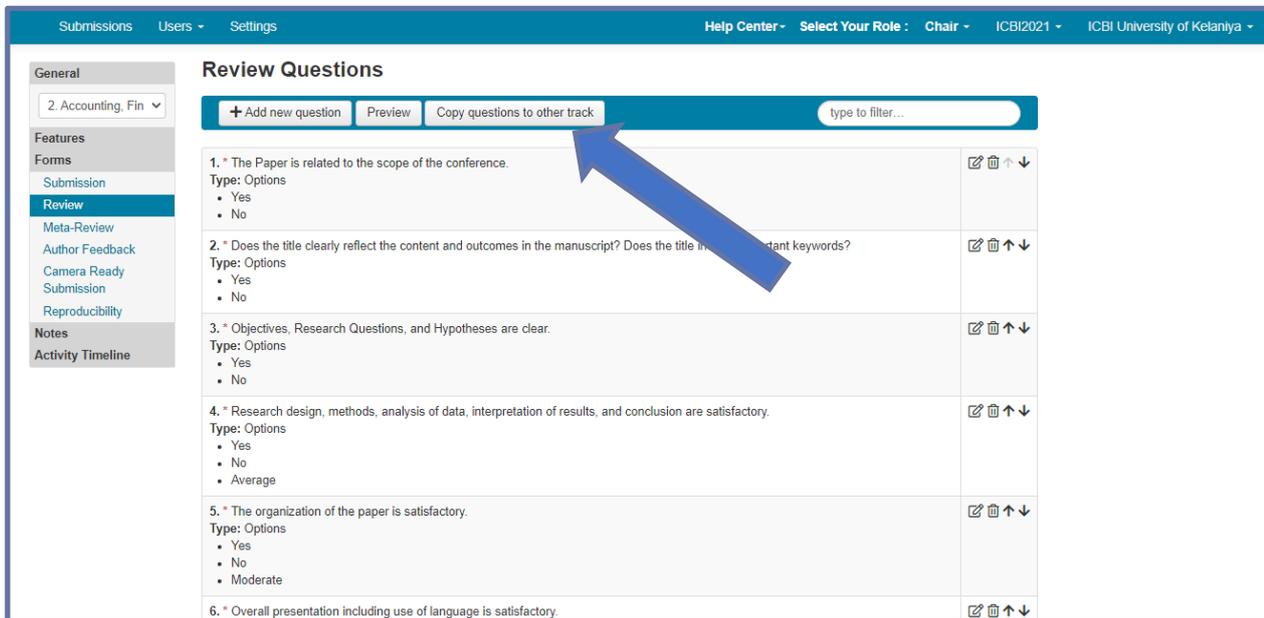
- The 'Review Questions Preview' page is what the Reviewers will see when they Review their assigned papers.



**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.

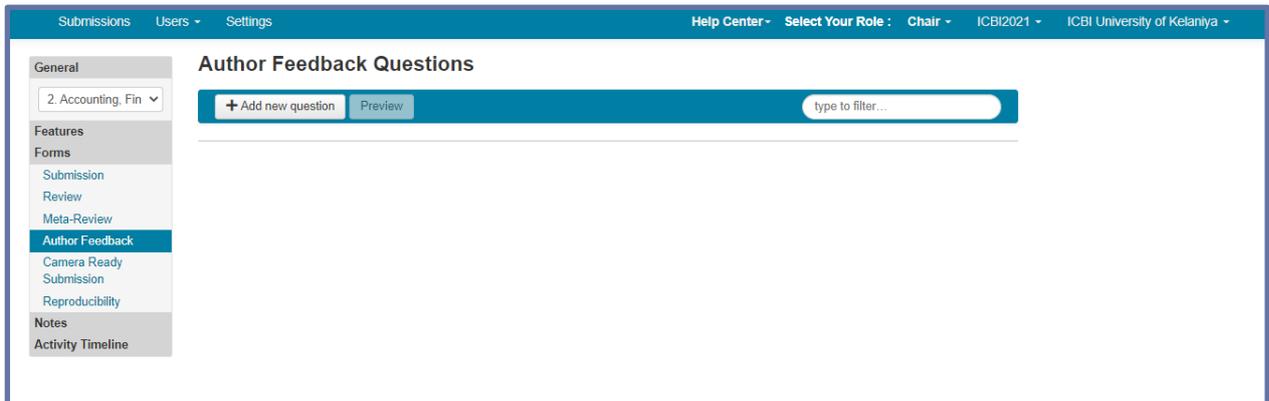


**Figure 35.**

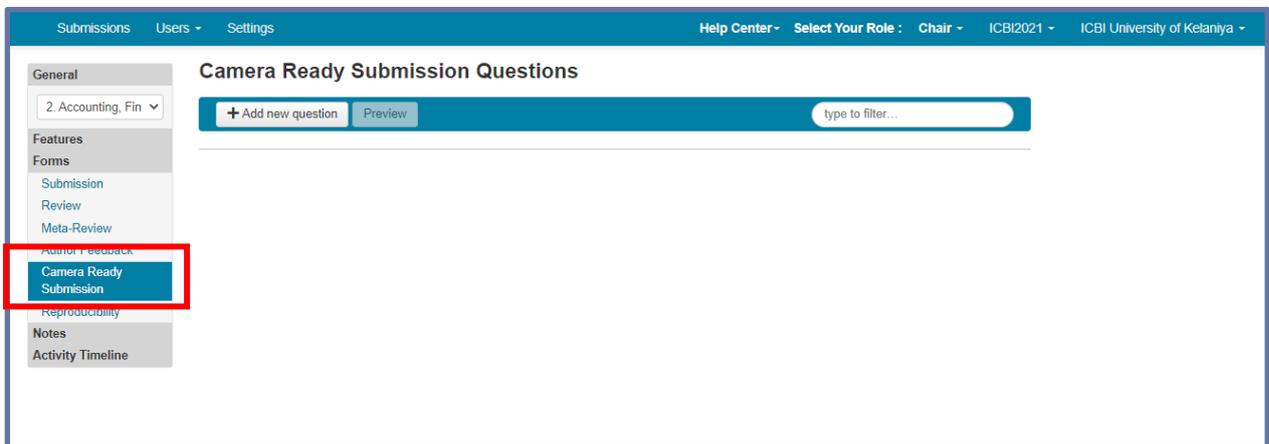
- After the questions for one track have been created, click 'Copy questions to other track.'
- In the 'Copy Questions to Other Track' pop-up, click another track and then click the 'Copy' button once.
- A green alert with 'Questions copied!' will appear at the bottom of the page.

- 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-**

## 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).

The screenshot displays the 'Deadline' configuration page in the CMT system. The page title is 'Deadline' and it includes a note: 'CMT does not add time buffer for conference activities. Activity deadlines are not displayed to users. To allow a 15 minutes time buffer for users, you could set CMT deadline to be 15 minutes later than the deadline advertised in call for papers or on conference site.'

Conference Activity	Status	Deadline (Pacific Time)
Paper Submission	Enabled	07/05/2021 11:59 PM
Edit Submission	Enabled	07/06/2021 12:00 PM
Supplementary Material	Disabled	07/06/2021 12:00 PM
Senior Meta-Reviewer Bidding	Disabled	02/12/2021 12:00 AM
Meta-Reviewer Bidding	Disabled	02/12/2021 12:00 AM
Reviewer Bidding	Disabled	02/12/2021 05:00 PM
Meta-Review Submission	Disabled	02/12/2021 12:00 AM
Review Submission	Enabled	08/05/2021 11:59 PM
Review Discussion	Enabled	08/05/2021 05:00 PM
Author Feedback	Enabled	08/05/2021 12:00 AM
Author Notification	Enabled	08/30/2021 11:59 PM

Revision Submission	Enabled	09/30/2021 11:59 PM
Camera Ready Submission	Enabled	10/05/2021 11:59 PM

Buttons: Save Changes, Cancel

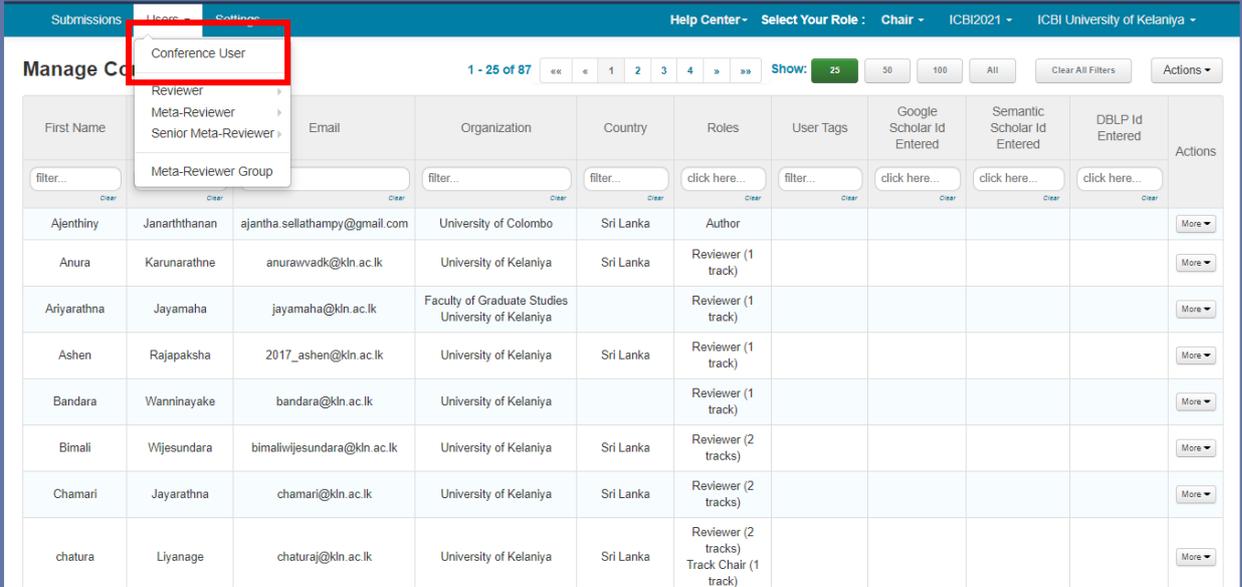
Figure 38.

## 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.'



First Name	Email	Organization	Country	Roles	User Tags	Google Scholar Id Entered	Semantic Scholar Id Entered	DBLP Id Entered	Actions
Ajenthiny	Janarthanan	ajantha.sellathampy@gmail.com	University of Colombo	Sri Lanka	Author				More
Anura	Karunarathne	anurawvadk@kln.ac.lk	University of Kelaniya	Sri Lanka	Reviewer (1 track)				More
Ariyaratna	Jayamaha	jayamaha@kln.ac.lk	Faculty of Graduate Studies University of Kelaniya		Reviewer (1 track)				More
Ashen	Rajapaksha	2017_ashen@kln.ac.lk	University of Kelaniya	Sri Lanka	Reviewer (1 track)				More
Bandara	Wanninayake	bandara@kln.ac.lk	University of Kelaniya		Reviewer (1 track)				More
Bimali	Wijesundara	bimaliwijesundara@kln.ac.lk	University of Kelaniya	Sri Lanka	Reviewer (2 tracks)				More
Chamari	Jayarathna	chamari@kln.ac.lk	University of Kelaniya	Sri Lanka	Reviewer (2 tracks)				More
chatura	Liyanage	chaturaj@kln.ac.lk	University of Kelaniya	Sri Lanka	Reviewer (2 tracks) Track Chair (1 track)				More

**Figure 39.**

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

Submissions Users Settings Help Center Select Your Role : Chair ICBI2021 ICBI University of Kelaniya

**Manage Conference Users** 1 - 25 of 87 Show: 25 50 100 All

First Name	Last Name	Email	Organization	Country	Roles	User Tags	Google Scholar Id Entered	Semantic Scholar Id Entered	ACTIONS
filter...	filter...	filter...	filter...	filter...	click here...	filter...	click here...	click here...	<ul style="list-style-type: none"> <li>Add User to Role</li> <li>Reviewer</li> <li>Meta-Reviewer</li> <li>Senior Meta-Reviewer</li> <li>Email</li> <li>Import</li> <li>Export</li> </ul>
Ajenthiny	Janarthanan	ajantha.sellathampy@gmail.com	University of Colombo	Sri Lanka	Author				
Anura	Karunaratne	anurawvadk@kln.ac.lk	University of Kelaniya	Sri Lanka	Reviewer (1 track)				
Ariyaratna	Jayamaha	jayamaha@kln.ac.lk	Faculty of Graduate Studies University of Kelaniya		Reviewer (1 track)				More
Ashen	Rajapaksha	2017_ashen@kln.ac.lk	University of Kelaniya	Sri Lanka	Reviewer (1 track)				More
Bandara	Wanninayake	bandara@kln.ac.lk	University of Kelaniya		Reviewer (1 track)				More
Bimali	Wijesundara	bimaliwijesundara@kln.ac.lk	University of Kelaniya	Sri Lanka	Reviewer (2 tracks)				More
Chamari	Jayarathna	chamari@kln.ac.lk	University of Kelaniya	Sri Lanka	Reviewer (2 tracks)				More
chatura	Liyanage	chaturaj@kln.ac.lk	University of Kelaniya	Sri Lanka	Reviewer (2 tracks) Track Chair (1 track)				More

**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.’

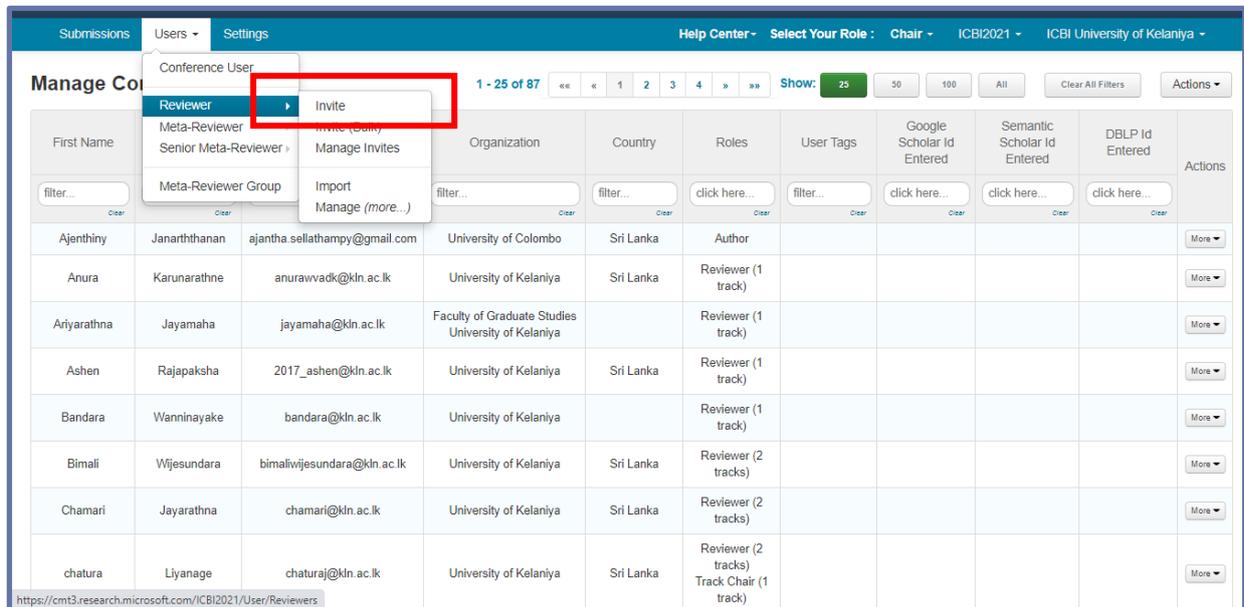


Figure 41.

- On the ‘Invite Reviewer’ page, select the relevant track of the Reviewer. Click ‘Next’

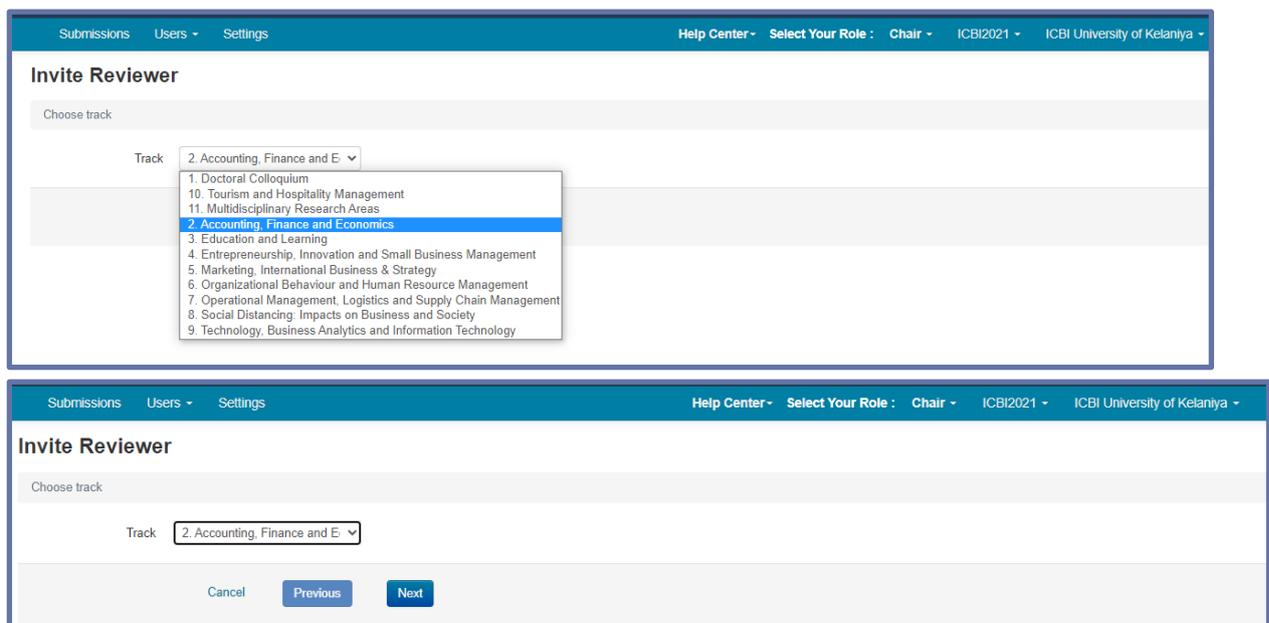
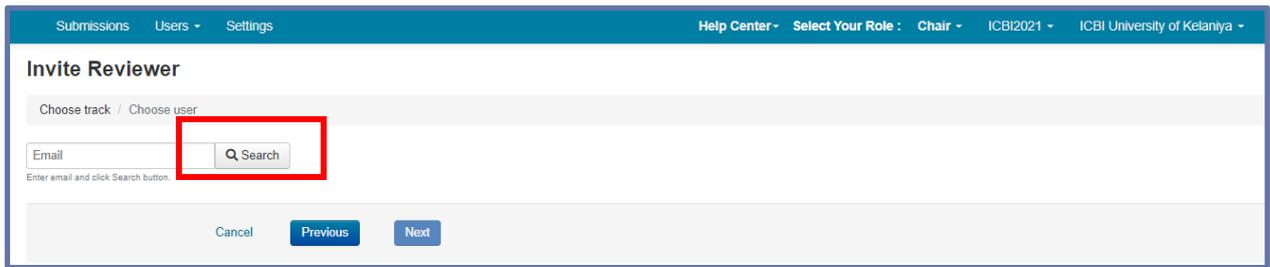


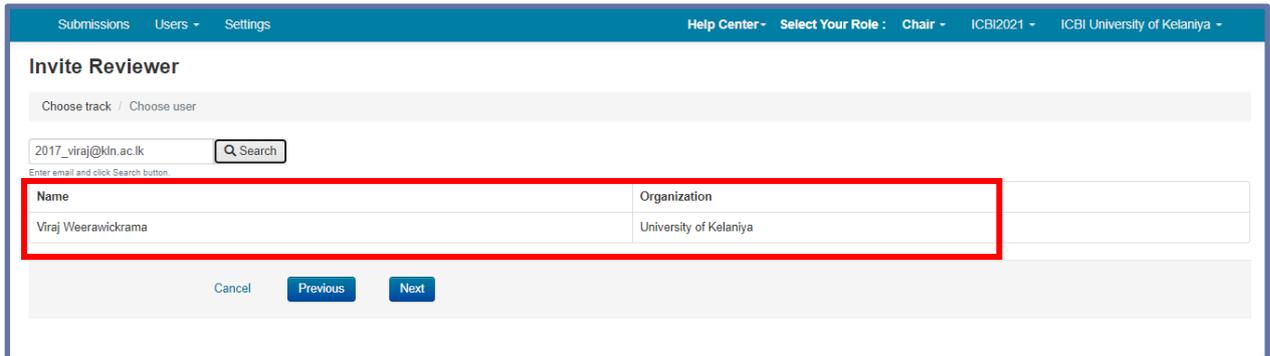
Figure 42.

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



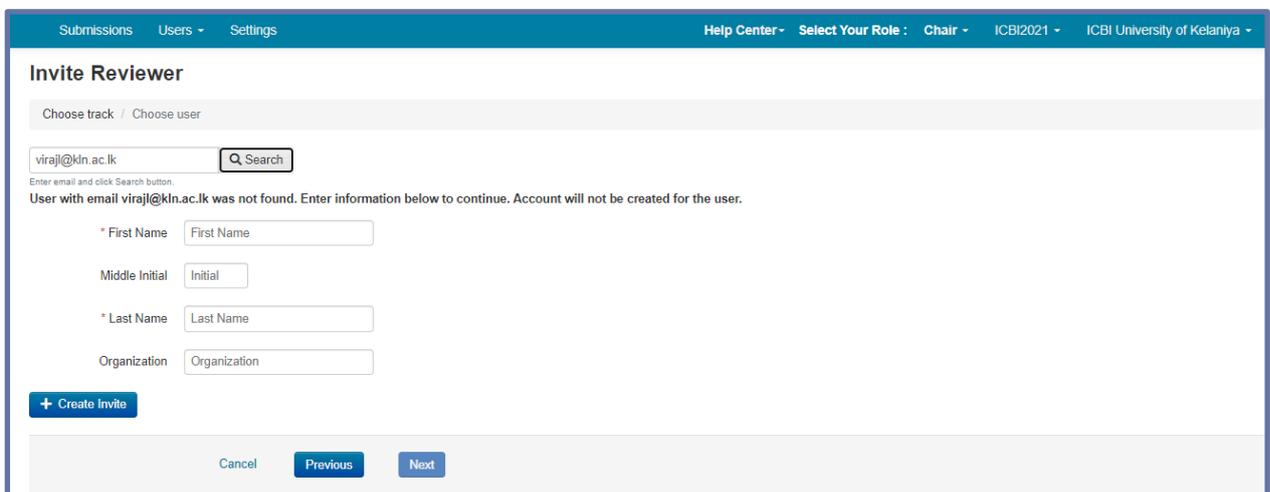
**Figure 43.**

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



**Figure 44.**

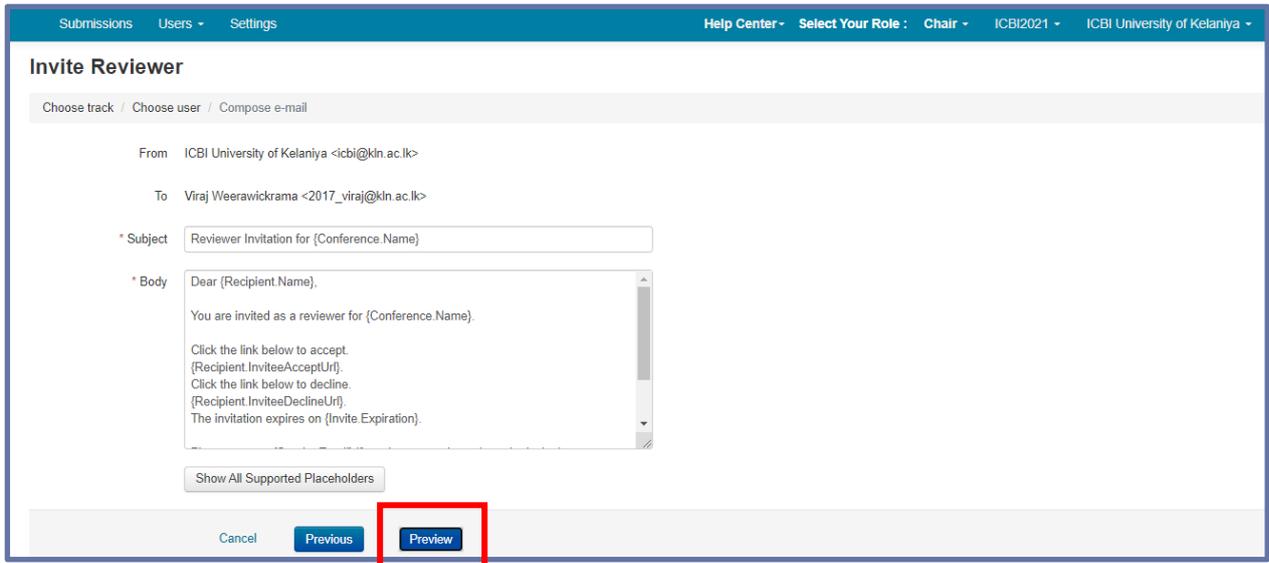
If the user is not in CMT, you will see 'User with email xxx was not found. Enter information below to continue. Account will not be created for the user.' Enter the user's information then click 'Create Invite.'



**Figure 45.**

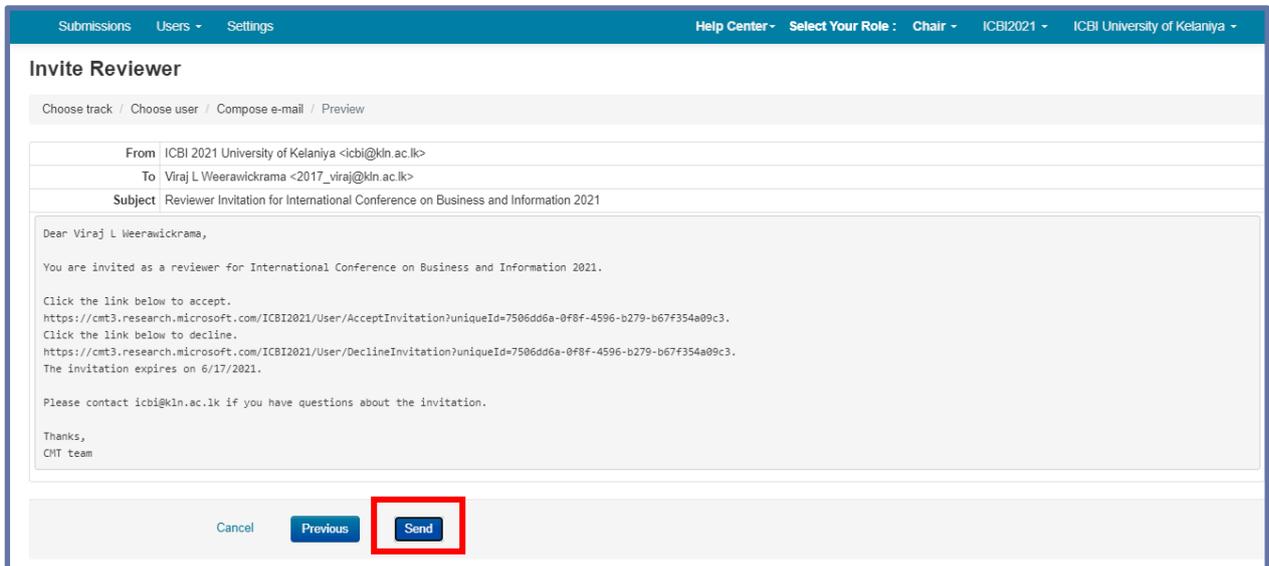
- Click 'Next' on the ensuing page.

- 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.'

The screenshot shows the 'Manage Reviewer Invites' interface. A dropdown menu is open under the 'Users' tab, with 'Reviewer' selected. The 'Manage Invites' option is highlighted. The main table below shows a list of reviewer invites with columns for First Name, Last Name, Email, Organization, Quota, Assigned, Completed, % Completed, Note, % Note Completed, Bids, User Tags, External Profile Entered, Selected, Primary, Secondary, and Actions.

First Name	Last Name	Email	Organization	Quota	Assigned	Completed	% Completed	Note	% Note Completed	Bids	User Tags	External Profile Entered	Selected	Primary	Secondary	Actions
Anura	Karunaratne	anurawvadk@kln.ac.lk	University of Kelaniya		0	0	0%	0	0%	0			No			More
Ariyaratna	Jayamaha	jayamaha@kln.ac.lk	Faculty of Graduate Studies University of Kelaniya		0	0	0%	0	0%	0			No			More
Ashen	Rajapaksha	2017_ashen@kln.ac.lk	University of Kelaniya		3	3	100%	0	0%	0			No			More
Bandara	Wanninayake	bandara@kln.ac.lk	University of Kelaniya		0	0	0%	0	0%	0			No			More
Bimali	Wijesundara	bimaliwijesundara@kln.ac.lk	University of Kelaniya		0	0	0%	0	0%	0			No			More
Chamari	Jayarathna	chamari@kln.ac.lk	University of Kelaniya		0	0	0%	0	0%	0			No			More

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'.

The screenshot shows the 'Manage Reviewer Invites' page with a table of invited users. The table has columns for First Name, Last Name, Email, Organization, Sent (Pacific Time), Expires (Pacific Time), Track, Status, Comment, Is Reviewer, and Actions.

First Name	Last Name	Email	Organization	Sent (Pacific Time)	Expires (Pacific Time)	Track	Status	Comment	Is Reviewer	Actions
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
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 49.

Invited User				Sent (Pacific Time)	Expires (Pacific Time)	Track	Status	Comment	Is Reviewer	Actions
First Name	Last Name	Email	Organization							
<input type="text" value="filter..."/>	<input type="text" value="filter..."/>	<input type="text" value="filter..."/>	<input type="text" value="filter..."/>	e.g. >= 201*	e.g. >= 201*	<input type="text" value="click here..."/>	<input type="text" value="click here..."/>	<input type="text" value="filter..."/>	<input type="text" value="click here..."/>	
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 ▾
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.**

# 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/ track 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).

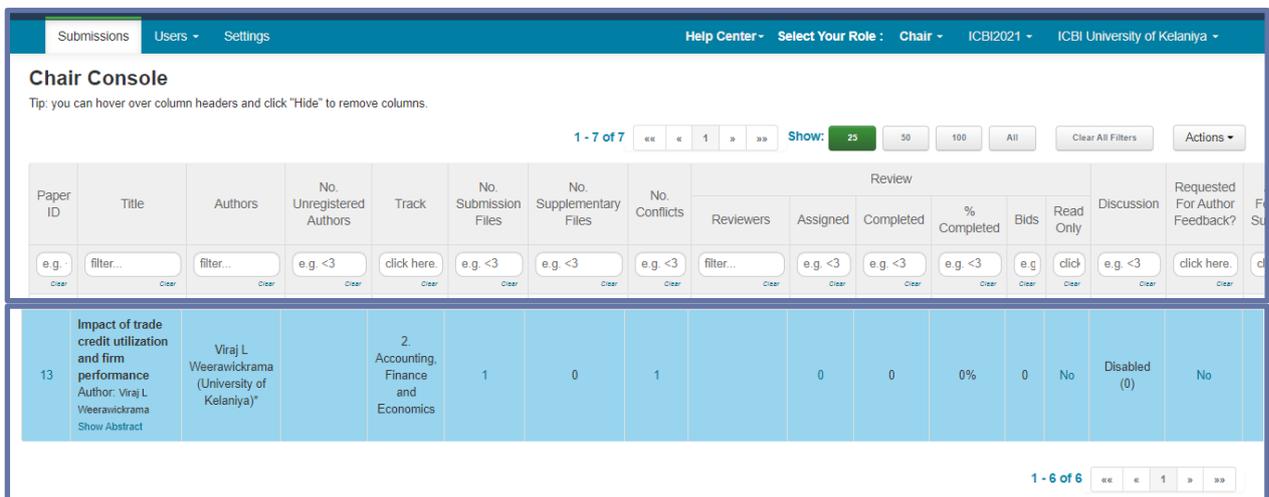
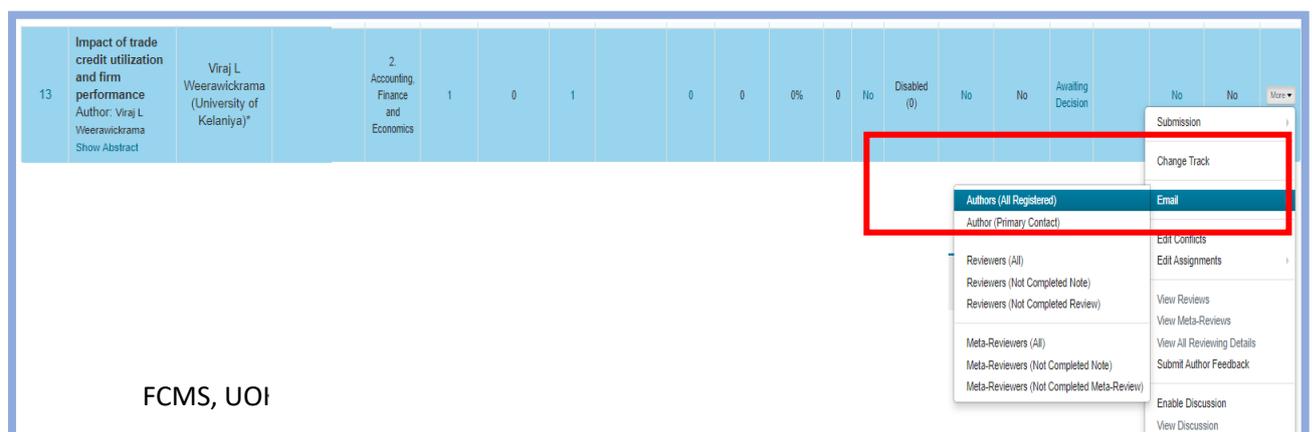


Figure 52.



**Figure 53.**

**Send Email**

From icbi@kln.ac.lk

To 1 recipients

Cc Cc (limit one)  
for each recipient

Template Select predefined template... x

\* Subject Subject

\* Body

Show all supported placeholders Update template Save as new template...

Preview & Send emails Cancel

**Figure 54.**

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

Submissions Users Settings Help Center Select Your Role: Chair ICBI2021 ICBI University of Kelaniya

**Send Email**

From icbi@kln.ac.lk

To 1 recipients

Cc Cc (limit one)  
for each recipient

Template Select predefined template... x

\* Subject

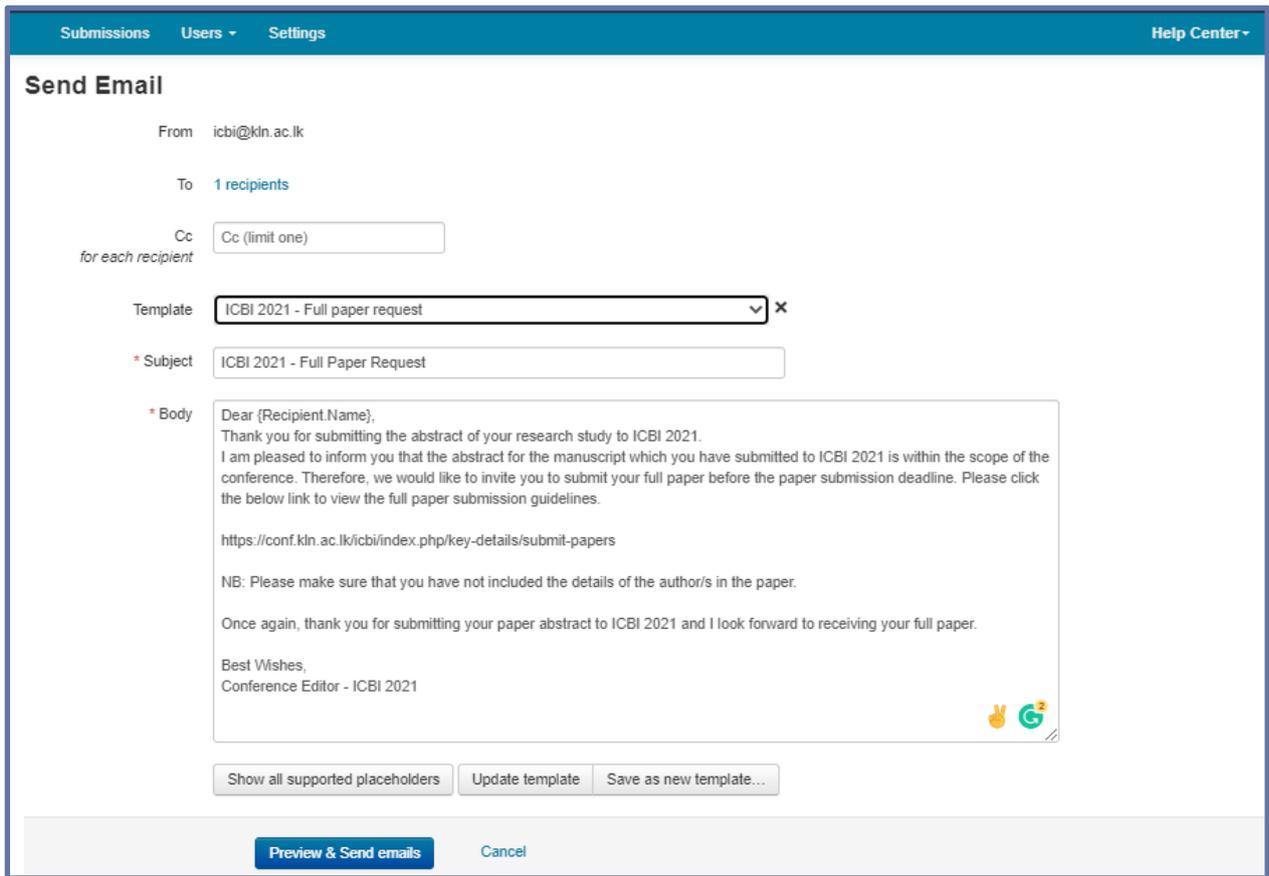
\* Body

Show all supported placeholders Update template Save as new template...

Preview & Send emails Cancel

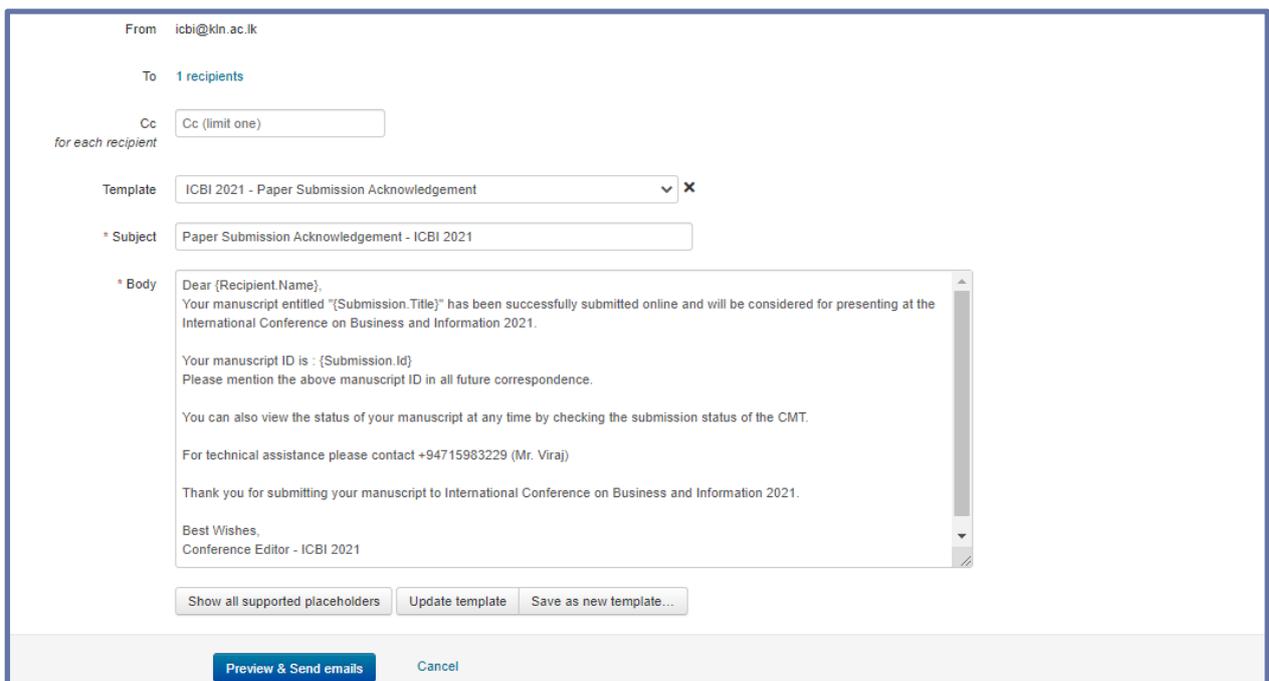
- Create new...
- ICBI 2021 - Conference Programme
- ICBI 2021 - Full paper request
- ICBI 2021 - Full paper request without Author Details
- ICBI 2021 - Gentle Reminder - Review Invitation
- ICBI 2021 - Manuscript Review Invitation
- ICBI 2021 - Paper Submission Acknowledgement
- ICBI 2021 - Postal / Certificate details
- ICBI 2021 - Presentation Guidelines
- ICBI 2021 - Registration reminder
- ICBI 2021 - Review Notification - Camera Ready Copy
- ICBI 2021 - Review Notification (Acceptance)
- ICBI 2021 - Review Notification (Rejection)

**Figure 55.**

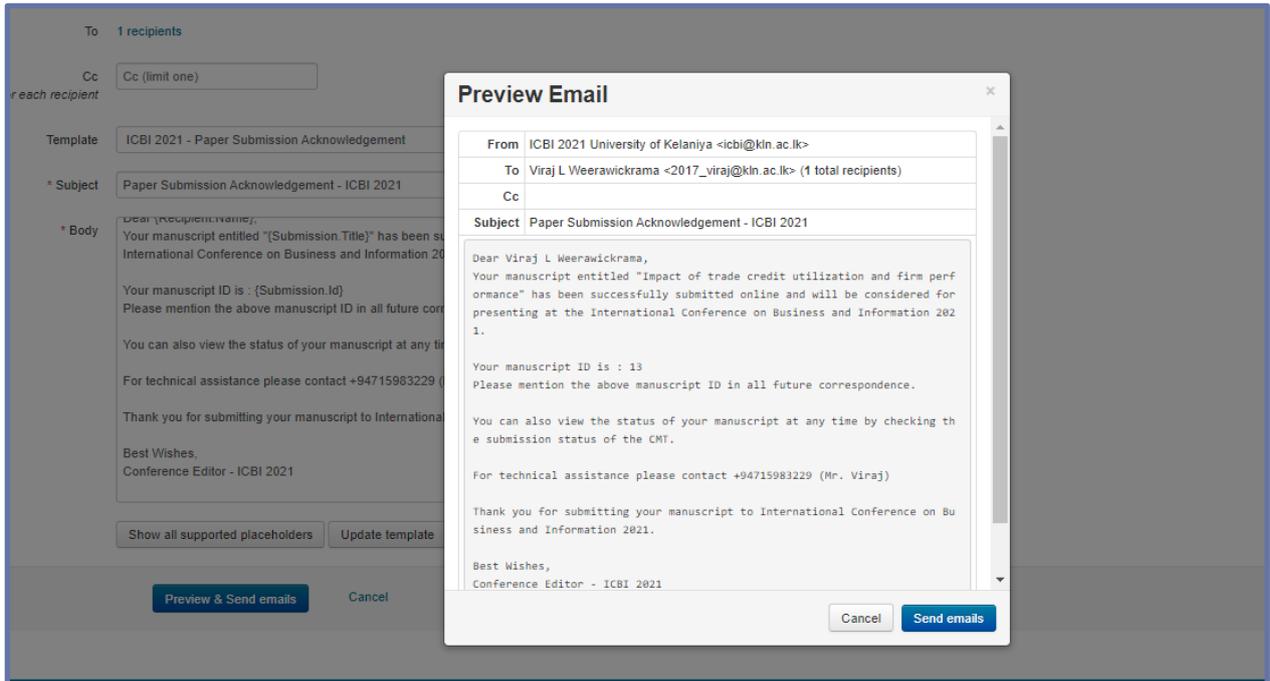


**Figure 56.**

- 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.**



**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*

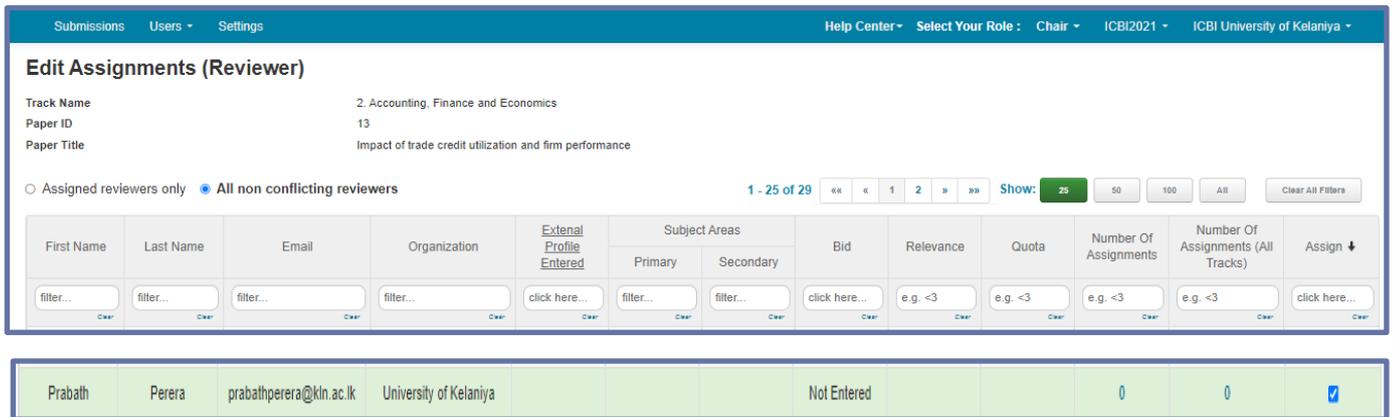
- From the ‘Chair Console’ locate the Paper to edit and scroll to the right. Click ‘More>Edit Assignments>Reviewer.’

Chair Console																	
Paper ID	Title	Authors	No. Unregistered Authors	Track	No. Submission Files	No. Supplementary Files	No. Conflicts	Review				Bids	Read Only	Discussion	Requested For Author Feedback?	Author Feedback Submitted?	Status
								Reviewers	Assigned	Completed	% Completed						
13	Impact of trade credit utilization and firm performance Author: Viraj L Weerawickrama Show Abstract	Viraj L Weerawickrama (University of Kelaniya)*	<3	2. Accounting, Finance and Economics	1	0	1	0	0	0%	0	No	Disabled (0)	No	No	Awaiting Decision	



**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.



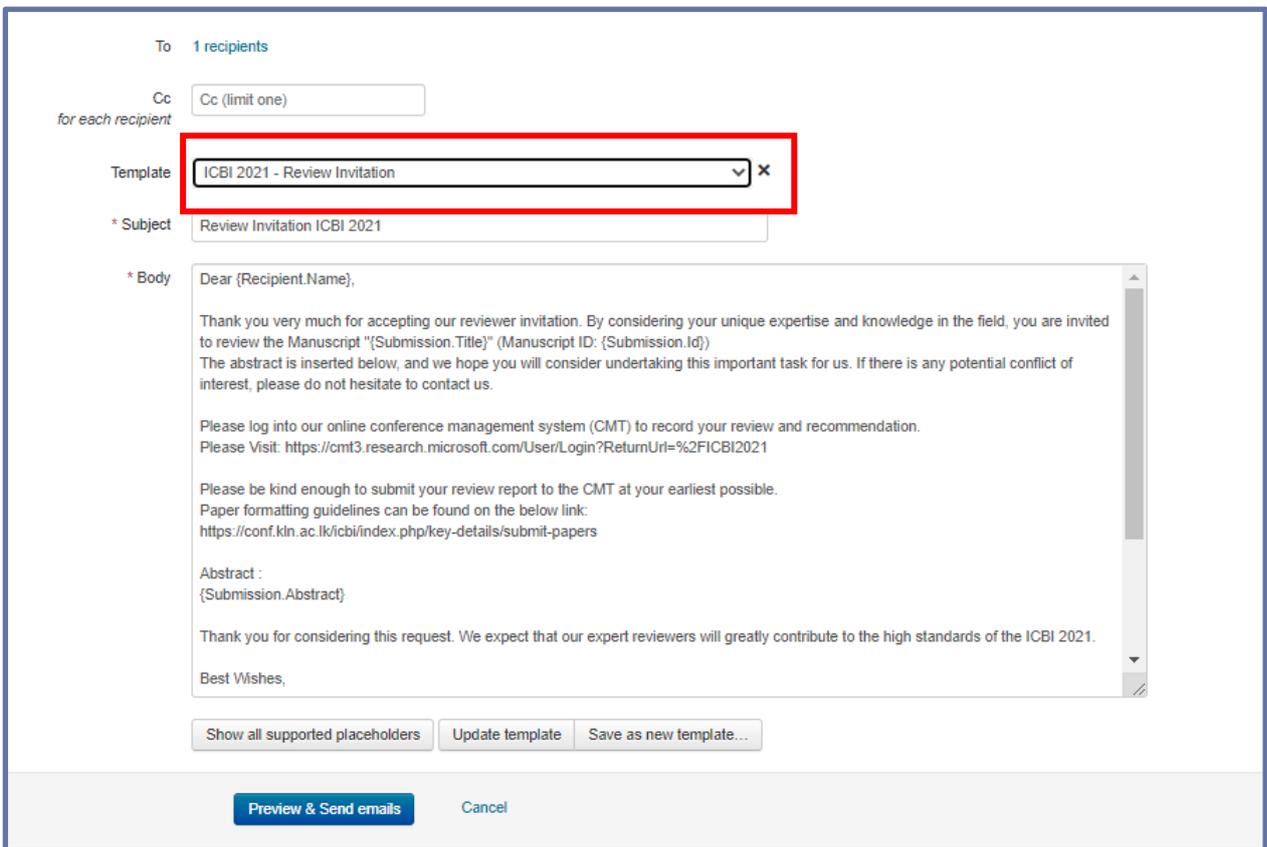
**Figure 60.**

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



**Figure 61.**

- Select the relevant email template from the list.



**Figure 62.**

- Click on 'Preview and Send emails'.

### 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.

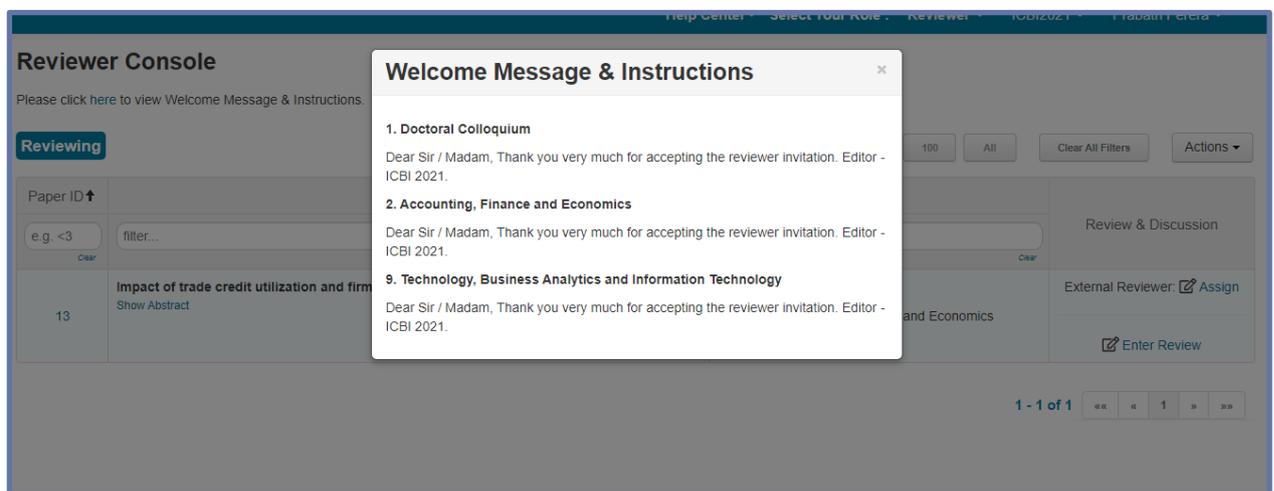
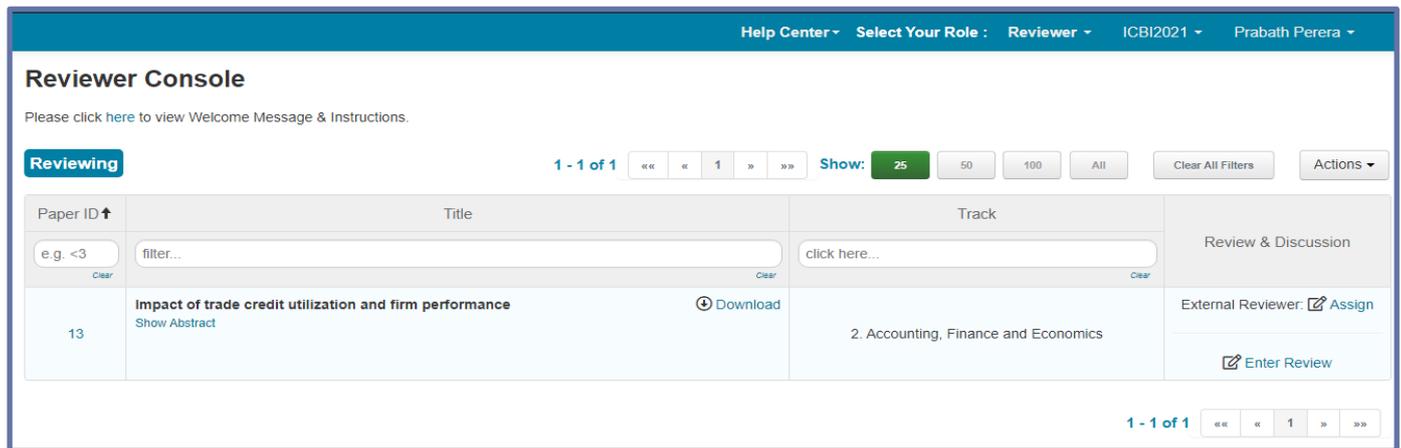


Figure 63.

- 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.

Paper ID	Title	Authors	No. Unregistered Authors	Track	No. Submission Files	No. Supplementary Files	No. Conflicts	Reviewers	Assigned	Completed	% Completed	Bids	Read Only	Discussion	Requested For Author Feedback?	Author Feedback Submitted?	Status
13	Impact of trade credit utilization and firm performance	Viraj L Weerawickrama (University of Kelaniya)*		2. Accounting, Finance and Economics	1	0	1	Prabath Perera (University of Kelaniya)	1	0	0%	0	No	Disabled (0)	No	No	Awaiting Decision

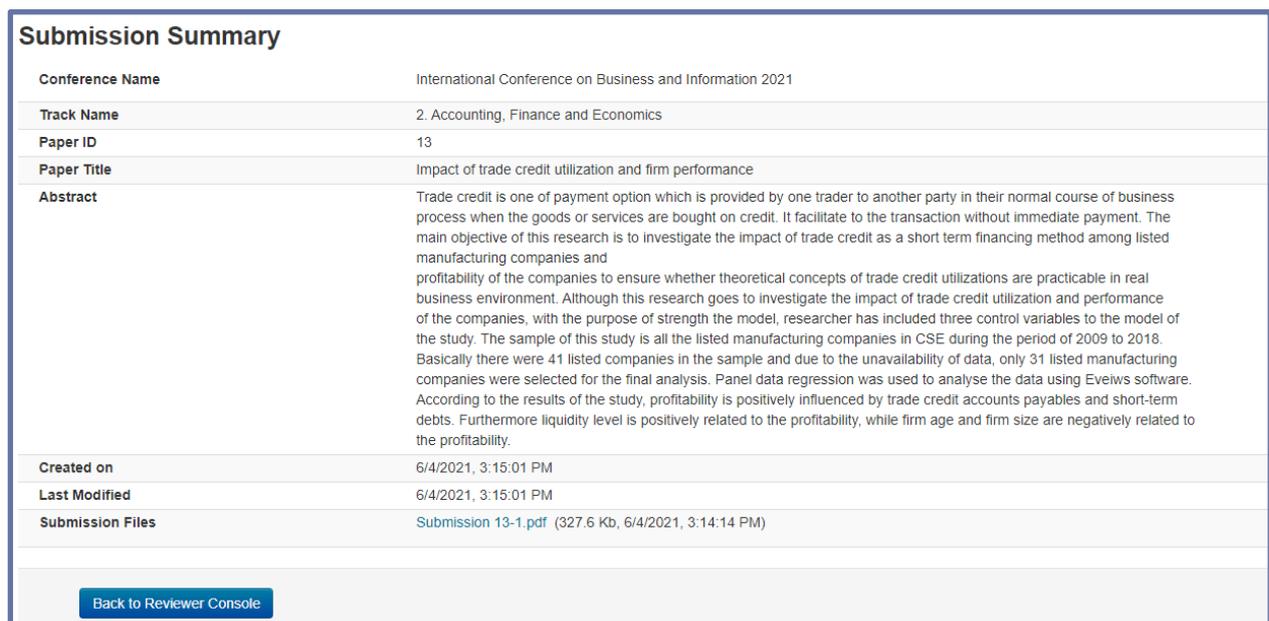
Figure 64.



**Figure 65.**

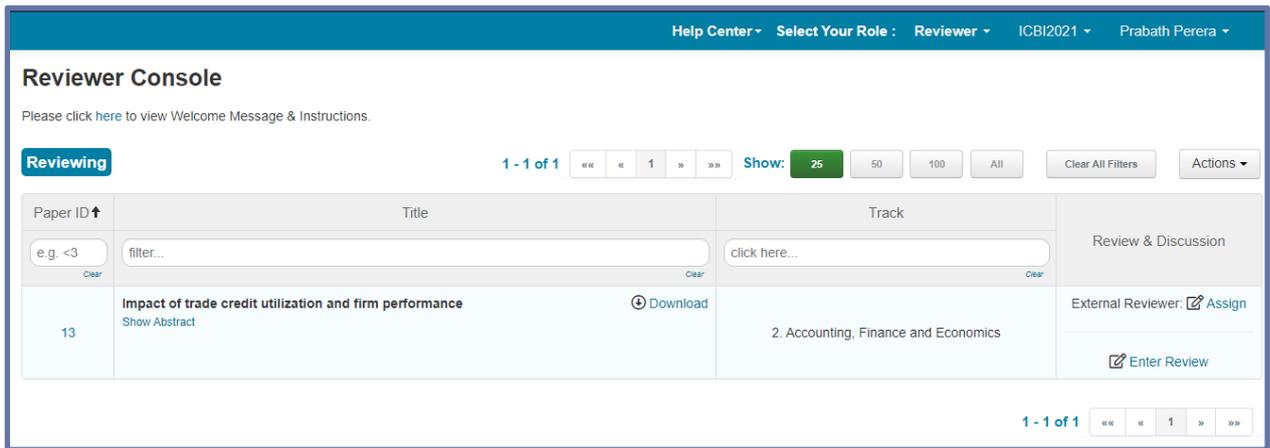
### Reviewing a Paper

- 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.**

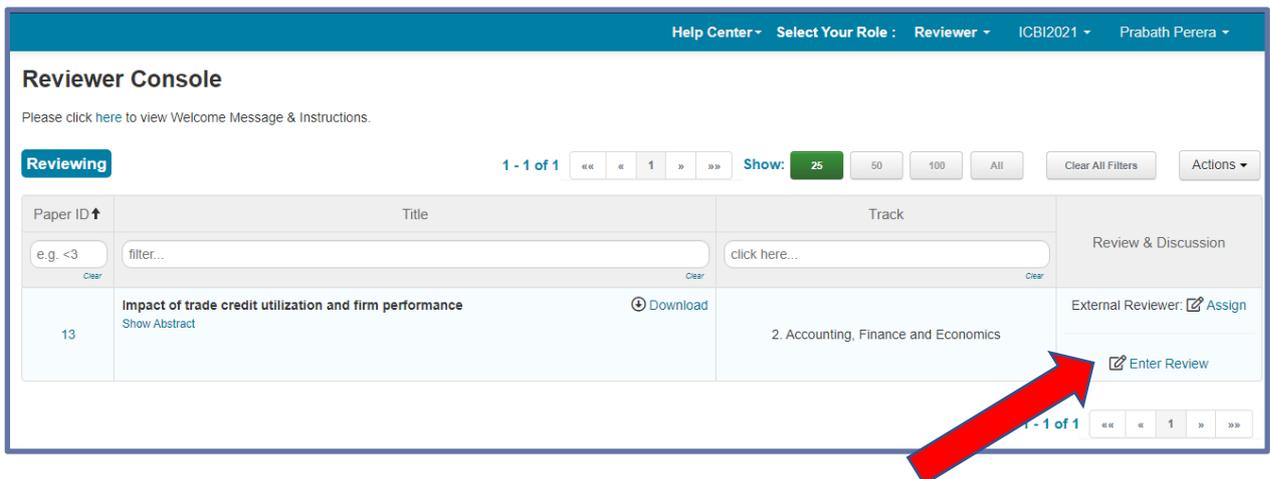
- To see the abstract of a paper, reviewers should click “Show Abstract” link.
- The abstract appears under the title of the Paper. To download the files individually, click the “Download” link.



**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 <\*>.

### Edit Review

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

<b>Paper ID</b>	13
<b>Paper Title</b>	Impact of trade credit utilization and firm performance
<b>Track</b>	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-

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.

Help Center ▾ Select Your Role : Reviewer ▾ ICB12021 ▾ Prabath Perera ▾

## 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
e.g. <3 Clear	filter... Clear	click here... Clear	
13	Impact of trade credit utilization and firm performance Show Abstract	2. Accounting, Finance and Economics	External Reviewer: <a href="#">Assign</a> <a href="#">Edit Review</a> <a href="#">View Review</a>

1 - 1 of 1 « « 1 » »

**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)

Submissions Users ▾ Settings Help Center ▾

### Deadline

CMT does not add time buffer for conference activities. Activity deadlines are not displayed to users. To allow a 15 minutes time buffer for users, you could set CMT deadline to be 15 minutes later than the deadline advertised in call for papers or on conference site.

Conference Activity	Status	Deadline (Pacific Time)	
Paper Submission	Enabled ▾	07/05/2021	11:59 PM ▾
Edit Submission	Enabled ▾	07/06/2021	12:00 PM ▾
Supplementary Material	Disabled ▾	07/06/2021	12:00 PM ▾
Senior Meta-Reviewer Bidding	Disabled ▾	02/12/2021	12:00 AM ▾
Meta-Reviewer Bidding	Disabled ▾	02/12/2021	12:00 AM ▾
Reviewer Bidding	Disabled ▾	02/12/2021	05:00 PM ▾
Meta-Review Submission	Disabled ▾	02/12/2021	12:00 AM ▾
Review Submission	Enabled ▾	08/05/2021	11:59 PM ▾
Review Discussion	Enabled ▾	08/05/2021	05:00 PM ▾
Author Feedback	Enabled ▾	08/05/2021	12:00 AM ▾
Author Notification	Completed ▾	08/30/2021	11:59 PM ▾
Revision Submission	Enabled ▾	09/30/2021	11:59 PM ▾
Camera Ready Submission	Enabled ▾	10/05/2021	11:59 PM ▾

Save Changes Cancel

**Figure 71.**

- 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'

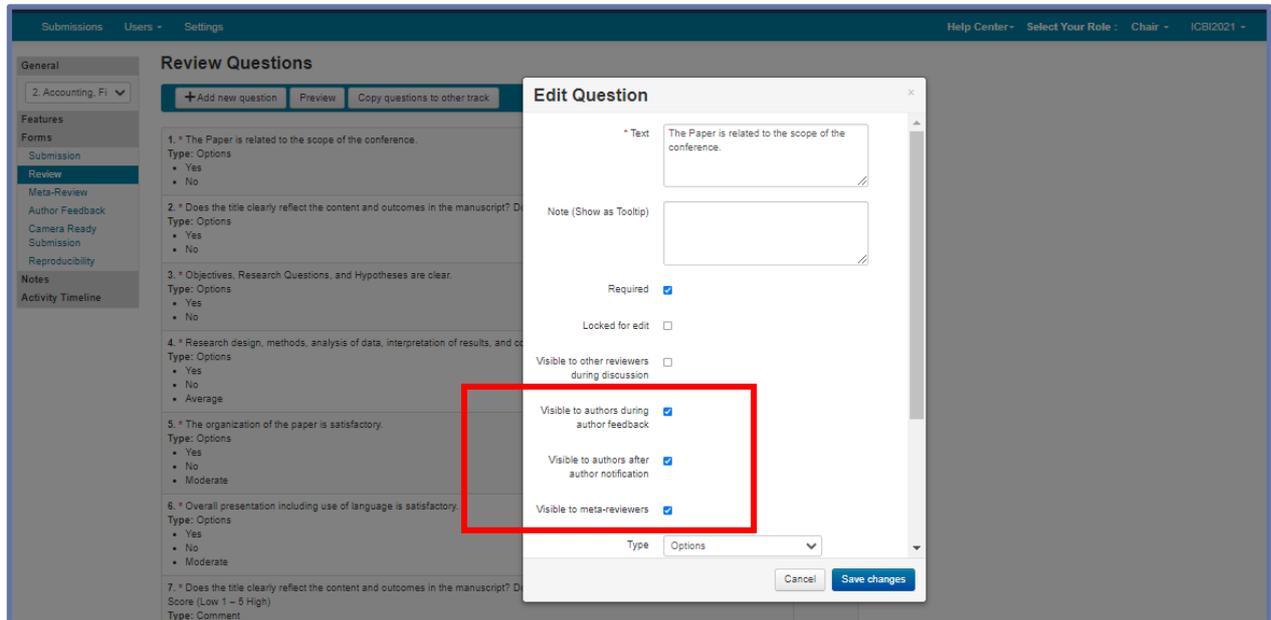


Figure 72.

After completing the review,

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

Paper ID ↑	Title	Authors	No. Unregistered Authors	Track	No. Submission Files	No. Supplementary Files	No. Conflicts	Review					Read Only	Discussion
								Reviewers	Assigned	Completed	% Completed	Bids		
13	Impact of trade credit utilization and firm performance Author: Viraj L Weerawickrama	Viraj L Weerawickrama (University of Kelaniya)*	e.g. <3	2. Accounting, Finance and Economics	1	0	1	1	1	1	100%	0	No	Disabled (0)

Figure 73.

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

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

Authors	No. Unregistered Authors	Track	No. Submission Files	No. Supplementary Files	No. Conflicts	Review						Discussion	Requested For Author Feedback?	Author Feedback Submitted?	Status	Revision Submitted?
						Reviewers	Assigned	Completed	% Completed	Bids	Read Only					
filter...	e.g. <3	click here.	e.g. <3	e.g. <3	e.g. <3	filter...	e.g. <3	e.g. <3	e.g. <3	e.g.	click	e.g. <3	click here.	click here.	click here.	click here.
13	Viraj L Weerawickrama (University of Kelaniya)*		2. Accounting, Finance and Economics	1	0	1	Prabath Perera (University of Kelaniya)	1	1 View Reviews	100%	0	No	Disabled (0)	Yes	No	Yes

Figure 74.

If Accepted,

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

Paper ID #	Title	Authors	No. Unregistered Authors	Track	No. Submission Files	No. Supplementary Files	No. Conflicts	Reviewers	Assigned	Completed	% Completed	Bids	Read Only	Discussion	Requested For Author Feedback?	Author Feedback Submitted?	Status	Revision Submitted?	Requested For Camera Ready?	Camera Ready Submitted?	Actions
10	Listed Firms in Sri Lanka	(University of Jaffna)*		Finance and Economics	1	0	0	0	0	0%	0	No	Disabled (0)	No	No	No	Decision	No	No	No	More
12	EFFECTIVENESS OF OPEN AND DISTANCE LEARNING MODE OF LEARNING FOR THE STUDENTS OF G.C.E ORDINARY AND ADVANCED LEVELS	Rajendren Sivashanker (Tutor - personal)*		3. Education and Learning	1	0	0	0	0	0%	0	No	Disabled (0)	No	No	No	Awaiting Decision	No	No	No	More
13	Impact of trade credit utilization and firm performance	Viraj L Weerawickrama (University of Kelaniya)*		2. Accounting, Finance and Economics	1	0	1	Prabath Perera (University of Kelaniya)	1	1 View Reviews	100%	0	No	Disabled (0)	No	No	Awaiting Decision	No	No	No	More
16	Counseling Services on Management of Students' Discipline in Secondary Schools in Sri Lanka	Hansani P Udayakumari (University of Kelaniya)*		3. Education and Learning	2	0	0	0	0	0%	0	No	Disabled (0)	No	No	No	Awaiting Decision	No	No	No	More

Figure 75.

## Revision Process

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

The screenshot shows the 'Submission' settings page. The sidebar on the left lists various settings categories: General, Features, Forms, and Notes. Under 'Features', 'Submission' is selected. The main content area is divided into sections: 'Welcome Message & Instructions' (a text area), 'ABSTRACT' (with a checkbox for 'Allow authors to enter the abstract for paper' and a dropdown for 'Maximum number of characters for abstract' set to 2000), and 'SUBMISSION FILE' (with dropdowns for 'Maximum number of file/s allowed' set to 3, 'Minimum number of file/s required' set to 1, a text input for '\* File formats (comma separated)' containing 'doc, docx, pdf', and a dropdown for 'Maximum file size not exceed' set to 10 MB). A red box highlights the 'REVISION FILE' section, which includes a checkbox for 'Allow submission of revision files for Revision paper' (checked), a text input for '\* File formats (comma separated)' containing 'doc, docx, pdf', a dropdown for 'Maximum number of file/s allowed' set to 3, a dropdown for 'Minimum number of file/s required' set to 1, and a dropdown for 'Maximum file size not exceed' set to 5 MB.

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.'**

Paper ID	Title	Authors	No. Unregistered Authors	Track	No. Submission Files	No. Supplementary Files	No. Conflicts	Review					Discussion	Requested For Author Feedback?	Author Feedback Submitted?	Status	Revision Submitted?	Requested For Camera Ready?	Camera Ready Submitted?	Action	
								Reviewers	Assigned	Completed	% Completed	Bids									Read Only
e.g. <div>CMT</div>	filter...	filter...	e.g. <div><div>CMT</div></div>	click here.	e.g. <div><div>CMT</div></div>	e.g. <div><div>CMT</div></div>	e.g. <div><div>CMT</div></div>	filter...	e.g. <div><div>CMT</div></div>	click here.	click here.	click here...	click here.	click here.	click here.						
13	Impact of trade credit utilization and firm performance Author: Viraj L. Weerawickrama Show Abstract	Viraj L. Weerawickrama (University of Kelaniya)		2. Accounting, Finance and Economics	1	0	1	Prabath Perera (University of Kelaniya)	1	1 View Reviews	100%	0	No	Disabled (0)	Yes	No			No	No	More
	Counseling Services on Management of																				

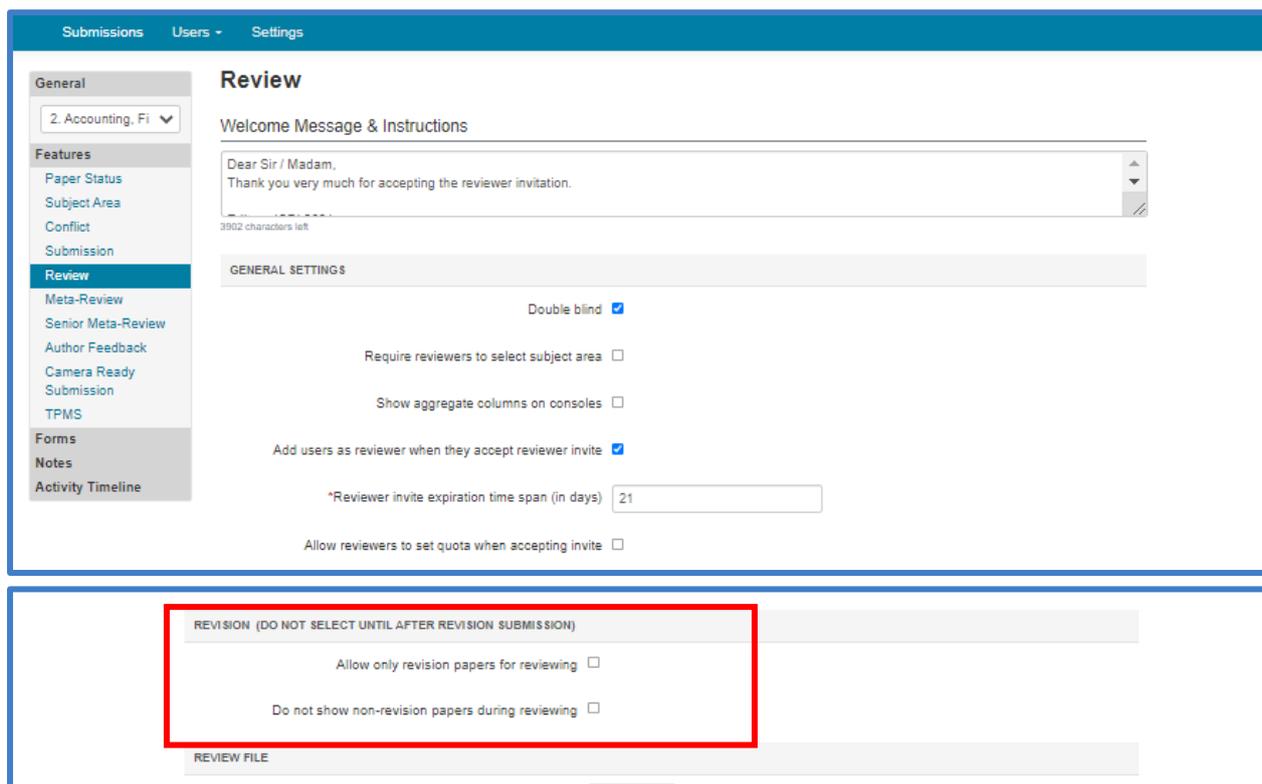
Figure 77.

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

Conference Activity	Status	Deadline (Pacific Time)		
Paper Submission	Enabled	07/05/2021		11:59 PM
Edit Submission	Enabled	07/06/2021		12:00 PM
Supplementary Material	Disabled	07/06/2021		12:00 PM
Senior Meta-Reviewer Bidding	Disabled	02/12/2021		12:00 AM
Meta-Reviewer Bidding	Disabled	02/12/2021		12:00 AM
Reviewer Bidding	Disabled	02/12/2021		05:00 PM
Meta-Review Submission	Disabled	02/12/2021		12:00 AM
Review Submission	Enabled	08/05/2021		11:59 PM
Review Discussion	Enabled	08/05/2021		05:00 PM
Author Feedback	Enabled	08/05/2021		12:00 AM
Author Notification	Completed	05/01/2021		11:59 PM
Revision Submission	Enabled	09/30/2021		11:59 PM
Camera Ready Submission	Enabled	10/05/2021		11:59 PM

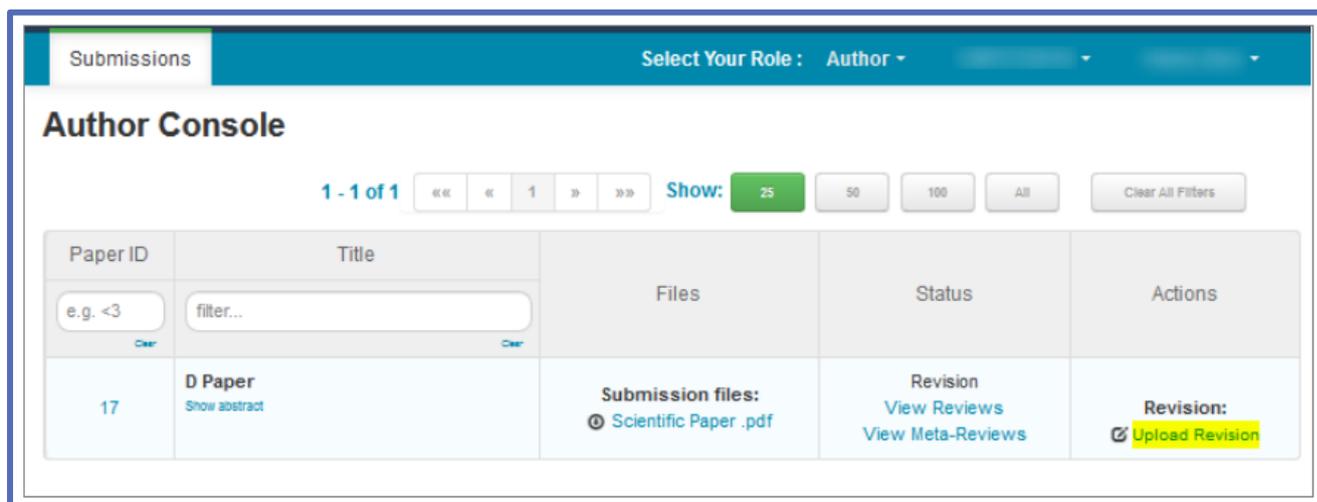
Figure 78.

- 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'



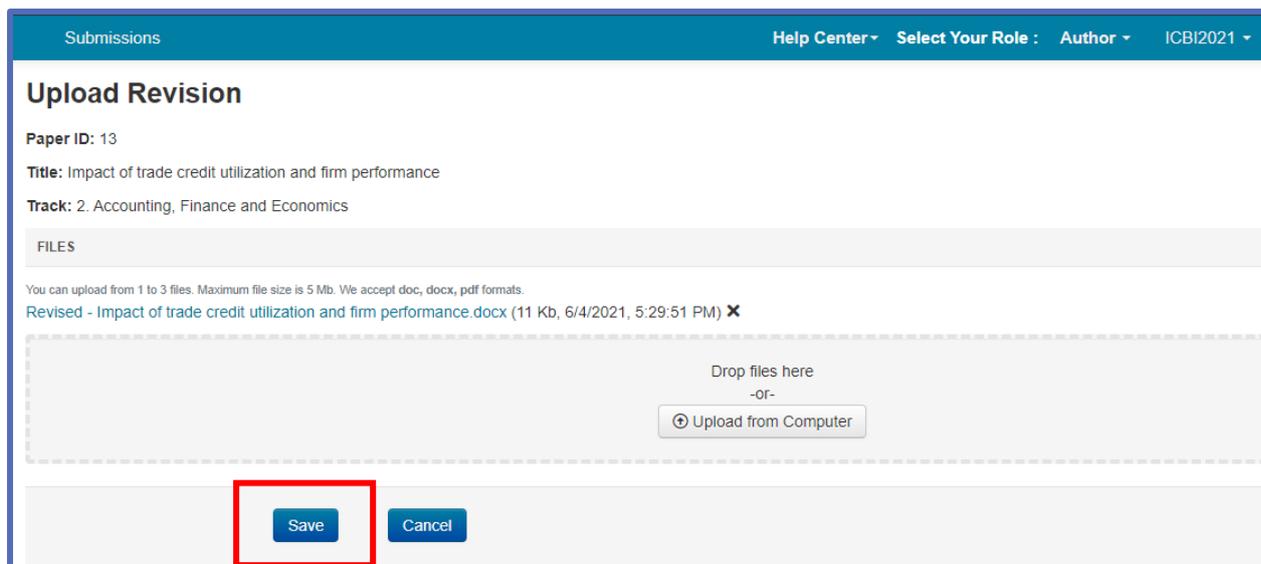
**Figure 79.**

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



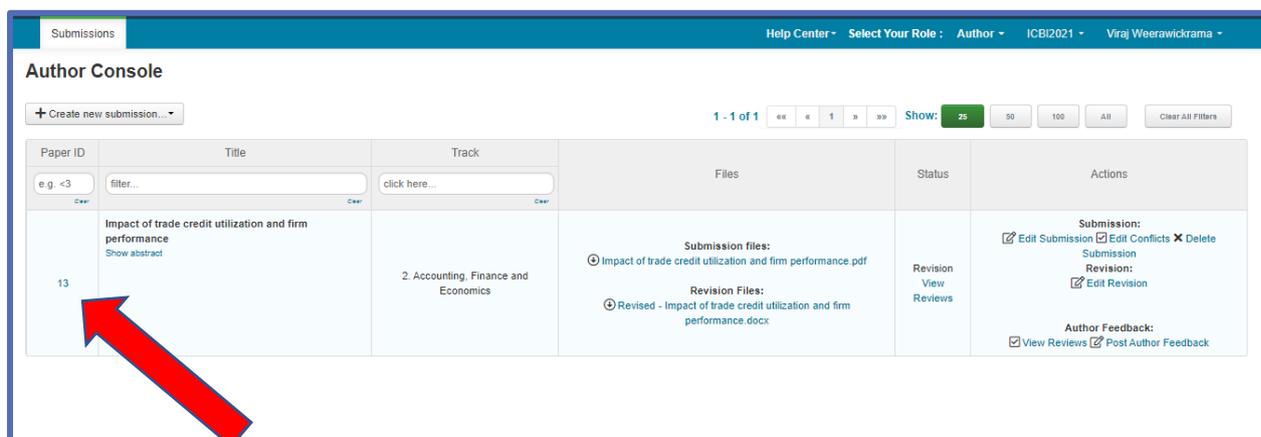
**Figure 80.**

- 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.



**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 ).

**Submission Summary**

Conference Name: International Conference on Business and Information 2021 Print Email

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 investigale the impact of trade credit as a short term financing method among listed manufacturing companies and profitablity 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, profitablity is positively influenced by trade credit accounts payables and short-term debts. Furthermore liquidity level is positively related to the profitablity, while firm age and firm size are negatively related to the profitablity.

Created on: 6/4/2021, 3:15:01 PM

Last Modified: 6/4/2021, 5:20:02 PM

Authors: Viraj Weerawickrama ( University of Kelaniya ) < 2017\_viraj@kln.ac.lk >

Conflicts of Interest: Viraj Weerawickrama - 2017\_viraj@kln.ac.lk  
• a co-author

Submission Files: Impact of trade credit utilization and firm performance.pdf (327.6 Kb, 6/4/2021, 3:14:14 PM)

Revision Files: Revised - Impact of trade credit utilization and firm performance.docx (11.5 Kb, 6/4/2021, 5:29:51 PM)

[Edit Submission](#) [Back to Author Console](#)

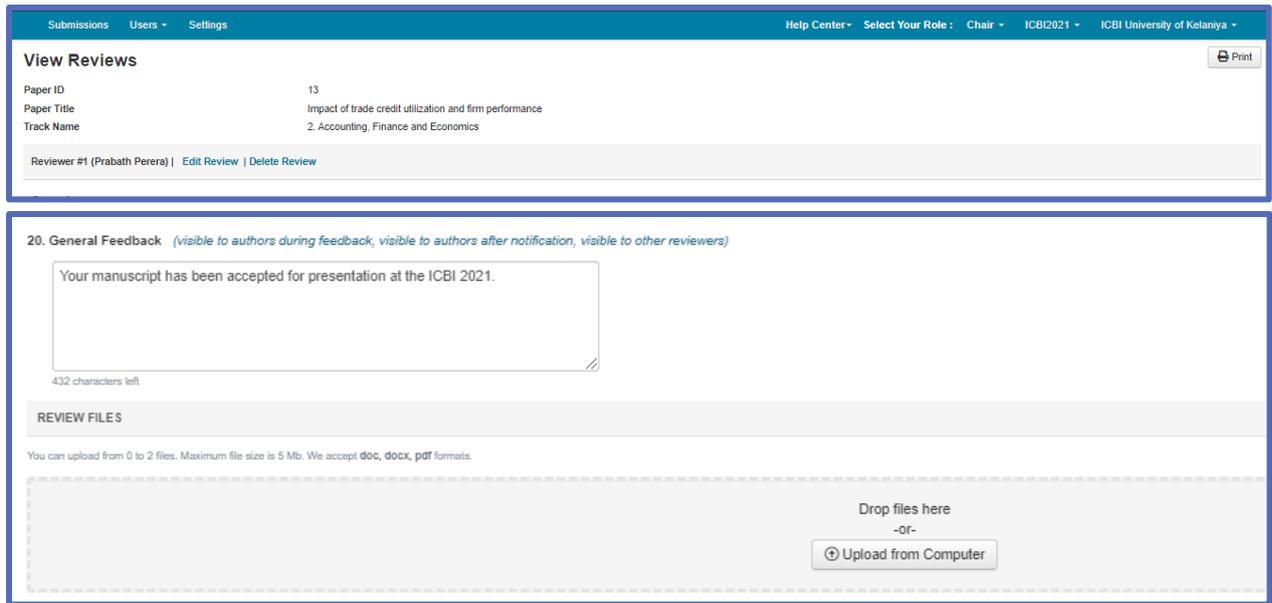
**Figure 83.**

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

Paper ID ↑	Title	Authors	No. Unregistered Authors	Track	No. Submission Files	No. Supplementary Files	No. Conflicts	Review							Requested For Author Feedback?	Author Feedback Submitted?	Status	Revision Submitted?	Request For Camera Ready?
								Reviewers	Assigned	Completed	% Completed	Bids	Read Only	Discussion					
13	Impact of trade credit utilization and firm performance Author: Viraj L Weerawickrama <a href="#">Show Abstract</a>	Viraj L Weerawickrama (University of Kelaniya)*		2. Accounting, Finance and Economics	1	0	1	Prabath Perera (University of Kelaniya)	1	1 <a href="#">View Reviews</a>	100%	0	No	Disabled (0)	Yes	No	Revision	Yes	No

**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.



**Figure 85.**

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

Authors	No. Unregistered Authors	Track	No. Submission Files	No. Supplementary Files	No. Conflicts	Review					Discussion	Requested For Author Feedback?	Author Feedback Submitted?	Status	Revision Submitted?	
						Reviewers	Assigned	Completed	% Completed	Bids						Read Only
filter...	e.g. <3	click here.	e.g. <3	e.g. <3	e.g. <3	filter...	e.g. <3	e.g. <3	e.g. <3	e.g. click	e.g. <3	click here.	click here.	click here.	click here.	
13	Impact of trade credit utilization and firm performance Author: Viraj L Weerawickrama Show Abstract	Viraj L Weerawickrama (University of Kelaniya)*	2 Accounting, Finance and Economics	1	0	1	Prabath Perera (University of Kelaniya)	1	1 View Reviews	100%	0	No	Disabled (0)	Yes	No	Yes
	Counseling Services on Management of															

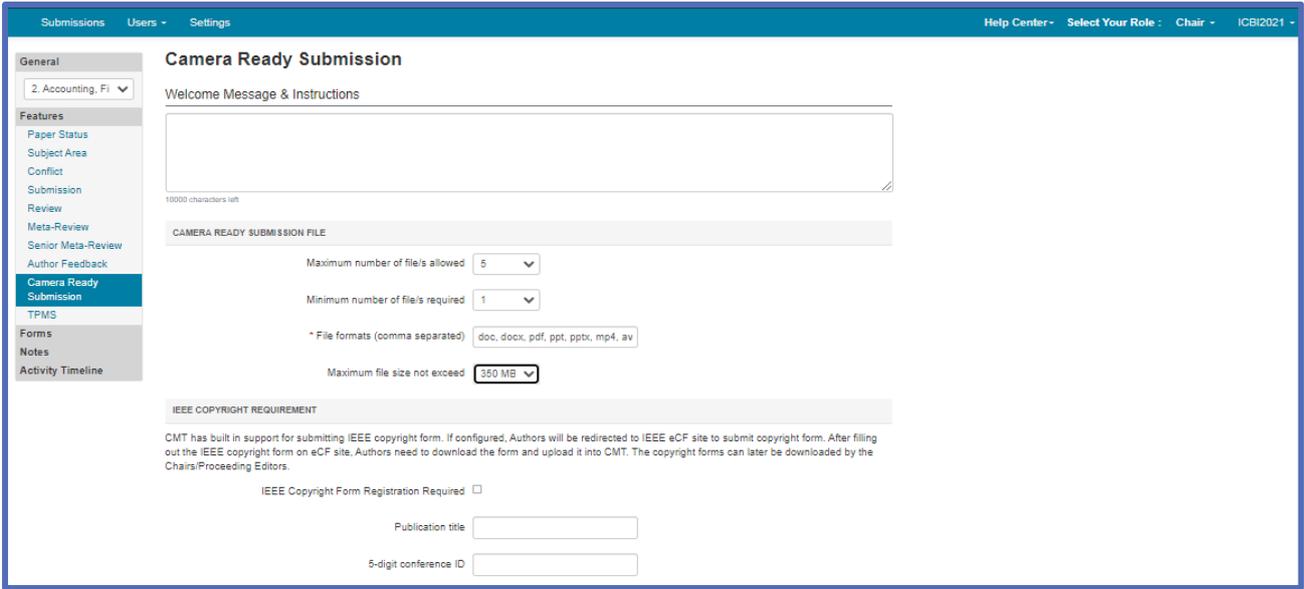
**Figure 86.**

### 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 ).



**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).

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

**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).

Submissions Users Settings

## Send Email

From icbi@kln.ac.lk

To [1 recipients](#)

Cc

for each recipient

Template **ICBI 2021 - Review Notification - Camera Ready Copy** x

\* Subject ICBI 2021 - Review Notification - Camera-Ready Copy

\* Body

Dear {Recipient.Name},

We are pleased to inform you that your manuscript ID {Submission.Id} entitled "{Submission.Title}" has been accepted for presentation at the 12th International Conference on Business and Information (ICBI 2021) to be held on 11th November 2021 online. Registration for ICBI-2021 is now open and you are required to register on or before 30th October, 2021 via <https://conf.kln.ac.lk/icbi/index.php/key-details/registration>. (You are also requested to upload us the scan copy or image of the payment slip to the same registration link, or else you can use our online payment gateway).

Kindly submit the camera-ready copy of your manuscript (with author (s) name (s) and affiliation(s)) in MS-Word and pdf formats within next 7 days. The camera-ready copy of your manuscript should be uploaded to the author console of CMT under the "Actions bar".

The accepted manuscript should be presented at the conference and will be published in the conference proceedings/journals/SSRN. If you have any queries please feel free to contact the editor (+94701911997 - Dr. Madurika).

Once again congratulations on having your manuscript accepted for presentation at ICBI-2021! We look forward to welcoming you to ICBI-2021!

Show all supported placeholders Update template Save as new template...

Preview & Send emails Cancel

**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.’**

Submissions Help Center Select Your Role: Author ICBI2021 Viraj Weerawickrama

## Author Console

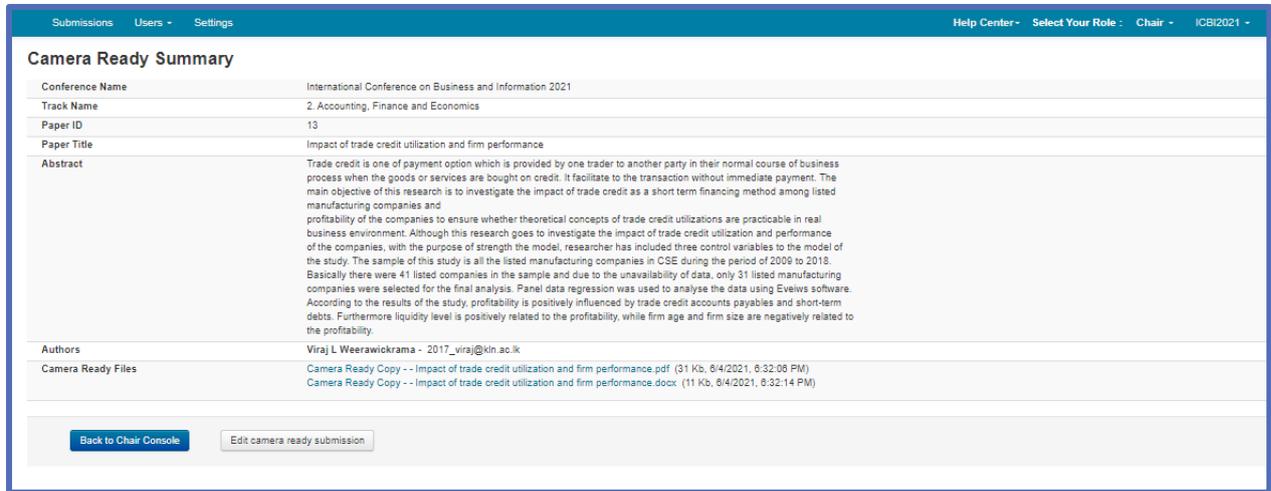
+ Create new submission...

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

Paper ID	Title	Track	Files	Status	Actions
e.g. <3	<input type="text" value="filter..."/>	<input type="text" value="click here..."/>			
13	Impact of trade credit utilization and firm performance <a href="#">Show abstract</a>	2. Accounting, Finance and Economics	Submission files: Impact of trade credit utilization and firm performance.pdf  Revision Files: Revised - Impact of trade credit utilization and firm performance.docx	Accept View Reviews	Submission: <input checked="" type="checkbox"/> Edit Submission <input checked="" type="checkbox"/> Edit Conflicts <input checked="" type="checkbox"/> Delete Submission  <b>Camera Ready:</b> <input checked="" type="checkbox"/> Create Camera Ready Submission  Author Feedback: <input checked="" type="checkbox"/> View Reviews <input checked="" type="checkbox"/> Post Author Feedback

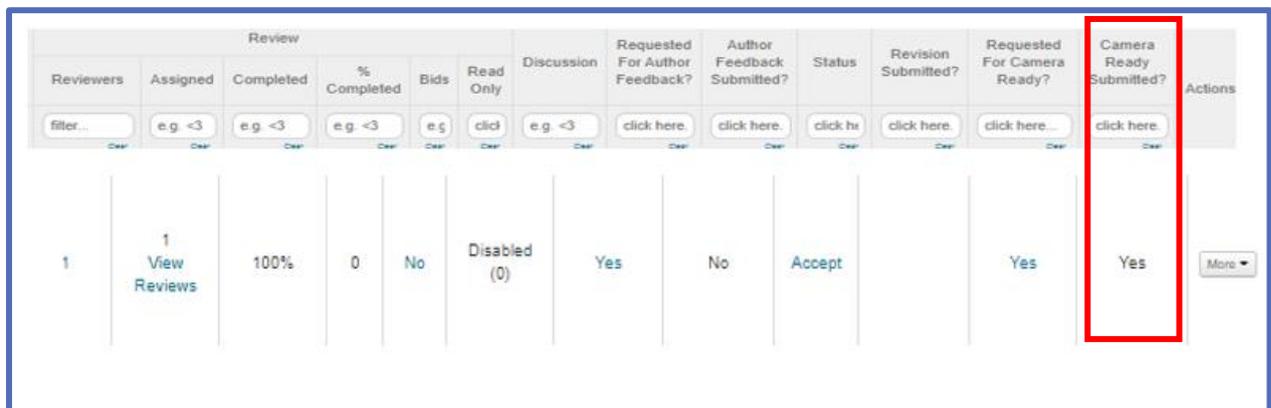
**Figure 90.**

- 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.



**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).



**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).



Submissions Users Settings Help Center Select Your Role Chair ICB2021

### Camera Ready Submission

2. Accounting, FI

Welcome Message & Instructions

10000 characters left

**CAMERA READY SUBMISSION FILE**

Maximum number of file/s allowed: 5

Minimum number of file/s required: 1

\* File formats (comma separated): doc, docx, pdf, ppt, pptx, mp4, av

Maximum file size not exceed: 350 MB

**IEEE COPYRIGHT REQUIREMENT**

CMT has built in support for submitting IEEE copyright form. If configured, Authors will be redirected to IEEE eCF site to submit copyright form. After filling out the IEEE copyright form on eCF site, Authors need to download the form and upload it into CMT. The copyright forms can later be downloaded by the Chairs/Proceeding Editors.

IEEE Copyright Form Registration Required

Publication title:

5-digit conference ID:

**Figure 95.**  
**Camera Ready Summary with .pdf and .docx formats**

Submissions Users Settings Help Center Select Your Role Chair ICB2021

### 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@kin.ac.lk
Camera Ready Files	Camera Ready Copy - - Impact of trade credit utilization and firm performance.pdf (31 Kb, 8/4/2021, 8:32:08 PM) Camera Ready Copy - - Impact of trade credit utilization and firm performance.docx (11 Kb, 8/4/2021, 8:32:14 PM)

Back to Chair Console Edit camera ready submission

**Figure 96.**

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

Submissions Help Center - Select Your Role : Author - ICBi2021 -

### 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	<a href="#">Camera Ready Copy - - Impact of trade credit utilization and firm performance.pdf</a> (31 Kb, 6/4/2021, 6:32:06 PM) <a href="#">Camera Ready Copy - - Impact of trade credit utilization and firm performance.docx</a> (11 Kb, 6/4/2021, 6:32:14 PM) <a href="#">Camera Ready Copy - PPT.pptx</a> (31 Kb, 6/4/2021, 6:55:29 PM) <a href="#">Program End.avi</a> (56 Mb, 6/4/2021, 6:56:52 PM)

[Back to Author Console](#) [Edit camera ready submission](#)

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”.

**Have a Great Conference!**

### Main Reference

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

