ICREMV 2026

CMT Author Account Creation Guide

Step-by-Step Instructions for Authors — ICREMV 2026

Introduction

The Microsoft Conference Management Toolkit (CMT) is the official online platform used by ICREMV 2026 for managing all paper submissions. Before you can submit your work, you must create an account on CMT. This guide walks you through the process step by step.

ℹ️ **Important:** If you already have a CMT account from a previous conference, you do not need to create a new one. Simply log in with your existing credentials and skip to Step 5 to link your account to ICREMV 2026.

Before You Begin

Please ensure you have the following ready:

- A valid institutional or personal email address
- A stable internet connection
- A modern web browser (Google Chrome, Mozilla Firefox, or Microsoft Edge recommended)
- Your full name and institutional affiliation details

Step-by-Step Instructions

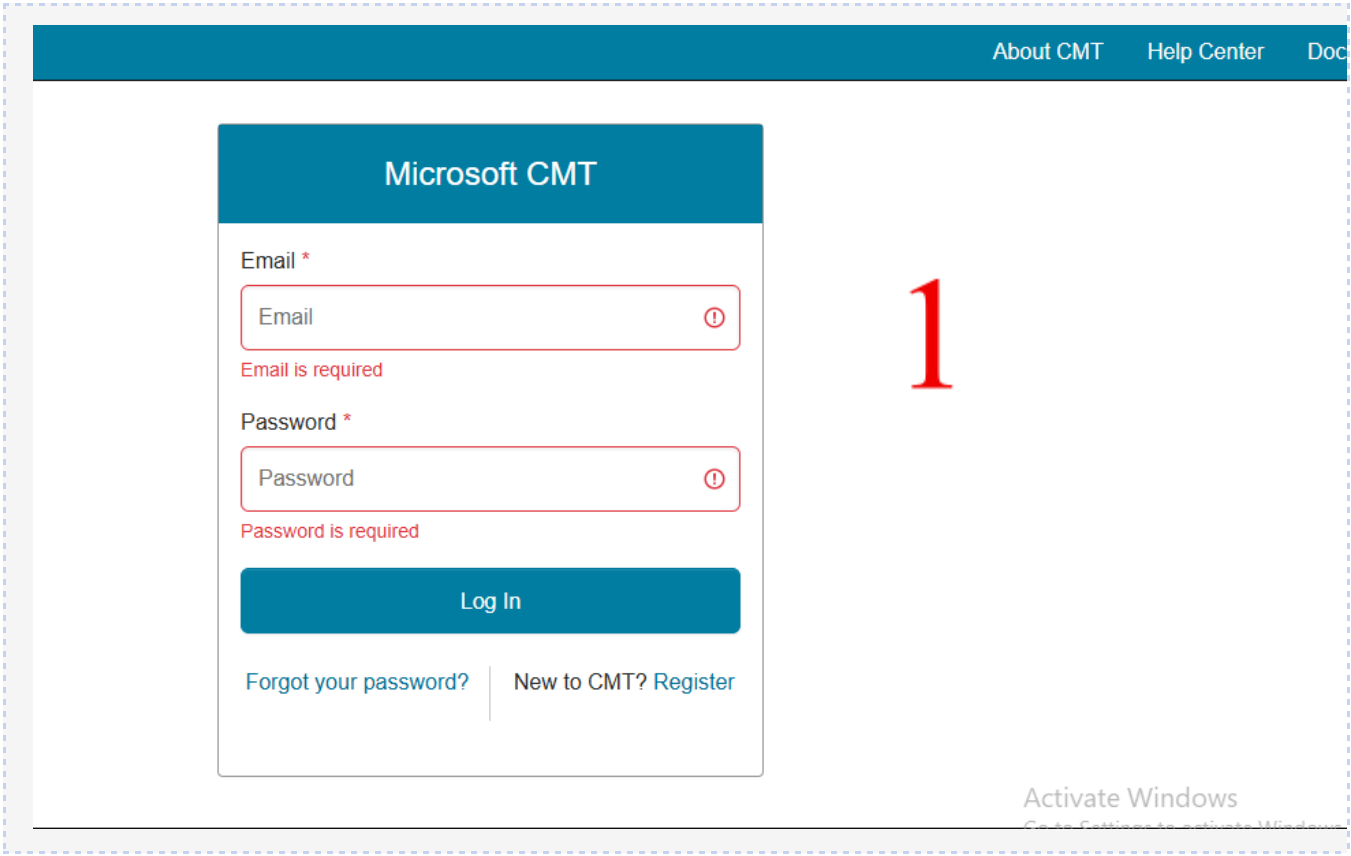
1

Navigate to the CMT Website

Open your web browser and go to the CMT submission portal:

https://cmt3.research.microsoft.com

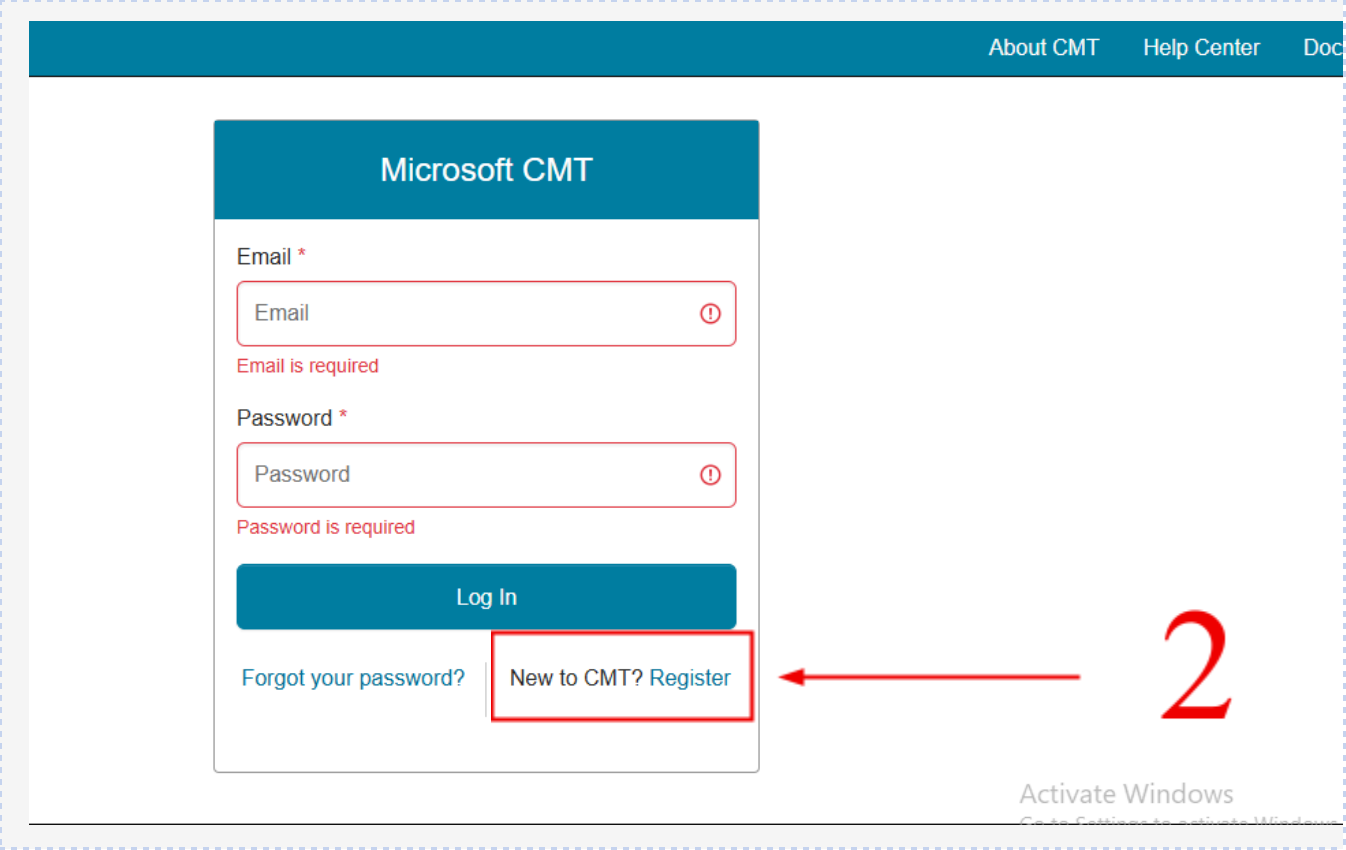
You will be directed to the CMT3 homepage.



2

Click 'Register'

On the CMT homepage, locate the login panel on the right side of the screen. Click the 'Register' link below the 'Sign In' button to begin creating a new account.

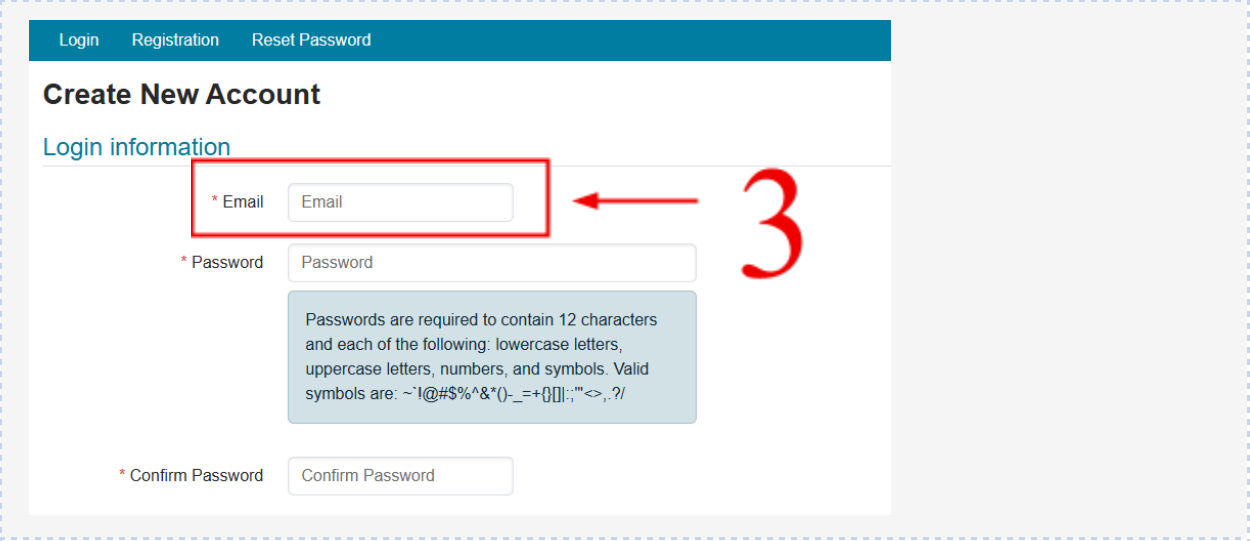


3

Enter Your Email Address

You will be prompted to enter your email address. Use your institutional email address (e.g., @sjp.ac.lk or your university domain) where possible, as this helps reviewers and organisers identify your affiliation.

⚠️ **Note:** Use the same email address you intend to use for all ICREMV 2026 correspondence. This email will serve as your CMT login ID.



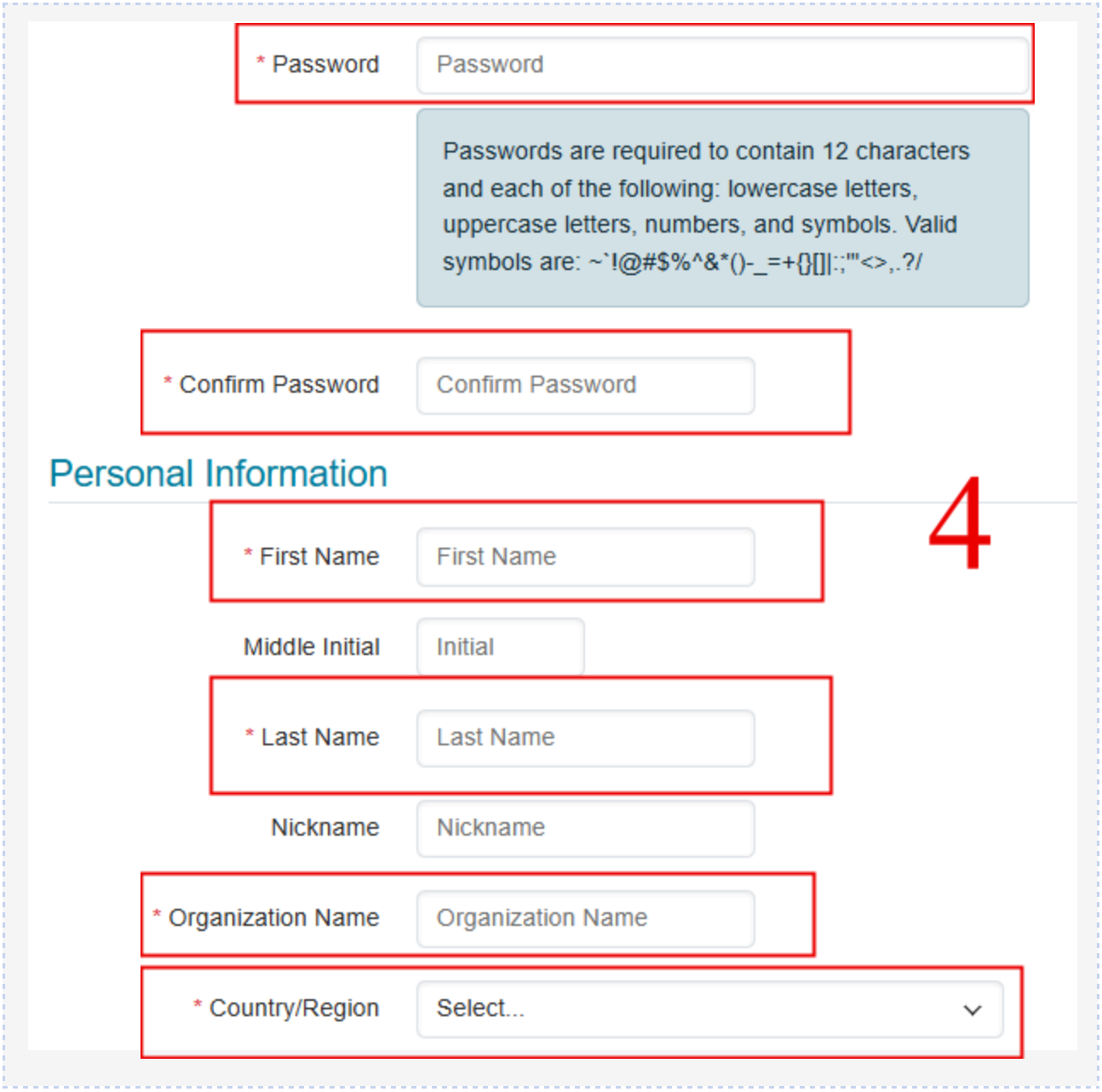
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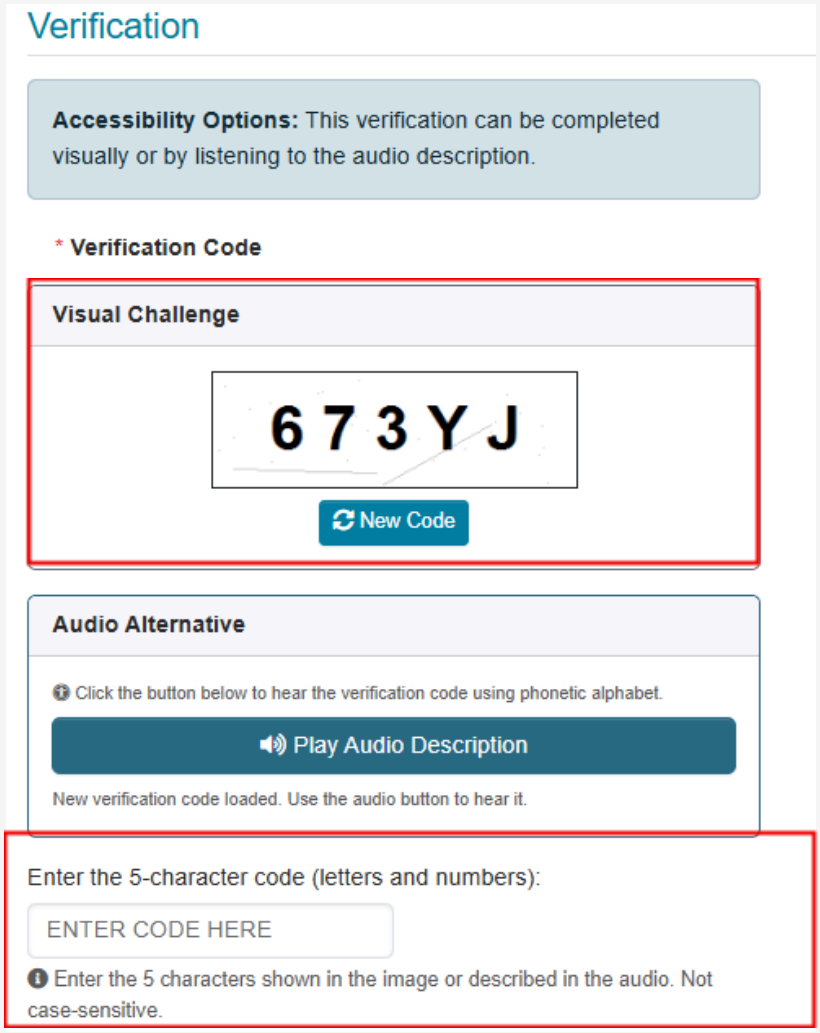
Complete the Registration Form

Fill in all required fields in the registration form:

- **First Name & Last Name:** Enter your full name as it should appear on the conference proceedings.
- **Organisation:** Enter your institution or company name in full (e.g., University of Sri Jayewardenepura).
- **Country/Region:** Select Sri Lanka (or your country of affiliation) from the dropdown.
- **Password:** Create a strong password of at least 8 characters, including letters and numbers.
- **Confirm Password:** Re-enter your password to confirm.
- **Completing the Verification** At the bottom of the registration form, you will be required to complete a verification challenge. Enter the **5-character code** (letters and numbers) displayed in the **Visual Challenge** box into the "Enter Code Here" field. The code is **not case-sensitive**. If the characters are difficult to read, click **"New Code"** to generate a fresh code, or click **"Play Audio Description"** to hear the code read aloud using the phonetic alphabet.

Once all fields are complete, tick the box to agree to the Terms of Service and click 'Register'.


* Password
Password
Passwords are required to contain 12 characters and each of the following: lowercase letters, uppercase letters, numbers, and symbols. Valid symbols are: ~`!@#$%^&*()-_=+{}[]|:;'"<>,.?/
* Confirm Password
Confirm Password
Personal Information
4
* First Name
First Name
Middle Initial
Initial
* Last Name
Last Name
Nickname
Nickname
* Organization Name
Organization Name
* Country/Region
Select...



4

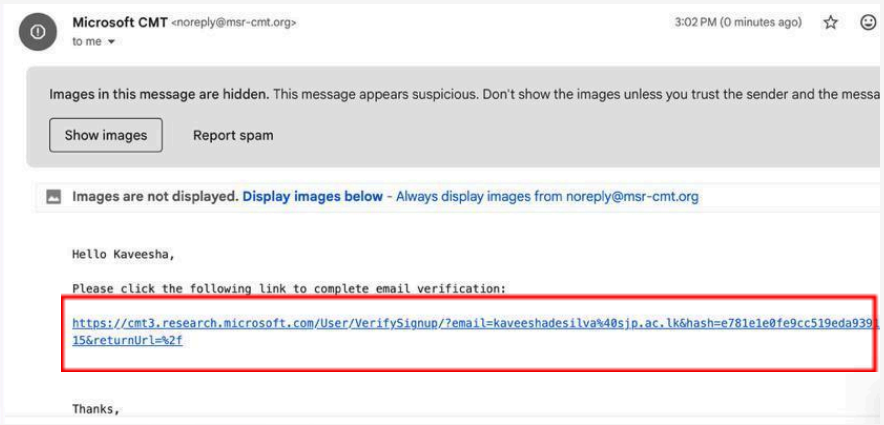
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Verify Your Email Address

CMT will send a verification email to the address you provided. Open your email inbox and look for a message from cmt@microsoft.com with the subject 'CMT Account Verification'.

Click the verification link in the email to activate your account.

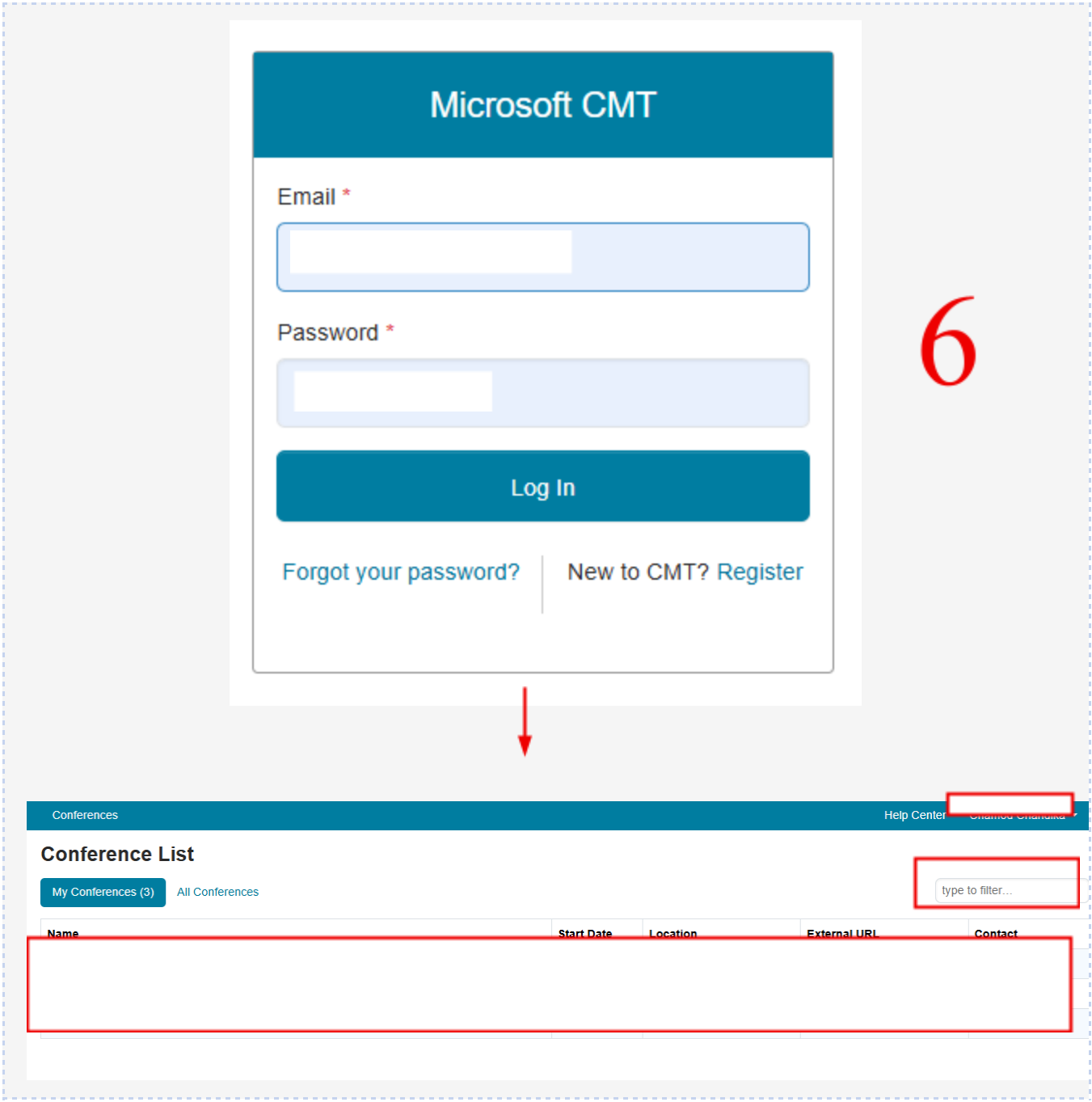
⚠️ **Did not receive the email?:** Check your Spam or Junk folder. If the email is not there within 10 minutes, return to the CMT login page and click 'Resend Verification Email'.



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6 Log In to Your New Account

Return to https://cmt3.research.microsoft.com and log in using your registered email address and password. Upon successful login, you will be taken to your CMT dashboard.

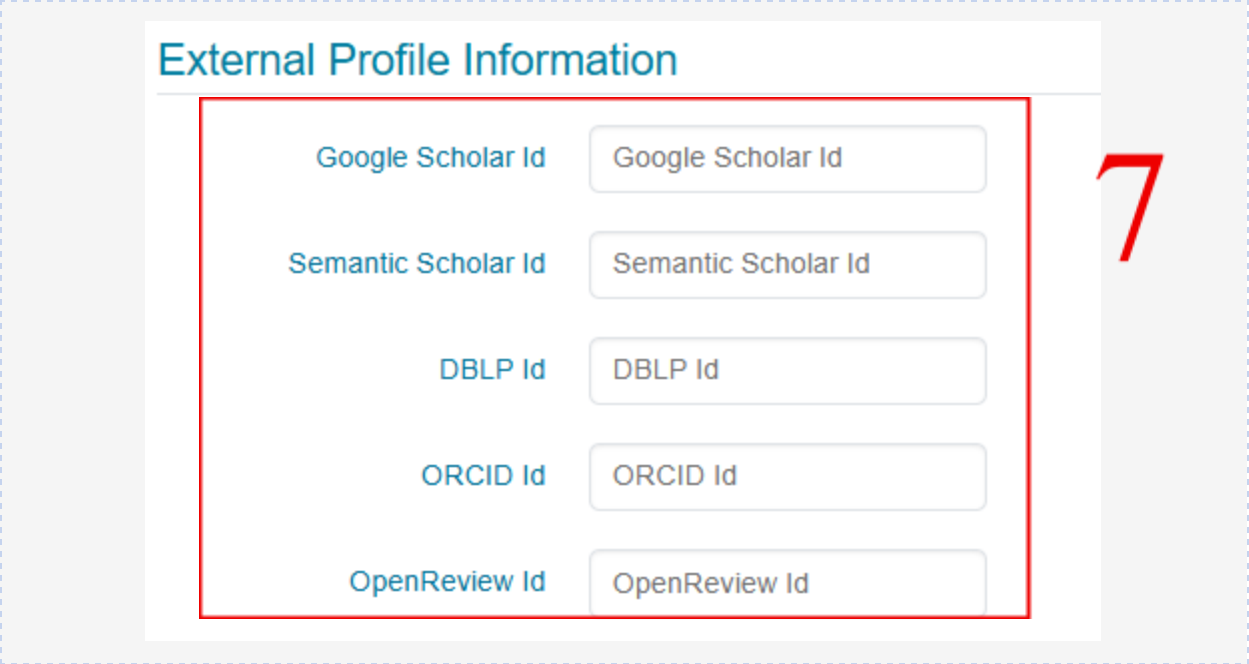


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Update Your Profile (Optional but Recommended)

Before submitting a paper, it is recommended that you complete your CMT profile:

- Click on your name/profile icon at the top-right corner.
- Select 'Edit Profile'.
- Add your academic title, ORCID (if available), and Google Scholar / ResearchGate profile links.
- Click 'Save' when done.



Account Creation Complete

Your CMT account is now active. You are ready to proceed with submitting your paper for ICREMV 2026. Please refer to the separate CMT Paper Submission Guide for step-by-step instructions on submitting your work.

📧 **Need Help?:** For account-related issues, contact the ICREMV 2026 Organizing Committee at icremv@sjp.ac.lk