

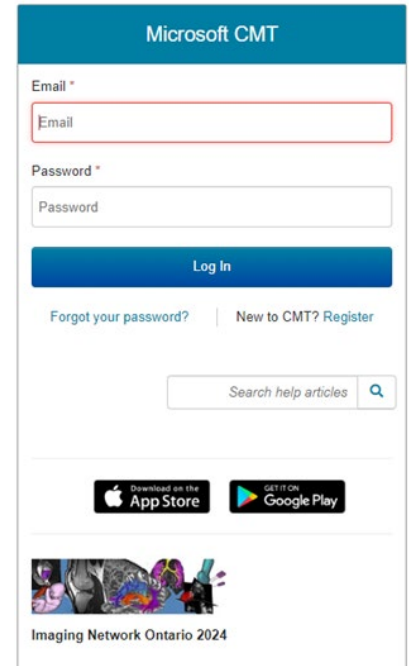
ImNO2024 Author's Guide to Microsoft Conference Management Toolkit (CMT)

1. Accessing the Submission Site

Click [here](#) to go to the ImNO2023 submission platform or use the following URL:

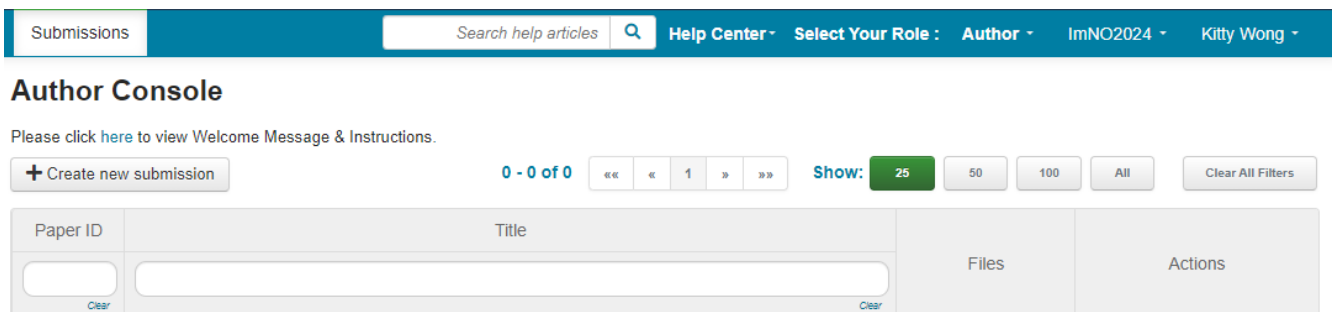
<https://cmt3.research.microsoft.com/ImNO2024/Submission/Index>

If you already have an account with the Microsoft Conference Management Toolkit (CMT), please enter your credential to login. If not, please register for one by clicking the “register” button.



2. Submitting an abstract

Once logged in, you will be taken to the Author Console page. All your submitted abstracts will be listed on this page. Click [+ Create new submission](#) on the top-left corner of your screen to submit a new abstract.



3. Completing the Submission Form

Read all instructions and consult with the [full submission guidelines](#) on the symposium website before completing the submission Form.

Complete all sections on the form and press the "SUBMIT" button at the end of the page to submit your abstract and form. You may edit your submission up until the submission deadline.

TITLE: Make sure the title you entered on the form matched the title on your abstract file.

AUTHORS:

Please list all co-authors. See page 4 for detail instructions.

DOMAIN CONFLICTS:

Please see page 4 on how to correctly list domain conflicts.

SUBJECT AREAS: Select one primary subject area and up to 4 secondary subject areas.

FILES: upload your PDF file by either dragging your file to the box or by clicking the "Upload from Computer" Button. Once the upload is completed, your filename, size of your file, and the date and time of your upload will appear on the left above the box. To update your abstract file with a new version, delete the old file first by clicking the "x" beside the filename then upload a new one. Use the timestamp (Pacific time) beside the filename as an indication of whether the last upload was successful.

ADDITIONAL QUESTIONS: Complete all questions in this Section.

Submissions Search help articles Help Center Select Your Role : Author - ImNO2024 - Kitty Wong -

Create New Submission

Please complete all of the information on the submission form below.

Please ensure the information on your CMT submission form is consistent with your paper. This includes 1) Paper Title, 2) Author Names (including spelling and capitalization of names), 3) Order of authors

AUTHORS: Enter the names of ALL AUTHORS - this is important for author indexing and identifying conflicts with reviewers. Your abstract may be REJECTED if full authorship is not disclosed

FORMAT: Each abstract should be uploaded as a PDF file satisfying the following requirements:

- Fits on a single letter-size page, including all embedded figures and images,
- File size does not exceed 5 MB,
- Names and affiliations of ALL authors are provided,
- Uses Times New Roman 11 pt,
- All margins at least 2 cm,
- Abstract follows the format (including paragraph headings): Introduction, Methods, Results, Conclusions,
- All abstracts must be searchable PDF files.

KEYWORDS: To help guide reviewer assignment and session placement, please select one primary keyword (from one of the three main categories: 1) Imaging Modality, 2) Object of Interest/Area of Application, 3) General Methodology) that best represents your abstract and two or more secondary keywords (up to four) from the three categories.

There are 3 categories of keywords:

- 1) Imaging Modality,
- 2) Object of Interest/Area of Application, and
- 3) General Methodology

Select 1 primary keyword from these categories that best describes your work and up to 4 secondary keywords.

DOMAIN CONFLICTS: Please enter the domain of each institution for which authors have a conflict of interest (all institutions authors have worked for, or have had very close collaboration with), including authors' current institutions. Your abstract may be REJECTED if domain conflicts are not disclosed.

Please see the [CMT instructions for authors](#) page for detail instructions on how to submit your abstract and how to navigate the CMT submission site.

If you have any questions, please contact IMNO submission manager Kitty Wong at kitty.wong@imno.ca.

Submission deadline: Friday December 1st, 23:59 PDT

TITLE

* Title

AUTHORS *

You may add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country/Region
<input checked="" type="radio"/>	kitty.wong@imno.ca	Kitty	Wong	Imaging Network Ontario	<input type="text"/>

Email + Add

Enter email to add new author.

DOMAIN CONFLICTS

Please enter the domain of each institution (semicolon separated) that authors have a conflict of interest with. More specifically, please list domains of all institutions authors worked for, or have had very close collaboration with, within the last 3 years, including the author's current institution.

Example: Author 1 and Author 2 are co-authors of the same paper. Author 1 is currently working for Institute A (InstituteA.edu) and is also collaborating with a research group in Hospital B (hospitalB.com). Author 1 also worked for company C (CompanyC.com) 2 years ago. Author 2 is currently working for Institute D (InstituteD.edu) and has a close relationship with OrganizationE.org.

The list domain conflicts of this paper: InstituteA.edu; hospitalB.com; CompanyC.com; InstituteD.edu; OrganizationE.org

Note: Please DO NOT enter the domain of email providers such as gmail.com, yahoo.com, hotmail.com and 163.com as institution domains.

*Domain Conflicts

SUBJECT AREAS *

You may select up to 4 secondary subject areas.

Primary	Secondary	Primary	Secondary
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FILES

You can upload from 1 to 1 files. Maximum file size is 5 MB. We accept pdf formats.

Drop files here

-or-

1. Presenter *

Will the presenter be:

- Undergraduate student
- Graduate student
- Postdoctoral fellow
- Other

4. Submission Summary and Confirmation

Once you have clicked the submit button you will be taken to the Submission Summary page. submission report will be automatically generated and emailed to all authors of your abstract. You may return to the Author console to submit another abstract by clicking the “Back to Author Console” button or edit your submission by clicking “Edit Submission” at the bottom of the page.

Note A submission report will be automatically generated and emailed to all authors each time you update your submission.

You may return to the Author console to submit another abstract by clicking [Back to Author Console](#) button or edit your submission by clicking [Edit Submission](#) at the bottom of the page.

Submission Summary

Conference Name
Imaging Network Ontario 2021

[Print](#) [Email](#)

Send Email to Me
 Send Email to All Authors
[Send Email](#)

Paper ID	1
Paper Title	My ImNO Paper
Created on	10/6/2020, 6:27:40 PM
Last Modified	10/6/2020, 6:52:20 PM
Authors	IMNO Submission (Imaging Network Ontario (IMNO)) <IMNOsubmission@gmail.com>
Primary Subject Area	1) IMAGING MODALITY -> Modality: Angiographic imaging
Secondary Subject Areas	2) OBJECT OF INTEREST / AREA OF APPLICATION -> Area: Abdomen (gastrointestinal tract, kidney, liver) 3) GENERAL METHODOLOGY -> Methodology: Computation modeling (biomechanical, finite-element)
Domain Conflicts	uwo.ca
Submission Files	My_IMNO_Paper.pdf (36 Kb, 10/6/2020, 6:27:13 PM)
Submission Questions Response	1. Presenter <i>Will the presenter be:</i> Undergraduate student 2. Submission Checklist

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

5. Editing and Deleting your Submission

All your submissions will appear on the Author Console. You may edit or delete your submission until the submission deadline via two links under the ACTION column. If you have any question regarding your submission, please quote your Paper ID in your email.

Author Console

[+ Create new submission](#) 1 - 1 of 1 [«](#) [«](#) [1](#) [»](#) [»](#) Show: [25](#) [50](#) [100](#) [All](#) [Clear All Filters](#)

Paper ID	Title	Files	Actions
<input type="text" value="e.g. <3"/> Clear	<input type="text" value="filter..."/> Clear		
1	My ImNO Paper <i>This is your submission ID number. Include this number in your subject line for all email inquires</i>	Submission files: My_IMNO_Paper.pdf	Submission: Edit Submission Delete Submission <i>Use these links to edit or delete your submission</i>

6. Adding Co-authors:

You must enter all co-authors of the abstract by the submission deadline.

Once a co-author is added to your paper, he or she can also edit the submission. Only the primary author can delete the submission.

If your co-author's email address is not in the CMT database, CMT will prompt you to enter personal information on the co-author's behalf. If you believe that your co-author already has a CMT account but they are not found in the database then it may be because they have registered using a different email address.

If you have misspelled your co-author's name or other details, you can remove the mistyped entry by clicking the "x" and re-add the co-author.

Note: Co-authors are not required to register for a CMT account to receive your submission report. However, if your co-author wishes to access or edit your submission, your co-author must register for an account.

AUTHORS *
You may add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country/Region
<input checked="" type="radio"/>	kitty.wong@imno.ca	Kitty	Wong	Imaging Network Ontario	<input type="text"/> <input type="text"/>

User was not found. Please enter collaborator information below and click Add button.

Enter email to add new author.

First Name	<input type="text"/>	Last Name	<input type="text"/>	Organization	<input type="text"/>
Country/Region	Select...	<input type="button" value="+ Add"/>	<input type="button" value="Cancel"/>		

7. Multiple accounts in CMT

If you have multiple accounts with CMT, you can link them via "Link to Account" in the pop-up menu. Note that by linking two accounts, it DOES NOT merge two accounts into one, it simply allows you to switch between two accounts without having to log in and out.

8. Domain Conflicts:

A complete domain conflicts should include the email domains of your and your co-author's current institutions and the email domain of all institutions you and all your co-authors have a close relationship with in the past 3 years. Consider following scenario as an example:

Scenario: Author 1 and Author 2 are co-authors of the same paper. Author 1 is currently working for Institute A with email domain InstituteA.edu and is also collaborating with a research group in hospital B with email domain hospitalB.com. Author 1 has also worked for company C with email domain CompanyC.com 2 years ago. Author 2 is currently working for Institute D with email domain InstitutedD.edu and have close relationship with OrganizationE.org.

The list domain conflicts of this paper: InstituteA.edu; hospitalB.com; CompanyC.com; InstituteD.edu; OrganizationE.org

9. Contacting Conference Chairs:

If you have any questions regarding your abstract submission, please email [Kitty Wong \(kitty.wong@imno.ca\)](mailto:kitty.wong@imno.ca). **Make sure you include your paper ID in your subject line.**

To contact the conference chairs, click the arrow beside your name to bring up the pop-up menu and select "Contact Chairs".

To send an email to the conference chairs, click the arrow beside your name to bring up the pop-up menu and select "Contact Chairs". Make sure you include your paper ID in your subject line.

The screenshot shows the 'Author Console' interface. At the top, there is a navigation bar with 'Submissions', a search bar for help articles, 'Help Center', 'Select Your Role: Author', 'ImNO2024', and the user name 'Kitty Wong'. Below the navigation bar, the 'Author Console' title is followed by a link to 'Welcome Message & Instructions'. A '+ Create new submission' button is on the left. In the center, there is a pagination indicator '0 - 0 of 0' and a 'Show:' dropdown menu set to '25', with options for '50' and '100'. Below this is a table with columns for 'Paper ID', 'Title', and 'Files'. The 'Paper ID' and 'Title' columns have input fields with 'Clear' buttons. On the right side, a dropdown menu is open, showing options: 'General', 'User Profile', 'Change Email', 'Change Password', 'Delete Account', 'Link to Account', 'ImNO2024', 'Domain Conflicts', 'Contact Chairs' (highlighted in dark blue), and 'Logout'.