

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

1. Accessing the Submission Site

Click <u>here</u> 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.

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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.

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3. Completing the Submission Form

Read all instructions and consult with the <u>full submission guidelines</u> 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.

<u>TITLE</u>: 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.

<u>SUBJECT AREAS</u>: Select one primary subject area and up to 4 secondary subject areas.

<u>FILES</u>: 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.

close collaboration with), including authors' current institutions. Your abstract may be REJECTED If domain conflicts are not disclosed. Pressee 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 Kitly Wong at kitly.wong@imno.ca. Submission deadline. Finday December 1st, 23:59 PDT TITLE * Title Title * Title @ kitly.wong@imno.ca Kitly Won may add year collaborators. Pfinany Contact Email First Name Last Name Organization Country/Region x @ kitly.wong@imno.ca Kitly Wong imaging Network Ontario x Presse enter the domain of each institution (semicoion separated) that authors have a conflict of interest with. More specifically, please list domains of all institutions authors worked for or nave had very dose collaboration with, within the list 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(u) and is also collaboration with, within the list 3 years, including the author's current institution.	<form></form>	Create Ne	w Submission				
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ADDITIONAL QUESTIONS: Complete all questions in this Section.

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.

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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.

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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.

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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 InstituteD.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 <u>Kitty Wong</u> (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".

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