



Author's Guide to Microsoft Conference Management Toolkit (CMT) main conference paper submission

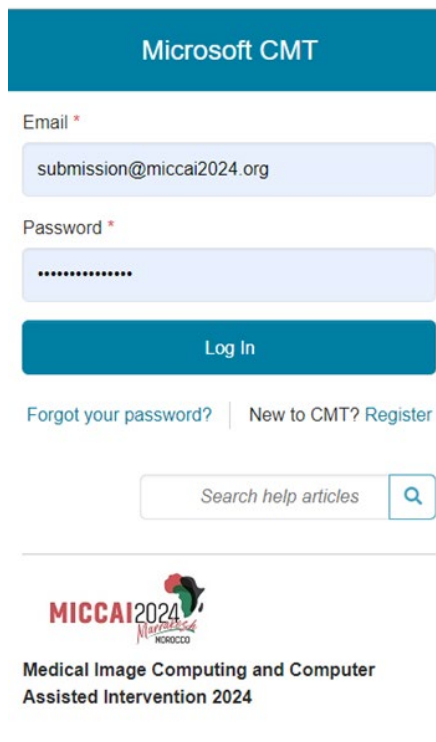
Contents

1.	Accessing the Submission Site	2
2.	Creating an Intention-to-Submit.....	2
3.	Completing the Submission Form.....	3
4.	Upload or Update Your Manuscript File	3
5.	Submission Summary and Confirmation	3
6.	Editing and Deleting your Submission, uploading supplementary material	4
7.	Adding Co-authors	4
8.	Editing your co-author's name and details.....	5
9.	Submission Domain Conflicts.....	5
10.	Personal Domain conflicts and DBLP ID.....	6
11.	Google Scholar ID and Semantic Scholar Id	6
12.	Multiple accounts in CMT	6
13.	Contact Us.....	7

1. Accessing the Submission Site

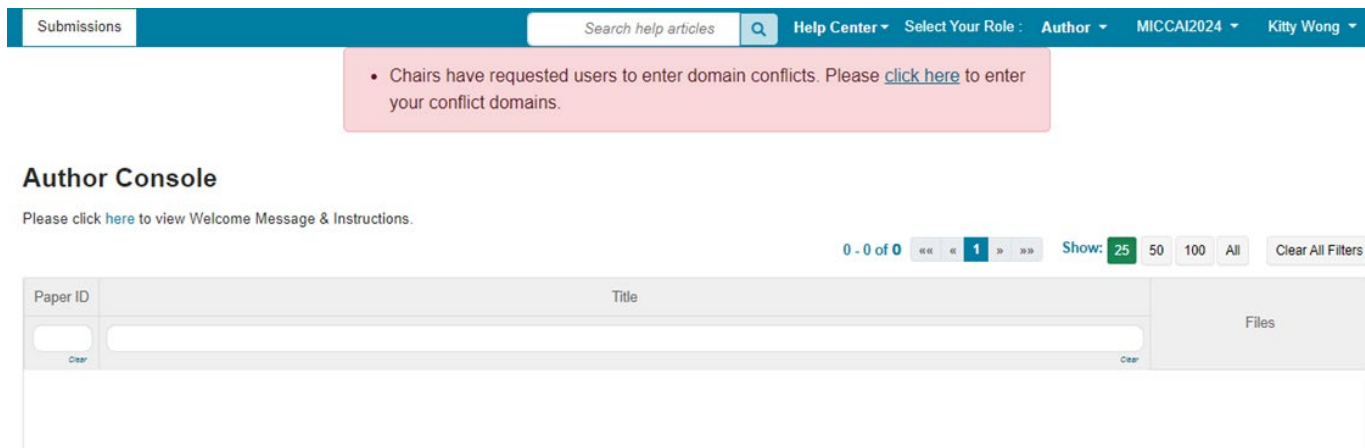
Click [here](#) to go to the MICCAI2024 submission platform or use the following URL:

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. Your login information and password will be emailed to you.



2. Creating an Intention-to-Submit

Once logged in, you will be taken to the Author Console. All your submissions will be listed on this page. Click [+ Create new submission](#) on the top-left corner of your screen to create a new submission as your intention-to-submit. You will **NOT** be able create a new submission after the intention-to-submit deadline on February 22, 2024 (midnight Pacific time).



Paper ID	Title	Files
<input type="text"/>	<input type="text"/>	

3. Completing the Submission Form

For your intention-to-submit, we require the **title, an abstract of the manuscript, paper subject areas, a complete author list, a complete list of domain conflicts, and the name and email address of the co-author who will review for MICCAI 2024.** **DO NOT** upload your abstract as a PDF file. Paste your abstract into the box provided. **Make sure to complete ALL required fields or your submission will not be saved.** All successful submissions will be listed on your author console. All fields on the submission form can be modified up until the submission deadline.

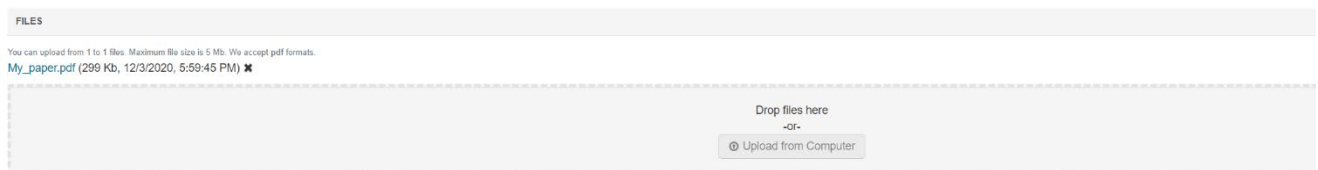
Full authorship must be disclosed. All domain conflicts must be accurately listed. Failure to disclose full authorship and domain conflicts may result in rejection of your submission. See sections 7 to 9 below on adding co-authors and listing domain conflicts. Make sure you click the “Submit” button at the bottom of the submission form.

If the first author of your paper is a student or early career scientist and wishes to be considered for a MICCAI Young Scientist Award, you **must** complete questions 11 and 12 on the submission form. A separate application is not required.

4. Upload or Update Your Manuscript File

Upload your PDF file by either dragging your file to the box under the FILES section 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 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 beside the filename as an indication of whether the last upload was successful. Make sure you click the “Save Changes” button at the bottom of the submission form.



5. Submission Summary and Confirmation

Once you have clicked the “Submit” or “Save Changes” button, you will be taken to the Submission Summary page. A submission report will be automatically generated and emailed to all authors of your manuscript each time you updated your submission. You may return to the Author console to submit another paper by clicking “Back to Author Console” button or edit your submission by clicking “Edit Submission” at the bottom of the page.

All communications will be sent via CMT, please do not select the “Do not send me conference email” option in your User Profile setting to avoid missing important messages. An official confirmation email will be sent to the primary author of each paper via CMT **the day after the intention-to-submit deadline** confirming your paper registration. A final confirmation will be sent to all authors **the day after the submission deadline** to confirm your paper submission.

6. Editing and Deleting your Submission, uploading supplementary material

All your submissions will appear on the Author Console. You may edit or delete your submission until the submission deadline via the links under the ACTION column. If you wish to submit supplementary material, **DO NOT** append it at the end of your main paper, upload it via the “Upload supplementary Material” link.

The screenshot shows the Author Console interface. At the top, there is a navigation bar with 'Submissions', 'Help Center', 'Select Your Role : Author', 'MICCAI2024', and 'My Name'. Below this is the 'Author Console' header. A '+ Create new submission' button is on the left. In the center, there is a pagination control showing '1 - 1 of 1' and a 'Show:' dropdown set to '25'. Below the pagination are buttons for '50', '100', 'All', and 'Clear All Filters'. The main content is a table with the following columns: Paper ID, Title, Files, and Actions. The first row shows a submission with Paper ID '1', Title 'My MICCAI Paper', and a file 'My_paper.pdf'. The Actions column contains 'Edit Submission', 'Delete Submission', and 'Upload Supplementary Material'. A red arrow points to the '1' in the Paper ID column, with a text box that says: 'This is your submission ID number. Include this number in your subject line for all email inquires'.

7. Adding Co-authors

You must enter all co-authors of the paper by the submission deadline. Note: Co-author with a registered CMT account can edit your submission. Only the primary author can delete a submission.

Order the list of authors using the arrows on the right. **You will not be able to change the order or add co-authors after the submission deadline. Adding a new co-author to your manuscript after acceptance requires permission from the program chairs and may be declined. Any changes to the author list after acceptance (including changing the order, adding co-authors, or removing co-authors) also requires written permission from all co-authors.**

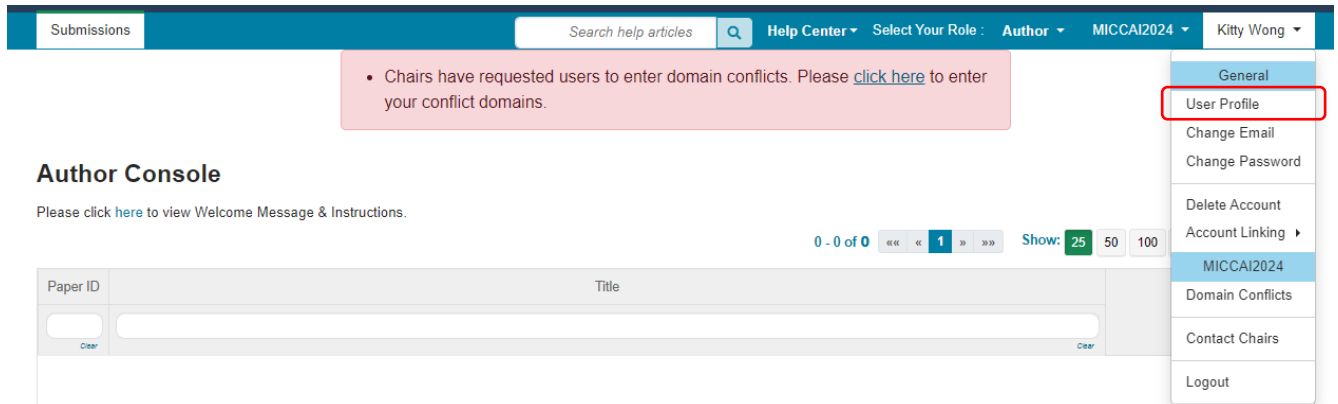
If your co-author’s email address is not in the CMT database, CMT will prompt you to enter personal information on the co-author’s behalf. If you believe that your co-author already has a CMT account but they are not found in the database then it may be because they have registered using a different email address. **Make sure the names entered on CMT are spelled correctly. Data entered on CMT will be used to creating the final program and in the Conference Proceedings.** If you have misspelled your co-author’s 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.

The screenshot shows a form for adding co-authors. It features a table with columns: Primary Contact, Email, First Name, Last Name, Organization, and Country. The first row has a radio button selected under 'Primary Contact', an email 'submission_support@miccai2021.org', first name 'My', last name 'Name', organization 'MICCAI Society', and country 'Canada'. Below the table is a form to add a new author with an 'Email' input field and a '+ Add' button. Below this is a smaller form with fields for 'First Name', 'Last Name', 'Organization', and 'Country/Region', along with a '+ Add' button and a 'Cancel' button.

8. Editing your co-author's name and details

If your co-author has an account with CMT, your co-author must login to their own CMT account to make those changes. Once logged in, use the arrow beside the username to access the menu shown below to update personal information.



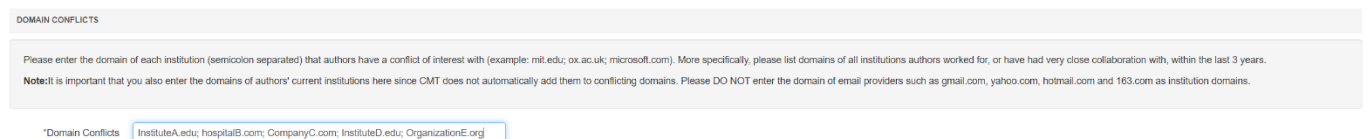
The screenshot shows the CMT Author Console interface. At the top, there is a navigation bar with 'Submissions', a search bar for help articles, 'Help Center', 'Select Your Role: Author', 'MICCAI2024', and the user name 'Kitty Wong'. A pink notification box states: 'Chairs have requested users to enter domain conflicts. Please [click here](#) to enter your conflict domains.' Below this is the 'Author Console' section with a link to 'Welcome Message & Instructions'. A table with columns 'Paper ID' and 'Title' is visible, along with pagination controls showing '0 - 0 of 0' and 'Show: 25, 50, 100'. On the right, a user profile menu is open, listing options: General, User Profile (highlighted with a red box), Change Email, Change Password, Delete Account, Account Linking, MICCAI2024, Domain Conflicts, Contact Chairs, and Logout.

9. Submission Domain Conflicts

To ensure your paper is not assigned to a reviewer with a conflict of interest, (See Section 4.1 in [Preparing Manuscripts for MICCAI: Avoiding Desk Rejection](#) for Conflict of Interest Guidelines), the full list of co-authors as well as a list of domain conflicts of all authors of the paper must be declared. **You must list the email domains of the institutions of all co-authors in the Domain Conflicts section on the submission form. You also need to include 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



The screenshot shows the 'DOMAIN CONFLICTS' section of the submission form. It includes a note: 'Please enter the domain of each institution (semicolon separated) that authors have a conflict of interest with (example: mit.edu; ox.ac.uk; microsoft.com). More specifically, please list domains of all institutions authors worked for, or have had very close collaboration with, within the last 3 years. Note: It is important that you also enter the domains of authors' current institutions here since CMT does not automatically add them to conflicting domains. Please DO NOT enter the domain of email providers such as gmail.com, yahoo.com, hotmail.com and 163.com as institution domains.' Below the note, a text input field contains the domain conflicts: 'InstituteA.edu; hospitalB.com; CompanyC.com; InstituteD.edu; OrganizationE.org'.

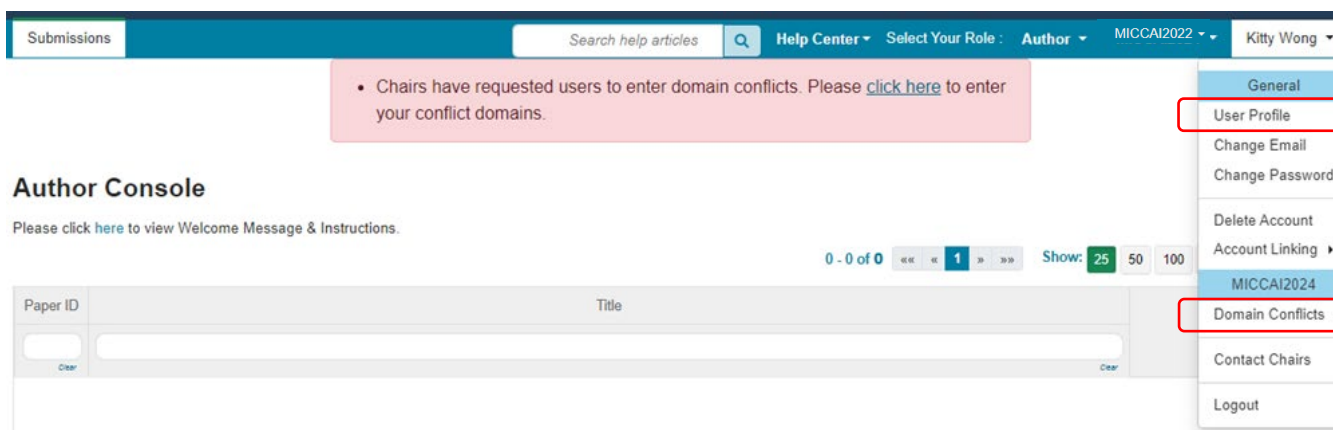
Your submission will not be assigned to any reviewers or area chairs of the submitted domains.

10. Personal Domain conflicts and DBLP ID

All authors and co-authors should login to their CMT account for MICCAI 2024 and add their personal “Domain Conflicts” information. This is particularly important if a co-author has collaborators or other conflicts outside of his/her own institution that the primary author may not be aware of. All conflicts must be entered by the submission deadline. You will not be able to make changes after the submission deadline.

Please include your current institutional domain under “Domain Conflicts” as CMT does not automatically extract your domain from your user email address.

If you have a DBLP ID (and you most likely have if you have published a paper before), please enter it via your User profile to help us better manage conflicts.



See [here](#) on how to identify your DBLP ID.

Examples:

URL	DBLP ID
https://dblp.org/pid/16/6138	16/6138
https://dblp.org/pid/d/JohnDoe2	d/JohnDoe2

11. Google Scholar ID and Semantic Scholar Id

If you are a reviewer, please add your Google Scholar ID and/or your Semantic Scholar ID to your user profile. This is to aid Area chairs when suggesting reviewers for papers.

12. 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.

If you are a reviewer or area chair, the email address of your TPMS account **MUST match** the CMT account with reviewer or area chair credential. If not, please contact Submission Platform Manager Kitty Wong at submission@miccai2024.org to transfer your reviewer or area chair credential to your other account.

13. Contact Us

If you have any inquires related to your submission and your CMT account, please contact Submission Platform Manager Kitty Wong at submission@miccai2024.org. Make sure you include your paper ID in your subject line.