



Author's Guide to Microsoft Conference Management Toolkit (CMT) Main Conference Paper Submission

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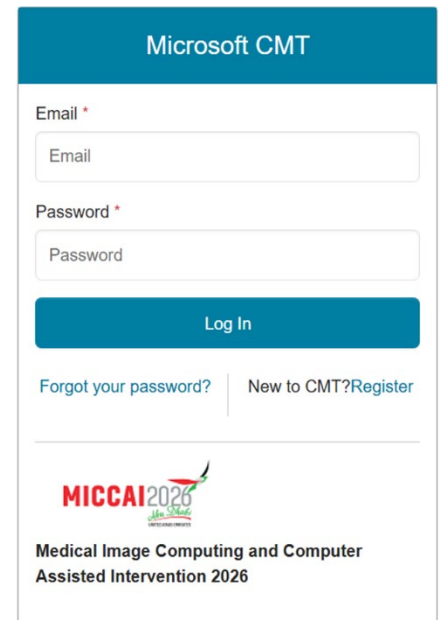
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1. Accessing the Submission Site and CMT Account

Click here to access the submission platform or use the following URL:
<https://cmt3.research.microsoft.com/MICCAI2026/Submission/Index>

To submit a paper, the primary author must have a CMT account.
Other co-authors don't need to register for an account.

Please note that only authors with CMT accounts can access your submission, view reviews, or receive communications regarding your paper.



2. MICCAI2026 Information Page

You will be asked to submit your publication information the first time you access the MICCAI 2026 submission site.

You **must** submit your publication information. You are allowed to skip this section only if you do not have them. It is of utmost importance to include your DBLP ID if you have one.

Your MICCAI2026 Information

Name Kitty Wong
Email submissions@miccai.org

You are requested by MICCAI2026 conference chairs to answer the following. Every author, program committee member and senior program committee member must fill out this form.

Google Scholar Id, Semantic Scholar Id and DBLP Id (*Your responses will be used to update **YOUR** CMT profile*)

Google Scholar Id

<https://scholar.google.com/citations?user=bAMKmKAAAAAJ>

Verify

Semantic Scholar Id

<https://www.semanticscholar.org/author/> Semantic Scholar Id

Id Helper

DBLP Id

<https://dblp.org/pid/> DBLP Id

Id Helper

Submit

3. Personal Domain Conflicts

After submitting your publication information, you will be asked to submit your personal domain conflicts.

Your personal domain conflict should include the email domains of your current institution, as well as your affiliations and collaborators from the past 3 years.

When finished, click the “**Save**” button. Click the “**Submissions**” tab on the top-left to access the **Author Console** to submit your paper.

Submissions

Contact Chairs

Help Center

Select Your Role : Author

MICCAI2026

Kitty Wong

Domain Conflicts

Please submit your Domain Conflicts. Use semi-colons to separate the domains.

Your domain conflict should include the email domain of your current institution and the email domains of all your collaborators within the last 3 years.

For example, you are affiliated with institute A with email domain instituteA.edu. You are co-authors with someone in hospital B with email domain hospitalB.com. You had collaborated with a group in institute C with email domain InstituteC.edu.

Your Domain Conflict list is: InstituteA.edu; hospitalB.com; InstituteC.edu

Please do not include public domains such as Gmail.com, Hotmail.com, 163.com.

Please include Institutional-level domain instead of subdomains. For example, if your email address is name@mail.ee.InstituteA.edu, use InstituteA.edu

Domain Conflicts

miccai.org

Save

Back

4. Creating an Intention-to-Submit

You are now at the Author Console. All your submissions will be listed on this page.

Click “+ **Create New Submission**” in the top-left corner of your screen to create a new submission as your intention-to-submit. You will **NOT** be able to submit a paper if you did not create a submission before the intention-to-submit deadline on February 12, 2026 (23:59 Pacific time).

Submissions

Contact Chairs

Help Center

Select Your Role : Author

MICCAI2026

Kitty Wong

Author Console

Please click [here](#) to view Welcome Message & Instructions.

+ Create new submission

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« « 1 » »

Show: 25 50 100 All

Clear All Filters

Paper ID	Title	Files	Actions
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5. Completing the Submission Form

For your intention-to-submit, we require the title, an abstract of the manuscript, a complete author list, a complete list of domain conflicts, paper subject areas, and the name and email address of the co-author who will review for MICCAI 2026. DO NOT upload your abstract as a PDF file. Paste your abstract into the box provided. You must also answer all required questions on the submission form.

Full authorship must be disclosed. All domain conflicts must be accurately listed. Failure to disclose full authorship and submission domain conflicts may result in the rejection of your submission. See sections 5b and 5c below on adding co-authors and listing domain conflicts. Make sure you click the “Submit” button at the bottom of the submission form.

a. Title/Abstract

For your intention to submit, you must enter a proper paper title and abstract, not a placeholder or dummy text. You can revise your title and abstract until the submission deadline.

b. Adding Co-authors

You must enter **ALL** co-authors of the paper by the submission deadline.

Make sure the names entered on CMT are spelled correctly. Data entered on CMT will be used to create the final program and in the Conference Proceedings. If you have misspelled your co-author’s details, remove the mistyped entry and re-add the co-author.

Order the author list using the arrows on the right. You cannot change the order or add co-authors after the submission deadline. **Any changes to the author list after acceptance (including changes to order, additions, or deletions) require written permission from all co-authors and approval from the program committee. Adding a new co-author to your manuscript after acceptance requires authors to submit justifications to the program committee. The program committee may decline the request and may reject the submission.**

Note: Co-authors are not required to register for a CMT account to receive their submission report. However, they must have an account to view or edit the submission, access review, or receive communications from MICCAI.

c. Submission Domain Conflicts

To ensure your paper is not assigned to a reviewer with a conflict of interest (See Section 5.1 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 with which you and all your co-authors have had a close relationship within the past 3 years.** Consider the 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 also worked for Company C (email domain CompanyC.com) 2 years ago. Author 2 currently works at Institute D (email domain: InstituteD.edu) and has a close relationship with OrganizationE.org.

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

d. Subject Area Selection

To ensure your manuscript is matched to reviewers with the proper expertise, your subject area selection must follow the rules below:

- i. **Primary Subject Area:** Must be either MIC (Medical Imaging Computing) or CAI (Computer Assisted Intervention). If your paper includes both MIC and CAI components, pick one as the primary and the other as the secondary.
- ii. **Secondary Subject Areas:**
Authors must select at least one in **EACH** of the following categories: “Body”, “Modalities”, and “Application”.

Each paper should therefore have a MAXIMUM of one Primary area (MIC or CAI) and a MINIMUM of three Secondary areas (one each for Body, Modalities, and Application) indicated - you may select any additional secondary areas beyond the required minimum as appropriate.

e. Upload or Update Your Manuscript File

For your intention-to-submit, you do not need to upload any file. When you are ready to submit your paper, return to the submission form via the “**Edit Submission Link**” in your Author Console and upload your 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 complete, your filename, file size, and upload date and time will appear above the box on the left.

To update your file with a new version, delete the old file by clicking the “x” next to the filename, then upload the new file. The timestamp beside the filename indicates whether the last upload was successful. Make sure you click the “**Save Changes**” button at the bottom of the submission form each time you re-upload your paper.

f. Additional questions

Complete all additional questions on the submission form. Please carefully review Springer’s author Code of Conduct (Question 5), MICCAI Scientific Code of Ethics and dual/double submission policy (Questions 6 and 7), review obligation (Question 9), and in-person presentation requirement (Question 13) before submitting to MICCAI.

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.

Click the submit button at the end of the form to submit your intention-to-submit. All required fields on the submission form must be completed; otherwise, 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.

6. Submission Summary and Confirmation, Linking submission to Co-authors' CMT accounts

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

If your co-author has a CMT account with an email address matching the one you entered on the submission form, your submission will be linked to your co-author’s CMT account. Your co-author will be able to access your submission, view reviews and receive communications regarding your submission.

If your co-author changes the email address of their CMT account, they will lose access to your submission. You must re-add the co-author with the new email address to re-link the paper to your co-author’s account.

Note

- All co-authors (with or without a registered CMT account) will receive a system-generated submission each time you update your submission.
- Only co-authors with a registered CMT account will receive conference-related emails, including paper acceptance notifications. We cannot send emails to authors without a CMT account in CMT.
- A solid checked circle beside the author’s email address means the email address matches a registered CMT user. The white checked circle means the author’s email address is not in the system. The author does not have a CMT account.
- If your co-author registered for a CMT account after your initial submission, the paper will not be automatically linked to the co-author’s new account. You must re-add the co-author to trigger the linkage.

7. Revising and Withdrawing Your Submission, uploading Paper PDF or Supplementary materials

All your submissions will appear on the Author Console. Click the “**Edit Submission**” button to make changes to your submission, including uploading or revising your paper PDF file.

DO NOT click the “Delete Submission” button unless you are withdrawing your submission. **The “delete submission” action cannot be undone.**

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.

You may revise (edit) or withdraw (delete) your submission until the submission deadline. Only the primary author of the paper can withdraw their submission.

If you wish to withdraw your submission after the submission, please contact the submission office (submissions@miccai.org) and make sure that all co-authors are copied 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 MICCAI Paper	My_paper.pdf	Submission: Edit Submission Delete Submission Supplementary Material: Upload Supplementary Material

This is your submission ID number.
Include this number in your
subject line for all email inquiries

8. Official Confirmation Emails

All communications will be sent via CMT. Please do not select the “Do not send me conference email” option in your User Profile settings 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 registered authors (authors with CMT accounts) the day after the submission deadline to confirm your paper submission.

9. Author Obligations

a. Co-authors submit Domain Conflicts and DBLP IDs

All co-authors with CMT accounts should log in to the MICCAI 2026 submission platform and add their personal “Domain Conflicts” information and DBLP ID to their account profile. 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.

Submissions Contact Chairs Help Center Select Your Role : Author MICCAI2026 Kitty Wong

Author Console

Please click [here](#) to view Welcome Message & Instructions.

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Paper ID	Title
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- General
 - User Profile
 - Change Email
 - Change Password
 - Delete Account
 - Link to Account
- MICCAI2026
 - User Information
 - Domain Conflicts
- Logout

b. Review Obligation

To ensure all papers are contributing equally to the review process, each paper must supply a unique, qualified reviewer; otherwise, your paper will be rejected.

If none of the co-authors are qualified, the authors must contact the submission office for an exemption.

c. Presentation Obligation

All accepted papers must be presented in person by an author registered for physical, on-site participation at the conference. Lack of travel funding or not wishing to travel are not valid reasons for waiver of the requirement to present in person at the conference. In the event of an emergency that prevents physical participation, authors must contact the MICCAI program committee to request a waiver. The Program Committee reserves the right to withdraw an accepted paper from the proceedings if the authors fail to present it in person. Additional sanctions for noncompliant authors may be applied in future editions of the conference. While these formal policies are in place, we strongly encourage all authors to attend the conference, present their work, and actively engage with the community, as the conference is at its best when our community gathers in person.

10. Multiple accounts in CMT

If you have multiple CMT accounts, you can link them using “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 your reviewer or area chair credentials. If not, please contact the Submission Office at submissions@miccai.org to transfer your reviewer or area chair credentials to your other account.

11. Contact Us

If you have any inquiries about your submission and your CMT account, please contact the submission office at submissions@miccai.org. Make sure you include your paper ID in your subject line. Please also consult our [FAQ](#) page before reaching out to us. You can also contact us via the “**Contact Chairs**” link in CMT.

Paper ID	Title	Files
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Clear	Clear	