Instructions on how to submit your manuscript via CMT

1. Creating a User Account on CMT

a) Visit the CMT website: https://cmt3.research.microsoft.com

b) Click the Register link to create a new user account.

c) Fill up your account information (Login information, Personal Information and External Profile Information; the items with * are mandatory). Read *the Microsoft CMT's Author's Statement, Terms of Use,* and *Privacy & Cookies.* Check the box for the agreement if you agree to the terms and conditions. Then, click the Register button placed at the bottom of the page.

d) CMT will send you an e-mail, the title of which is Account Verification. Verify your registration by using the activation link given in the e-mail. The e-mail will be sent from email@msr-cmt.org.
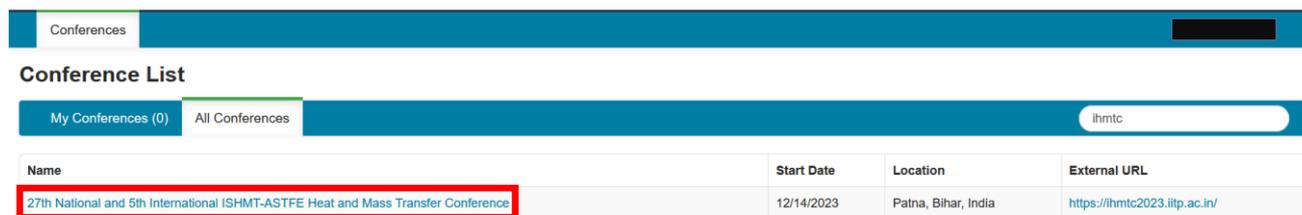
e) Login to CMT with the newly created account.

2. Submitting your full paper to IHMTC-2023

a) When you log in to CMT, you will see the console as shown below:

b) You can find the submission site of IHMTC-2023 by using the filter box with a keyword, e.g.

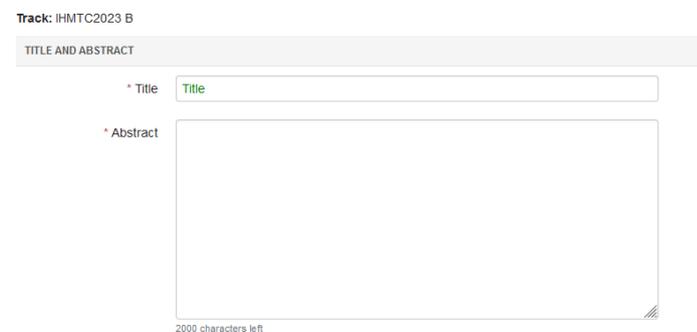c) Type IHMTC. Clicking the conference name will bring you to the Author Console for IHMTC-2023 as shown below.

d) Submit a new contribution by clicking "Create new submission" as shown below. Choose the option **IHMTC2023 B** from the dropdown.

e) Enter the relevant paper information and upload the full paper pdf step by step:

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ADDITIONAL QUESTIONS

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g) "Edit Conflicts of Interest" subsequently appears. This process is **not mandatory** for completing the submission, but will help to facilitate the review process. The console shows you

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-is/was a collaborator (in the last 2 years)

-or I, is/was a Primary Thesis Advisor at anytime

-is a Relative or a friend

h) CMT will send you a confirmation email entitled "*27th National and 5th International ISHMT – ASTFE Heat and Mass Transfer Conference IHMTC – 2023: Submission (#) has been created.*"

i) Open the Author Console and confirm that the contribution appears in the console.

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j) Supplementary material (doc, docx, pdf, mp4, and avi formats only) can now be submitted by clicking on "upload Supplementary Material" from the Author Console. However, the files uploaded here **will only be used for review** and will not appear in the final procceedings.

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Paper ID	Title	Track	Files	Status	Actions
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