

## Using the Microsoft Conference Management Toolkit to Submit a Proposal for the VIM Conference 2019

### Step 1 – Login or Create a New Account

Visit the VIM 2019 conference website

(<https://cmt3.research.microsoft.com/VIM2019>). You will see a login page (Figure 1). If you have previously used the CMT system to submit a paper to a conference (e.g., VIM 2018), you may log in using that email and password. If you have never used the CMT system before, please select the *Create Account* option.

The screenshot shows the login page of the VIM 2019 conference website. At the top, there is a blue navigation bar with three links: 'Login', 'Registration', and 'Reset Password'. Below this bar, the word 'Login' is written in a large, blue font. The main content area contains two input fields. The first is labeled 'Email' and has a red border with the text 'Value is required.' to its right. The second is labeled 'Password' and also has a red border with 'Value is required.' to its right. Below these fields are two buttons: a blue 'Login' button and a blue 'Create Account' button. The 'Create Account' button is circled in red.

FIGURE 1 REGISTRATION/LOGIN PAGE

On the account creation page, you will need to complete the registration form (Figure 2). Please note your username and password, as you will need this information to log back in to the system to perform actions such as submitting a proposal, updating a proposal, or checking its status.

Once you have completed the form, enter the verification captcha displayed and click the Register button.

Navigation: [Login](#) | [Registration](#) | [Reset Password](#)

### Create New Account

#### Login information

\* Email  This email will be used to login into CMT

\* Password

\* Confirm Password

#### Personal Information

\* First Name

Middle Initial

\* Last Name


Nickname

\* Organization Name

\* Country/Region

#### Verification

Enter the characters you see  
New | Audio



I agree to the Microsoft CMT's [Author's Statement](#), [Terms Of Use](#) and [Privacy & Cookies](#)

FIGURE 2 CREATE ACCOUNT PAGE

## Step 2 – Submit Your Proposal

Once you have successfully logged in/created an account, you will be redirected to the Author Console window (Figure 3). Click the *Create new submission* button (with a + sign) to submit your proposal.

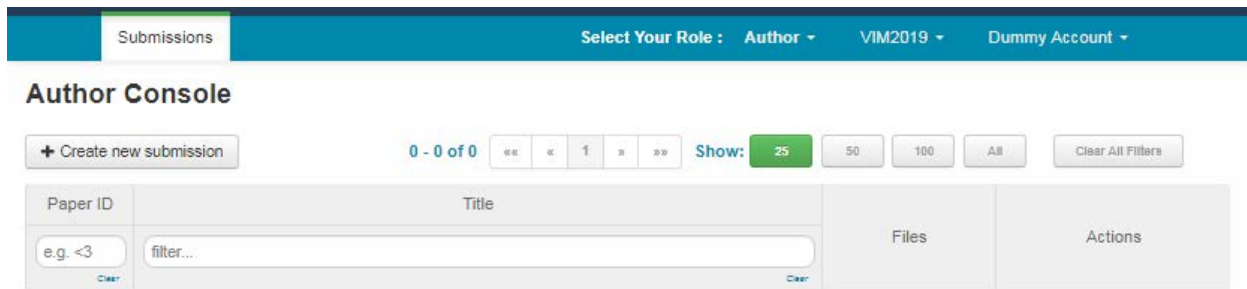


FIGURE 3 AUTHOR CONSOLE PAGE

The *Create New Submission* page (Figure 4) will appear. Complete the form on this page and click the **Submit** button.

**TITLE AND ABSTRACT**

\* Title:

\* Abstract:   
2000 characters left

**AUTHORS**  
You may optionally add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country
<input type="radio"/>	[REDACTED]	Dummy	Account	UGA	United States

Email    
Enter email to add new author.

**FILES**  
You can upload from 1 to 3 files. Maximum file size is 10 Mb. We accept doc, docx, pdf formats.

Drop files here  
-or-

FIGURE 4 CREATE NEW SUBMISSION PAGE

Enter all author names and contact email addresses in the **AUTHORS** section, and indicate which author is the primary contact, if applicable.

You can drag and drop your proposal file (please use .pdf or .doc) or upload it from your computer using your file browser. Click the **Submit** button to submit your proposal.