

MICROSOFT CMT

A Step-by-Step Guide for Authors



**7th INTERNATIONAL CONFERENCE ON
REAL ESTATE MANAGEMENT AND VALUATION**

ICREMV 2023 *Hybrid Conference*



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1 CMT ACCOUNT CREATION

This document is a step-by-step guide for authors who are interested in submitting their research work to ICREMV 2023.

1.1 If you already have a CMT Account:

Please use the following link to submit your paper to ICREMV 2023:

<https://cmt3.research.microsoft.com/ICREMV2023>

OR

1.2 If you are new to CMT,

- Follow the guidelines to make a new account and add your submission.

2 NAVIGATION

2.1 Registration Link

- Click on the following link and navigate to the “Register” page of the CMT.
<https://cmt3.research.microsoft.com/ICREMV2023>

OR

2.2 Scan QR Code



Figure 1. Registration Link QR Code

3 REGISTRATION IN CMT

- Here, Click the Register Button since you are newly registering an account.

Microsoft CMT

Email *

Email

Value is required.

Password *

Password

Value is required.

Log In

Forgot your password? | New to CMT? **Register**

Search help articles

Download on the App Store

GET IT ON Google Play

Figure 2. CMT Registration Window

- Then you will see a create account window in the next step.

4 CREATING A NEW ACCOUNT

- Fill out the “Create New Account” page with your relevant information.
- Fields with an asterisk “*” are required, while the others are optional.
- After completion, click on the “Register” button at the bottom of the page.

[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

External Profile Information

Google Scholar Id

Semantic Scholar Id

DBLP Id

ORCID Id

OpenReview Id

Verification

Enter the characters you see*

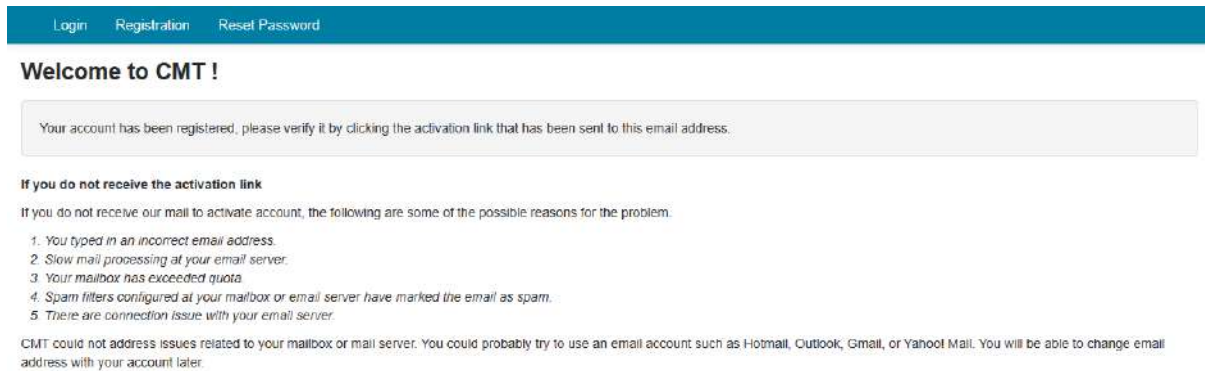
New | Audio

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

Figure 3. Creating New Account

5 REGISTRATION COMPLETION

- Once you complete your registration correctly, the page will appear like this,



Login Registration Reset Password

Welcome to CMT !

Your account has been registered, please verify it by clicking the activation link that has been sent to this email address.

If you do not receive the activation link

If you do not receive our mail to activate account, the following are some of the possible reasons for the problem.

1. You typed in an incorrect email address.
2. Slow mail processing at your email server.
3. Your mailbox has exceeded quota.
4. Spam filters configured at your mailbox or email server have marked the email as spam.
5. There are connection issue with your email server.

CMT could not address issues related to your mailbox or mail server. You could probably try to use an email account such as Hotmail, Outlook, Gmail, or Yahoo! Mail. You will be able to change email address with your account later.

Figure 4. Registration Complete

- Now, you will receive an account verification email from Microsoft CMT to your given email address.
- Log in to your email account and click on the email verification link to verify your email address.
- If needed, you can update your email address and account details with your CMT account.

You have successfully created a Microsoft CMT Account!

6 PAPER SUBMISSION

6.1 Author Console

- First, log in to your CMT account.
- Now Click on the following link <https://cmt3.research.microsoft.com/ICREMV2023>
- Then you will see the “Author Console Page”. Click on the “Create new submission” button.



Figure 5. Adding New Submission

6.2 New Submission

- Once you select the “Create New Submission” button, it will move to the “Create New Submission” page.
- Now complete the required information in the submission form.
- Enter your research title in the “Title” Filed
- In the “Abstract” field, enter the summary of your research work (Abstract of the research). It allows a maximum of 1000 characters only.

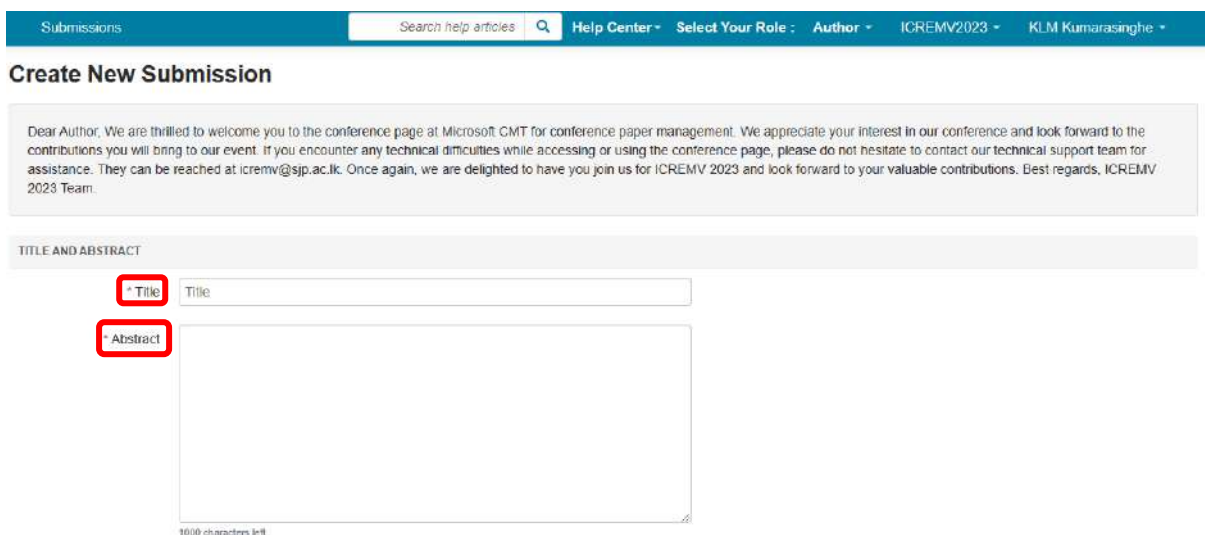


Figure 6. Adding Title and Abstract

6.3 Adding Co-Authors

- To add a co-author, enter the email address of the co-author in the “enter email to add new author” field and click on “Add”.
- Here, you have to add all the co-authors of your research. It is not compulsory for all co-authors to have a CMT account. If a co-author already has a CMT account, the details pertaining to that co-author will appear automatically. If not, you can insert the details manually.

AUTHORS *
You may add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country/Region
<input checked="" type="radio"/>	mihedo.epepaf@rungel.net	KLM	Kumarasinghe	University of Sri Jayewardenepura	<input type="text"/> × ↑ ↓

Email + Add
Enter email to add new author.

Figure 7. Adding Co- Authors

6.4 Changing Corresponding Authors

- You can change the primary contact (Corresponding Author) by clicking on the Primary Contact radio button in the co-author’s field.
- If you need to change the order of the list of authors, use the up and down arrows in the right corner.

AUTHORS *
You may add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country/Region
<input checked="" type="radio"/>	mihedo.epepaf@rungel.net	KLM	Kumarasinghe	University of Sri Jayewardenepura	<input type="text"/> × ↑ ↓
<input type="radio"/>	icremv@sjp.ac.lk	ICREMV	USJ	University of Sri Jayewardenepura	<input type="text"/> × ↑ ↓

Email + Add
Enter email to add new author.

Figure 8. Changing Co- Author List Order

6.5 Selecting Subject Areas

- Since the ICREMV 2023 has 14 Subject Areas, the area relevant to your research paper needs to be selected before submission.

SUBJECT AREAS *

- Architecture, Construction Engineering and Management
- Building Science and Building Materials
- Geographic Information Systems (GIS)
- Professionalism, Ethics and Codes of Conduct in the Real Estate Industry
- Property Technology, Data in Real Estate and SMART Solutions
- Real Estate and Business Valuation/ Appraisal
- Real Estate Development and Management
- Real Estate Economics, Finance and Investment
- Real Estate Education and Innovations
- Real Estate Law, Governance and Policy
- Real Estate Marketing, Tourism and Hospitality Management
- Society, Communities and Human Behavior
- Sustainable Real Estate
- Urban and Regional Planning

Figure 9. Selecting Subject Area

6.6 Uploading Files

- To upload file/s to your research, click on the “Upload from Computer” button and select the file/s you needed to upload.
- CMT allows you to upload a maximum of three (03) files in Word and PDF file formats.

OR

- You can drag and drop your file/s into the dotted region here.

FILES

You can upload from 1 to 3 files. Maximum file size is 50 Mb. We accept doc, docx, pdf formats.

Drop files here
-or-
Upload from Computer

Figure 10. Upload or Dragging and Dropping Files

6.7 Changing Uploaded Files

- Uploaded file/s are visible and editable.

FILES

You can upload from 1 to 3 files. Maximum file size is 50 Mb. We accept doc, docx, pdf formats.

Article_ICREMV_KLMKumarasinghe.docx (0 byte, 3/17/2023, 7:19:01 PM) ✕

Drop files here
-or-
Upload from Computer

Figure 11. Changing Uploaded Files

6.8 Author Declaration and agreement

- Then click on the “I agree” check box for the author declaration, and then click on the “Submit” button to complete your submission.

ADDITIONAL QUESTIONS

1. Author Declaration *

I hereby declare that the paper submitted for consideration to the ICREMV 2023 is an original work of my own and that it has not been previously published in any other conference proceedings, journals, or publications. I confirm that all the sources used in this paper have been duly acknowledged and cited. Any ideas or content that were obtained from other sources have been clearly identified and attributed in this paper. I also confirm that this paper does not contain any defamatory or unlawful content, and that it does not infringe upon any intellectual property rights or other proprietary rights of any third parties. Furthermore, I confirm that I have obtained all necessary permissions and approvals for any materials or data included in this paper that require consent from their respective owners. I acknowledge that any false or misleading statements in this declaration may result in the rejection of my paper or, in some cases, legal action.

I agree

Save changes

Cancel

Figure 12. Author Declaration

Then, the page will move to the “Submission Summary” page.

- All the details about the submission of your paper will appear here. If necessary, you can edit your submission using the “Edit Submission” button given at the bottom of the page.

OR

- You are able to move into the Author Console page by clicking on the “Back to Author Console” button.

Edit Submission

Back to Author Console

Figure 13. Back to Author Console

Author Console

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

[+ Create new submission](#)

1 - 1 of 1 « « 1 » » Show: 25 50 100 All [Clear All Filters](#)

Paper ID	Title	Files	Actions
<input type="text"/> Clear	<input type="text"/> Clear		
1	Sample Title Show abstract	Submission files: Ⓣ Article_ICREMV_KLMKumarasinghe.docx	Submission: ✎ Edit Submission ✕ Delete Submission Supplementary Material: ✎ Upload Supplementary Material

Figure 14. Author Console

- If you wish, you can add supplementary materials to support your submission through the “Upload Supplementary Material” link.
- Now you have successfully completed your submission for ICREMV 2023.
- You will receive emails from the organizers of ICREMV 2023 with updates about your submission. You can check your Author Console at any time to get to know about the latest updates on your submission.

Thank you!



SMART Real Estate Towards Unmet **S**ocio-economic Needs | Sustainable and **M**arketable Real Estate; **A**spiration of Society, **R**einforced Wealth and **T**ransform Economy



Centre for Real Estate Studies (CRES)
Department of Estate Management and Valuation
Faculty of Management Studies and Commerce
University of Sri Jayewardenepura
Sri Lanka



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