



# Author's Guide to the Microsoft Conference Management Toolkit (CMT) – Paper Submission

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## I. Accessing the Submission Platform

To access the SYM-OP-IS 2025 submission platform, click [here](#).

If you already have an account with the Microsoft Conference Management Toolkit (CMT), please log in using your credentials.

If you do not have an account, you will need to register by clicking the “Register” button. Instructions for account creation can be found at the following link:

<https://cmt3.research.microsoft.com/docs/help/general/account-creation.html>

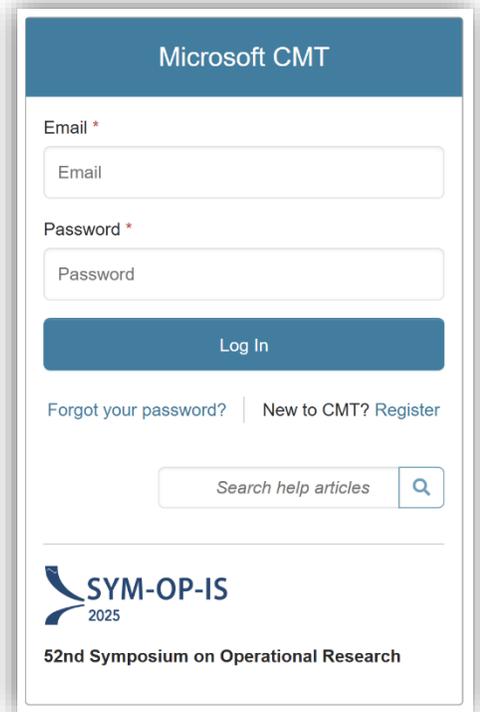


Figure 1 – Login / Register to CMT platform

## II. Indicating Your Intention to Submit

Once you're logged in, you'll be directed to the Author Console, where all your submissions will be displayed. Before proceeding, please double-check that you're logged in with the correct account and that you're on the SYM-OP-IS 2025 page, which can be confirmed in the top right corner of your screen.

To create a new submission, click the "+Create new submission" button located just below the "Author Console" title in the top left corner of your screen. This will indicate your intention to submit to the system (Figure 2). Please note that you will not be able to create a new submission after the intention to submit deadline has passed.

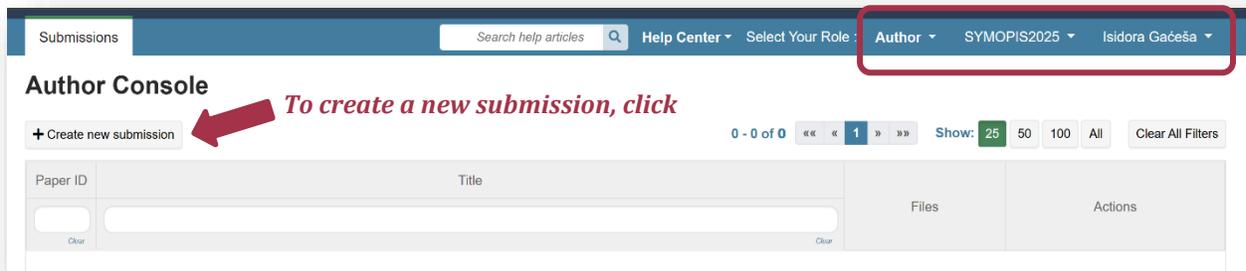


Figure 2 – Author Console

### III. Filling out the Submission Form

After you click on the "+Create new submission" button, a new page titled "Create New Submission" will open. You will be asked to provide the title of your paper, the abstract, and several other details. All fields can be modified until the submission deadline.

In order to complete your submission, we require the title, a complete author list, paper subject areas, and an abstract of the manuscript.

Please note two important points:

- The papers must be formatted according to the guidelines provided in the template, which can be found on the symposium website ([symopis2025.fon.bg.ac.rs](http://symopis2025.fon.bg.ac.rs)). This applies to both full papers and abstracts.
- Regardless of whether you are submitting a full paper or an abstract, you are required to enter the abstract into the designated field in the system (Figure 3). Additionally, you must upload the properly formatted paper at the end of the submission form.

The screenshot shows the 'Create New Submission' page. At the top, there is a navigation bar with 'Submissions', a search bar, 'Help Center', 'Select Your Role : Author', 'SYMOPIS2025', and the user name 'Isidora Gaćeša'. Below the navigation bar is the main heading 'Create New Submission'. A text box contains instructions from the Program Committee regarding paper categories and submission guidelines. Below this is the 'TITLE AND ABSTRACT' section. It features a 'Title' input field with a red asterisk and a red arrow pointing to it with the text 'Write the title of your paper here.' Below the title field is a larger 'Abstract' input field with a red asterisk and a red arrow pointing to it with the text 'Write abstract of your paper here.' At the bottom left of the abstract field, it says '2000 characters left'.

Figure 3 – Title and abstract

Once you have filled in the fields for the title and abstract of the paper, you will need to enter the authors and the relevant field of study to which the paper belongs.

When adding authors, since the paper is being uploaded from your account, you will automatically be listed as the author of the paper (Figure 4).

By clicking the "+Add" button just below the table where your name appears as an author, a form will open. This form is used to enter the details of additional authors (co-authors), which must be filled out individually for each author listed on the paper. After filling out the form for each individual co-author, click the "+Add" button, which is located below the data entry fields and is highlighted in blue (Figure 5).

**AUTHORS \***  
You may add your coauthors.

Primary Contact	Email	First Name	Last Name	Organization	Country/Region
<input checked="" type="radio"/>	isidora.gacesa@fon.bg.ac.rs	Isidora	Gaćeša	University of Belgrade, Faculty of Organizational Sciences	Serbia <input type="button" value="x"/> <input type="button" value="↑"/> <input type="button" value="↓"/>

**To add another co-author, click here.**

Figure 4 – Authors list

**AUTHORS \***  
You may add your coauthors.

**Input co-author information**

Primary Contact	Email	First Name	Last Name	Organization	Country/Region
<input checked="" type="radio"/>	isidora.gacesa@fon.bg.ac.rs	Isidora	Gaćeša	University of Belgrade, Faculty of Organizational Sciences	Serbia <input type="button" value="x"/> <input type="button" value="↑"/> <input type="button" value="↓"/>

**To save the added co-author, click "+Add".**

Figure 5 – Adding authors of the paper

**You must enter all co-authors of the paper by the submission deadline.** Note that co-authors are not required to register for a CMT account in order to receive your submission report. However, if a co-author wishes to access or edit the submission, they must register for an account. Only the primary author has the ability to delete a submission. A co-author with a registered CMT account can edit the submission.

After you have entered all the authors, you will need to select the field of study (subject area) and upload the manuscript (Figure 6). To select the subject area of the paper, check the box next to the appropriate subject area.

Upload your manuscript in .doc or .docx format by either dragging the file into the box under the FILES section or by clicking the "Upload from Computer" button. Once the upload is complete, the file name, file size, and the date and time of the upload will appear on the left above the box. Please note that PDF files are not accepted. Only .doc or .docx formats should be uploaded.

**SUBJECT AREAS \***  
You may select up to 2 secondary subject areas.

<input type="checkbox"/> <input type="checkbox"/> Applications of OR in defense	<input type="checkbox"/> <input type="checkbox"/> Management
<input type="checkbox"/> <input type="checkbox"/> Artificial intelligence	<input type="checkbox"/> <input type="checkbox"/> Mathematical programming
<input type="checkbox"/> <input type="checkbox"/> Business analytics	<input type="checkbox"/> <input type="checkbox"/> Mining, geology and energy
<input type="checkbox"/> <input type="checkbox"/> Combinatorial optimization	<input type="checkbox"/> <input type="checkbox"/> Multicriteria analysis and optimization
<input type="checkbox"/> <input type="checkbox"/> Data science	<input type="checkbox"/> <input type="checkbox"/> OR applications in construction

**FILES**  
You can upload from 1 to 3 files. Maximum file size is 20 Mb. We accept doc, docx, pdf formats.

Drop files here **Upload your file here.**

-OR-

Figure 6 – Subject area and upload of the paper

**Make sure to complete all required fields, as any missing information will prevent your submission from being saved.** It is essential to fill in all mandatory fields before proceeding, as incomplete submissions cannot be processed or stored.

## IV. Finalizing the Submission

Once you have successfully completed all required fields, click the **“Submit”** button at the bottom of the page (Figure 7) to finalize your submission. You will be redirected to the “Submission Summary” page

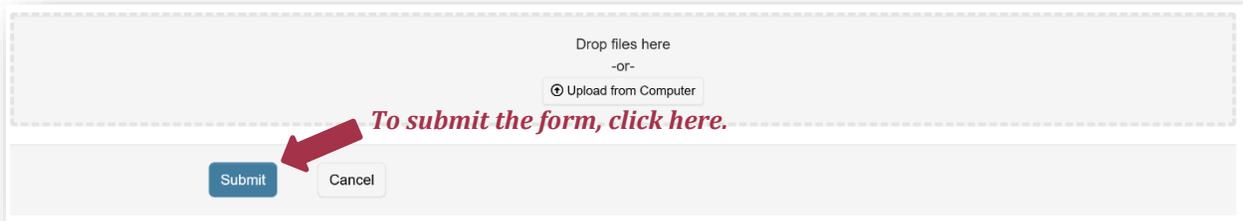


Figure 7 – Finalizing your submission

You may return to the Author Console to submit another paper by clicking the “Back to Author Console” button, or edit your submission by clicking “Edit Submission” at the bottom of the page. All successful submissions will be listed on your Author Console. An official confirmation email will be sent to the primary author of each paper via CMT after you successfully submit your paper to the system.

**All communications regarding the revision process and decisions about your paper will be sent via CMT.** This includes important updates, comments from reviewers and final decisions on your submission. To ensure you do not miss any crucial information, please make sure that the option “Do not send me conference emails” is **not** selected in your User Profile settings. By keeping this option unchecked, you will receive all necessary notifications and updates regarding your paper’s status in the submission process.