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COMPUTING & COMPUTER ASSISTED INTERVENTION
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Author's Guide to Microsoft Conference Management Toolkit (CMT)

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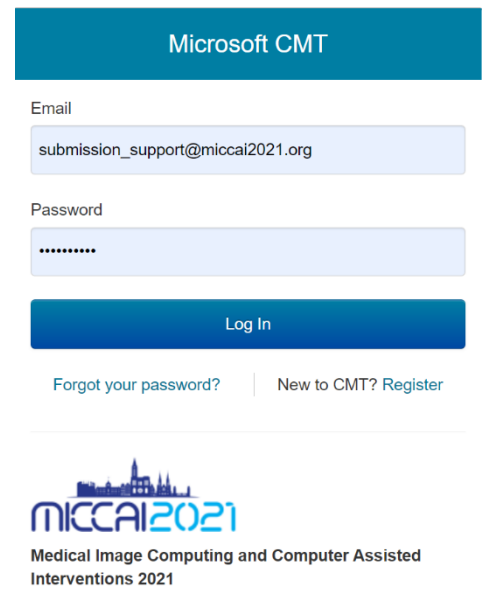
1. Accessing the Submission Site

Click [here](#) to go to the MICCAI2021 submission platform or use the following URL:

<https://cmt3.research.microsoft.com/MICCAI2021/Submission/Index>

If you already have an account with the Microsoft Conference Management Toolkit (CMT), please enter your credential to login. If not, please register for one by clicking the “register” button. Your login information and password will be emailed to you.

If this is your first time logging in to CMT, use the “Forgot your password” link to retrieve your password.



2. Creating an Intent-to-Submit

Once logged in, you will be taken to the Author Console. All your submissions will be listed on this page. Click [+ Create new submission](#) on the top-left corner of your screen to create a new submission as your intent-to-submit.



3. Completing the Submission Form

You will be asked to fill in the title of your paper, the abstract and several other details. All fields can be modified up until the submission deadline.

For your intent-to-submit, we require the title, abstract, complete author list, and the subject areas of your submission. **DO NOT** upload your abstract as a PDF file. Paste your abstract into the box provided.

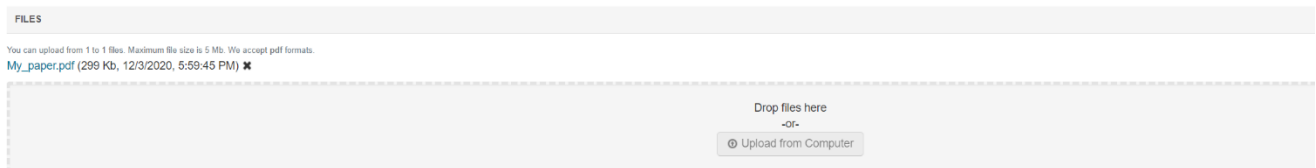
Full authorship must be disclosed by the submission deadline. All domain conflicts must be accurately listed. Failure to disclose full authorship and domain conflicts may result in rejection of your submission. See sections 7 and 10 below on adding co-authors and listing domain conflicts. Make sure you click the “Submit” button at the bottom of the submission form.

If you (as the first author) are a student and wish to be considered for a MICCAI travel award, you **must** complete questions 8 to 14 on the submission form. A separate application form is not required.

4. Upload or Update Your Manuscript 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 completed, your filename, size of your file, and the date and time of your upload will appear on the left above the box.

To update your file with a new version, delete the old file first by clicking the “x” beside the filename then upload a new one. Use the timestamp beside the filename as an indication of whether the last upload was successful. Make sure you click the “Save Changes” button at the bottom of the submission form.



5. Submission Summary and Confirmation

Once you have clicked the “Submit” or “Save Changes” button you will be taken to the Submission Summary page. Note that CMT does **not** automatically generate a confirmation email of your submission. Use the “Email” or “Print” buttons at the top-right hand corner of the page to send a copy for yourself and other authors. **To ensure your email domain does not block important messages MICCAI sends via CMT, send yourself a copy of the confirmation and check that the confirmation is delivered to your inbox successfully.**

You may return to the Author console to submit another paper by clicking [Back to Author Console](#) button or edit your submission by clicking [Edit Submission](#) at the bottom of the page.

A confirmation email will be sent only to the primary author of each paper **the day after the intent-to-submit deadline** confirming your paper registration.

6. Editing and Deleting your Submission

All your submissions will appear on the Author Console. You may edit or delete your submission until the submission deadline via two links under the ACTION column.

The screenshot shows the Author Console interface. At the top, there is a navigation bar with 'Submissions', 'Help Center', 'Select Your Role : Author', 'MICCAI2021', and 'My Name'. Below this is the 'Author Console' header. A '+ Create new submission' button is on the left. The main area shows a table with columns: Paper ID, Title, Files, and Actions. The first row contains '1' in the Paper ID column, 'My MICCAI Paper' in the Title column, 'Submission files: My_File.pdf' in the Files column, and 'Edit Submission' and 'Delete Submission' buttons in the Actions column. Red arrows point to the '1' and the buttons. A red text box explains: 'This is your submission ID number. Include this number in your subject line for all email inquires'. Another red text box says: 'Use these buttons to edit or delete your submission'.

7. Adding Co-authors

You must enter all co-authors of the paper by the submission deadline. Once a co-author is added to your paper, he or she can also edit the submission. Only the primary author can delete the submission.

Order the list of authors using the arrows on the right. **You will not be able to change the order or add co-authors after the submission deadline. Adding a new co-author to your manuscript after acceptance requires permission from the program chairs and may be declined. Any changes to the author list after acceptance (including changing the order, adding co-authors, or removing co-authors) also requires written permission from all co-authors.**

If your co-author's email address is not in the CMT database, CMT will prompt you to enter personal information on the co-author's behalf. Once the co-author is added to the database, a CMT account with the email address entered will be automatically generated. Please note that CMT does not automatically send login information to the newly added co-author. The co-author must request for a password via the "forgot your password" link at the login page in order to login. If you believe that your co-author already has a CMT account but they are not found in the database then it may be because they have registered using a different email address; asking your co-author for the email address that they use for CMT will avoid the problem of creating multiple CMT accounts.

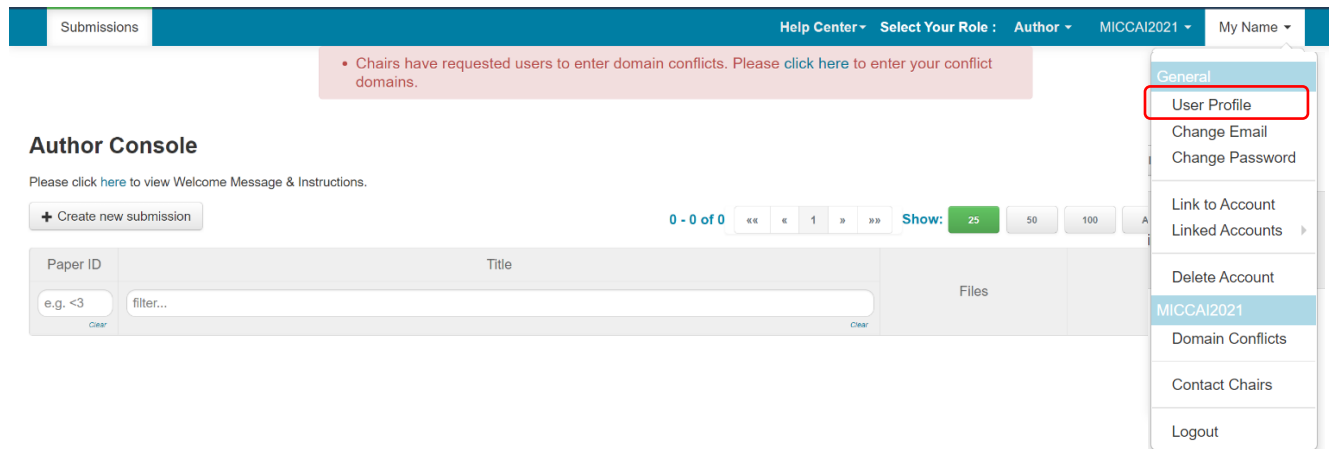
Make sure the names entered on CMT are spelled correctly. Data entered on CMT will be used to creating the final program and in the Conference Proceedings.

Primary Contact	Email	First Name	Last Name	Organization	Country
<input checked="" type="radio"/>	submission_support@miccai2021.org	My	Name	MICCAI Society	Canada

Enter email to add new author.

8. Editing your co-author's name and details

If you have mis-entered your co-author's name or other details, your co-author must login to their own CMT account to make those changes. Once logged in, use the arrow beside the username to access the menu shown below to update personal information.



The screenshot shows the CMT Author Console interface. At the top, there is a navigation bar with 'Submissions', 'Help Center', 'Select Your Role : Author', 'MICCAI2021', and 'My Name'. A red notification banner states: 'Chairs have requested users to enter domain conflicts. Please click here to enter your conflict domains.' Below this is the 'Author Console' section with a '+ Create new submission' button and a table of submissions. A dropdown menu is open next to the user's name, showing options: 'User Profile' (highlighted with a red box), 'Change Email', 'Change Password', 'Link to Account', 'Linked Accounts', 'Delete Account', 'MICCAI2021', 'Domain Conflicts', 'Contact Chairs', and 'Logout'.

9. Correcting co-author's Email address

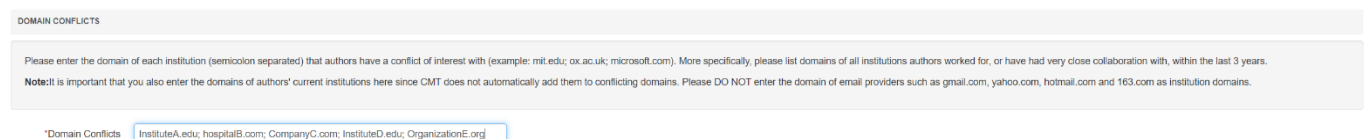
If you have mis-typed your co-author's email address, you can fix it by removing it from your author list and adding a correct one using the add button.

10. 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 Rejects](#) 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 you and all your co-authors have a close relationship with in the past 3 years.** Consider 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 has also worked for company C with email domain CompanyC.com 2 years ago. Author 2 is currently working for Institute D with email domain InstituteD.edu and have close relationship with OrganizationE.org.

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



The screenshot shows the 'DOMAIN CONFLICTS' section of the submission form. It includes a text input field with the value 'InstituteA.edu; hospitalB.com; CompanyC.com; InstituteD.edu; OrganizationE.org'. A note below the field states: 'Please enter the domain of each institution (semicolon separated) that authors have a conflict of interest with (example: mit.edu; ox.ac.uk; microsoft.com). More specifically, please list domains of all institutions authors worked for, or have had very close collaboration with, within the last 3 years. Note: It is important that you also enter the domains of authors' current institutions here since CMT does not automatically add them to conflicting domains. Please DO NOT enter the domain of email providers such as gmail.com, yahoo.com, hotmail.com and 163.com as institution domains.'

Your submission will not be assigned to any reviewers or area chairs of the submitted domains.

11. Personal Domain conflicts and DBLP ID

All authors and co-authors should login to their CMT account for MICCAI 2021 and add their “Domain Conflicts” information. 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.

The screenshot shows the CMT Author Console interface. At the top, there is a navigation bar with 'Submissions', 'Help Center', 'Select Your Role: Author', 'MICCAI2021', and 'My Name'. A red notification banner states: 'Chairs have requested users to enter domain conflicts. Please click here to enter your conflict domains.' The main content area is titled 'Author Console' and includes a 'Create new submission' button, a pagination control showing '0 - 0 of 0', and a table with columns for 'Paper ID', 'Title', and 'Files'. A search filter is present in the 'Paper ID' column. A dropdown menu is open on the right side of the page, listing options: 'User Profile', 'Change Email', 'Change Password', 'Link to Account', 'Linked Accounts', 'Delete Account', 'MICCAI2021', 'Domain Conflicts', 'Contact Chairs', and 'Logout'. The 'User Profile' and 'Domain Conflicts' options are highlighted with red boxes.

12. Google Scholar ID and Semantic Scholar Id

If you are a reviewer, please add your Google Scholar ID and/or your Semantic Scholar ID to your user profile. This is to aid Area chairs when suggesting reviewers for papers.

13. Multiple accounts in CMT

If you have multiple accounts with CMT, you can link them via “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 reviewer or area chair credential. If not, please contact Submission Platform Manager Kitty Wong at submission_support@miccai2021.org to transfer your reviewer or area chair credential to your other account.

14. Contact Us

If you have any inquires related to your submission and your CMT account, please contact Submission Platform Manager Kitty Wong at submission_support@miccai2021.org. Make sure you include your paper ID in your subject line.