



Author's Guide to Microsoft Conference Management Toolkit (CMT)

Step 1: CMT Registration



- Navigate to site:
<https://cmt3.research.microsoft.com>
- Click “**Register**”.
- Fill out **Create New Account Page**. Fields with an $<^*>$ asterisk are required. (Note: the Google Scholar ID, Semantic Scholar ID and DBPL IDs are not required).
- Enter the captcha characters, check the Agree to Terms of Use checkbox and click ‘**Register**’.
- Verify the account creation through the link sent to your email.
- If you already have an account with the Microsoft Conference Management Toolkit (CMT), just enter your credential to login.

A screenshot of the Microsoft CMT login and registration page. The page has a dark blue header with the text "Microsoft CMT". Below the header, there are two input fields: "Email *" and "Password *". The "Email" field has a blue house icon on the left. Below the input fields is a blue "Log In" button. At the bottom, there are two links: "Forgot your password?" and "New to CMT? Register". A red arrow points to the "Register" link.

Microsoft CMT

Email *

Email

Password *

Password

Log In

Forgot your password? | New to CMT? Register

Step 2: Abstract Submission



- Once logged in, click all conferences, search for the conference in “**type to filter**” – use IADRMaSec2025. Click on **THE 23rd ANNUAL SCIENTIFIC MEETING MALAYSIAN SECTION 2025**.

Conferences Help Center Putri Ayu Jayusman ▾

Conference List

My Conferences (0) **All Conferences** 

Name	Start Date	Location	External URL
THE 23RD ANNUAL SCIENTIFIC MEETING & 26TH ANNUAL GENERAL MEETING IADR MALAYSIA SECTION	9/6/2025	Putrajaya, Malaysia	https://www.iadrma2025.com/2025-conference/

- Alternatively, participants can click on the link provided to bring to the submission site directly.

<https://cmt3.research.microsoft.com/IADRMaSec2025>



Step 2: Abstract Submission

- You will be taken to the **Author Console**.
- In the Author Console page, Click on the “**+ Create new submission**” button on the top-left corner of your screen to create a new submission.

Submissions Help Center Select Your Role : Author MCCAM2022 My Name

Chairs have requested users to enter domain conflicts. Please click here to enter your conflict domains.

Author Console

Please click here to view Welcome Message & Instructions.

+ Create new submission

0 - 0 of 0 Show: 25 50 100 All Clear All Filters

Paper ID	Title	Files	Actions
e.g. <3	titel...		

Create New Submission

Welcome! The organising committee would like to express its appreciation for your interest in attending the 22nd IADR Malaysia Section Scientific Meeting 2023. Please fill in the forms below and submit your abstract by uploading a file. Thank you.

TITLE AND ABSTRACT

* Title

* Abstract

AUTHORS *

You may add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Cc
@	jasmina@ukm.edu.my	Jasmina	Gamaruzzaman	Universiti Kebangsaan Malaysia	Mz

Email + Add

Enter email to add new author.

- Fill up the required fields (marked with an * asterisk).

1. The **Title** field is for the title of the abstract.

Step 2: Abstract Submission

- To add a co-author, enter the co-author's email address into the field and click add. Co-authors would also receive all email corresponding related to the present abstract submission.

AUTHORS *
You may add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country/Region	
<input type="checkbox"/>	jasmina@ukm.edu.my	Jasmina	Qamaruzzaman	Universiti Kebangsaan Malaysia	Malaysia	<input type="checkbox"/> <input type="checkbox"/>

Email 

Enter email to add new author.

Note:

Primary Contact is the main person responsible for present abstract submission. It might not necessarily be the corresponding author/s.

You may change the Primary Contact to the co-author by clicking Primary Contact button in co-author's row.

Step 2: Abstract Submission

3. Select the appropriate subject areas relevant to your abstract.
4. Upload the appropriately formatted abstract file by drag and drop the file into the dotted region or click the **“Upload from Computer”** button.

The screenshot shows a web form for abstract submission. At the top, there is a section titled "SUBJECT AREAS*" with a red arrow pointing to it. Below this title are five checkboxes with labels: "Biomaterials and Tissue Engineering", "Clinical and Translational Dentistry", "Digital, AI and Innovation in Dentistry", "Oral Biology, Microbiology and Immunology", and "Public Health, Behavioral and Educational Research". Below the subject areas is a section titled "FILES". Underneath the "FILES" title, there is a note: "You can upload from 1 to 1 files. Maximum file size is 10 Mb. We accept doc, docx formats." Below this note is a large dashed rectangular area for file upload. Inside this area, the text "Drop files here" is centered, followed by "-or-" and a button labeled "Upload from Computer" with a red arrow pointing to it.

Updating files:

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.

Note:

Please make sure that you have appropriately formatted your abstract file as per the submission guideline.

Maximum file size for submission is 10 MB.

Only files in .doc or .docx formats are accepted. Uploaded file will not be saved unless the Submit button at the bottom of the form is clicked.

Step 2: Abstract Submission

5. Choose the preferred mode of presentation.


Note:

- *As there are limited places for each mode of presentation, the final decision would be made by the scientific committee.*

6. Read the “**Abstract Submitters’ Declaration**”. Click the “**I Agree**” checkbox to indicate that you have read and agree to the terms presented.

7. Click “**Submit**”.


ADDITIONAL QUESTIONS

1. Preferred Mode of Presentation * 

Please choose your preferred Mode of Presentation. [Note: As there are limited places for each mode of presentation, the final decision would be made by the scientific committee].

Poster presentation

Oral presentation

2. Abstract Submitters' Declaration * 

I, hereby declare the following:

- I confirm that I previewed this abstract and that all information is correct. I accept that the content of this abstract cannot be modified or corrected after final submission and I am aware that it will be published as submitted.
- Submission of the abstract constitutes the consent of all authors to publication (e.g. Conference website, programs, other promotions, etc.)
- The Abstract Submitter warrants and represents that no part of the information and content provided by him/her (Hereafter: the “Content”) to IADRMaiSec2025 (Hereafter: the “Organizers”), nor the publication of any such Content by the Organizers, on the internet or otherwise infringes any third party rights, including but not limited to privacy rights and/or intellectual property rights.
- I herewith confirm that the contact details saved in this system are those of the presenting author, who will be notified about the status of the abstract. The presenting author is responsible for informing the other authors about the status of the abstract.
- I understand that the presenting author must be a registered participant.
- The Organizers reserve the right to remove from publication and/or presentation an abstract which does not comply with the above.
- I understand that I must select a specific Topic for my abstract allocation. Although the Committee will work hard to honor this selection, this cannot be guaranteed. The Committee reserves the right to change the Topic under which the abstract was originally submitted.

I agree.

Step 2: Abstract Submission

8. Edit conflicts of interest (if required). Click **“Done”**.
- Once you have submitted, the system will generate a confirmation email to all author and co-authors (even co-authors without an account).

Step 3: Revision of Abstract (if required)

- Decision on the submitted abstract will be emailed to all author and co-authors.
- You can also trace the status of your abstract submission by login to CMT.
- All your submissions will appear on the Author Console. You may edit or delete your submission until the submission deadline via the links under the ACTION column.

Contact Us

- If you have any inquires related to your submission and your CMT account, please contact IADRMaiSec2025@gmail.com
- Make sure that you include your paper ID in your subject line.

- The [Microsoft CMT service](#) was used for managing the peer-reviewing process for this conference. This service was provided for free by Microsoft and they bore all expenses, including costs for Azure cloud services as well as for software development and support.