

Guide for submitting a paper to FUTMINNA2026 NSM Conference

Phase 1: Registering a New Account

If you do not already have a Microsoft CMT account, follow these steps:

1. **Access the Portal:** Go to the conference login page:
<https://cmt3.research.microsoft.com/FUTMINNA2026>.
2. **Start Registration:** Click the **"Register"** button (usually located below the login fields).
3. **Fill in Details:** Enter your personal information, including:
 - o **Email Address:** Use a valid email you check regularly.
 - o **Password:** Must be at least 12 characters, containing uppercase, lowercase, numbers, and symbols.
 - o **Personal Info:** Name, Organization (e.g., Federal University of Technology Minna), and Country.
4. **Verification:** Complete the Captcha, agree to the Terms of Use, and click **"Register."**
5. **Activate Account:** Check your email for a verification link from "Microsoft CMT." Click the link to activate your account.
 - o *Note: Check your Spam/Junk folder if you don't see it.*

Phase 2: Submitting a Paper

Once your account is active and you are logged in:

1. **Select Your Role:** If prompted, ensure your role is set to **"Author."** (You can change roles in the top-right corner if you have multiple roles).
2. **Initiate Submission:** On the **Author Console** page, click the **" + Create New Submission "** button.
3. **Enter Paper Metadata:**
 - o **Title:** Enter the full title of your research paper.
 - o **Abstract:** Copy and paste your abstract into the text box (do not upload a PDF for this section).
4. **Add Authors:**
 - o Your details are automatically added as the Primary Contact.
 - o To add co-authors, enter their email addresses and click **"Add."** If they don't have a CMT account, you will be prompted to enter their name and organization.
5. **Subject Areas:** Select the primary and secondary subject areas that best fit your paper.
6. **Upload File:**
 - o Scroll to the **Files** section.
 - o Click **"Upload from Computer"** or drag and drop your paper (typically in PDF or Word format as specified by the conference).
 - o Ensure your file adheres to the conference's formatting and anonymity (blind review) guidelines.
7. **Additional Questions:** Answer any conference-specific questions (e.g., agreement to publish, conflict of interest declarations).
8. **Submit:** Click the **"Submit"** button at the bottom of the page.

Phase 3: After Submission

- **Confirmation:** You will receive an automated email confirming the submission.
- **Paper ID:** Your paper will be assigned a unique **Paper ID**. Reference this ID in all correspondence with the conference chairs.
- **Edits:** You can return to the **Author Console** at any time before the deadline to click **"Edit Submission"** to update your file or details.
- **Status:** Monitor the Author Console for updates on your paper's review status.

Quick Tip: If you encounter any issues specific to the FUTMINNA2026 deadlines or requirements, use the **"Contact Chairs"** link found in the top menu of your CMT dashboard.