



ICEED 2026

The 10th International Conference
on Eco Engineering Development

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

MAIN CONFERENCE
PAPER SUBMISSION

CMT



CONTENTS

1. Accessing the Submission Site.....	3
2. Creating an Intention-to-Submit.....	3
3. Completing the Submission Form	4
4. Upload or Update Your Manuscript File.....	4
5. Submission Summary and Confirmation	5
6. Editing and Deleting your Submission.....	5
7. Adding Co-authors	6
8. Editing your co-author’s name and details	6
9. Google Scholar ID and Semantic Scholar ID	7
10. Multiple accounts in CMT.....	7
11. Contact Us	7



1. Accessing the Submission Site

Click [here](#) to access the ICEED 2026 submission site, or use the following URL:

<https://cmt3.research.microsoft.com/ICEED2026>

If you already have an account with the Microsoft Conference Management Toolkit (CMT), please enter your credential to login. If you do not have an account, please create one by clicking the "register" button. You will receive an email containing your login details and password.

Microsoft CMT

Email *

Password *

Log In

[Forgot your password?](#) | [New to CMT? Register](#)

ICEED 2026

The International Conference on Engineering Education and Development 2026

2. Creating an Intention-to-Submit

Once logged in, you will be directed to the Author Console, where you will see a list of all of your submissions. Click [+ Create new submission](#) on the top-left corner of your screen **and select your Topic of Interest** to create a new submission as your intention-to-submit. You will **NOT** be able to create a new submission after the intention-to-submit deadline.

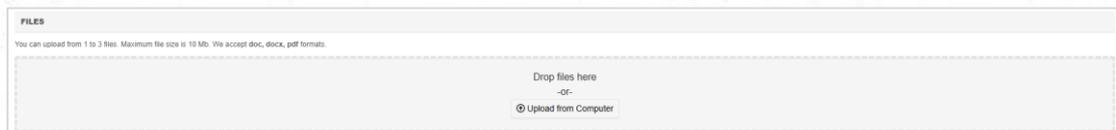
3. Completing the Submission Form

You will be asked to provide the title of your paper, the abstract, and various other details. All fields can be modified before the submission deadline. To submit your intention-to-submit, please include the **title, a complete author list, a complete list of domain conflicts, paper subject areas, and an abstract of the manuscript**. Please **DO NOT** upload your abstract as a PDF file. Instead, paste your abstract into the provided box. **Make sure to fill out all needed fields; otherwise, your submission will not be saved.** All successful submissions will be displayed on your **author console**.

Full authorship must be disclosed, and all domain conflicts must be accurately listed. Failure to disclose full authorship and domain conflicts could result in the rejection of your submission. Refer to sections 7 to 9 below for instructions on adding co-authors and listing domain conflicts. Make sure to click the  button at the bottom of the submission form.

4. Upload or Update Your Manuscript File

To upload your file, drag it to the box in the FILES section or click the "Upload from Computer" button. Once the upload is finished, the filename, file size, and the date and time of the upload will be displayed on the left, above the box.



The screenshot shows a web interface for file uploads. At the top, it says "FILES". Below that, a small note reads: "You can upload from 1 to 3 files. Maximum file size is 10 Mb. We accept doc, docx, pdf formats." The main area is a large dashed box containing the text "Drop files here" and "-OR-". At the bottom of this dashed box is a button labeled "Upload from Computer".

To replace your file with an updated version, first remove the original file by clicking the "x" next to its name, and then upload the new file. The timestamp, along with the filename, can be used to certify the successful completion of the recent upload. Make sure to finalize your actions by clicking the "Save Changes" button at the bottom of the submission form.



5. Submission Summary and Confirmation

After clicking the "Submit" or "Save Changes" button, you will be redirected to the Submission Summary page. An email with a submission report is automatically sent to all manuscript authors each time you update your submission. You can 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 communications will be conducted via CMT, so please do not choose the "Do not send me conference email" option in your User Profile settings to prevent missing important notifications. The day after the intention-to-submit deadline, the first author of each manuscript will receive an official confirmation email from CMT verifying their paper's registration. All authors will receive a final confirmation email the day after the submission deadline to confirm their paper submission.

6. Editing and Deleting your Submission

All your submissions will be displayed on the Author Console. You have the option to edit or delete your submission until the submission deadline through the links provided under the Actions column. Should you need to submit supplementary material, please refrain from appending it to the end of your main paper; instead, upload it using the "Upload Supplementary Material" link.

The screenshot shows the Author Console interface. At the top, there is a navigation bar with "Submissions" and "Help Center". Below that, the user's role is set to "Author". The main content area is titled "Author Console" and displays a table of submissions. The table has columns for Paper ID, Title, Files, and Actions. A red arrow points to the "Edit Submission" link in the Actions column for the submission with Paper ID 1.

Paper ID	Title	Files	Actions
1	Mercury Show abstract	Submission files: Artifact ABCD.pdf	Edit Submission Edit Conflicts Delete Submission



7. Adding Co-authors

All co-authors of the paper must be entered by the submission deadline. Note: Co-authors with registered CMT accounts can edit your submission. Only the first author can delete a submission.

Use the arrows on the right to arrange the list of authors. 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 require written permission from all co-authors.

If your co-author's email is not in the CMT database, CMT will ask you to input your co-author's personal information. If you believe your co-author has a CMT account but is not found in the database, it might be because they registered with a different email. Please double-check the names entered in CMT for accuracy. Information provided on CMT will be utilized for the final program and Conference Proceedings. If you've incorrectly entered your co-author's details, you can delete the entry by clicking the "x" and add them again.

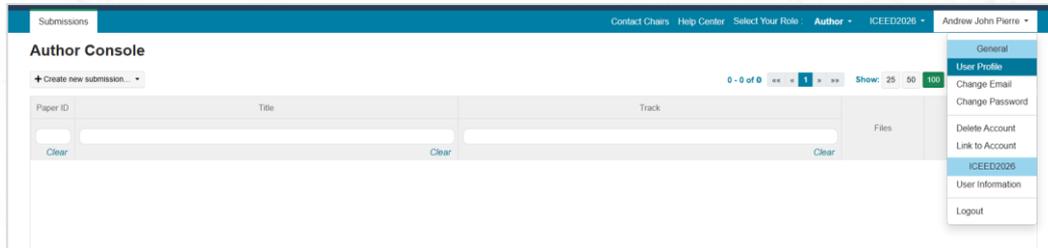
Note: Co-authors are not required to register for a CMT account to receive your submission report. However, should a co-author desire to access or edit the submission, registration for an account is necessary.

AUTHORS					
You may optionally add your collaborators.					
Primary Contact	Email	First Name	Last Name	Organization	Country
<input checked="" type="radio"/>	microsoft.com	L		CMT-Test	<input type="text" value="x"/> <input type="text" value="↑"/> <input type="text" value="↓"/>
<input type="text" value="adamant@contoso.com"/> <input type="button" value="+ Add"/> 					

Enter email to add new author.

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

If your co-author already has a CMT account, they must log in to their account to make any changes. Once logged in, they can use the arrow beside the username to access the dropdown menu shown below to update their personal information.



9. Google Scholar ID and Semantic Scholar ID

If you are a reviewer, please provide your Google Scholar and/or Semantic Scholar IDs in your user profile. This assists Area Chairs in identifying suitable reviewers for publications.

10. Multiple accounts in CMT

If you have multiple CMT accounts, you can link them through the "Link to Account" option found in the pop-up menu. It is important to note that linking two accounts does not merge them into one; instead, it allows you to switch between the two accounts without the necessity of logging in and out.

If you are a reviewer or area chair, the email address of your TPMS account **MUST match** the CMT account with the reviewer or area chair credential. If not, please contact iceed2026@binus.edu to transfer your reviewer or area chair credential to your other account.

11. Contact Us

If you have any inquiries related to your submission and your CMT account, please contact iceed2026@binus.edu. Make sure you include your paper ID in your subject line.

-ICEED 2026 Organizing Committee