

ImNO 2021 – Author’s Guide to Microsoft Conference Management Toolkit (CMT)

1. Accessing the Submission Site

Click [here](#) to go to the ImNO2021 submission platform or use the following URL:

<https://cmt3.research.microsoft.com/ImNO2021/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.

Microsoft CMT

Email


Email

Password

Password

Log In

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



Imaging Network Ontario 2021

2. Submitting an abstract

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

Submissions

Help Center | Select Your Role : Author | ImNO2021 | ImNO Submission

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

Author Console

+ Create new submission

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

| Paper ID | Title | Files | Actions |
|----------|-----------|-------|---------|
| e.g. <3 | filter... | | |

3. Completing the Submission Form

Read all instructions and consult with the full submission guideline on the symposium website before completing the submission Form.

Complete all sections on the form and press the "SUBMIT" button at the end of the page to submit your abstract and form. You may edit your submission up until the submission deadline.

TITLE: Make sure the title you entered on the form matched the title on your abstract file

AUTHORS:

Please list all co-authors. See page 4 for detail instructions

DOMAIN CONFLICTS:

Please see page 5 on how to correctly list domain conflicts

SUBJECT AREAS: Select one primary subject area. You may select a secondary subject area.

FILES: upload your PDF file by either dragging your file to the box 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 abstract 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 (Pacific time) beside the filename as an indication of whether the last upload was successful.

ADDITIONAL QUESTIONS: Complete all questions in this Section. Make sure all items on the checklist are completed.

Submissions Help Center Select Your Role: Author ImNO2021 IMNO Submission

Create New Submission

Please complete all of the information below.

AUTHORS: Enter the names of ALL AUTHORS - this is important for author indexing and identifying conflicts with reviewers. Your abstract may be REJECTED if full authorship is not disclosed

FORMAT: Each abstract should be uploaded as a PDF file satisfying the following requirements:

- Fits on a single letter-size page, including all embedded figures and images,
- File size does not exceed 5 MB,
- Names and affiliations of ALL authors are provided,
- Uses Times New Roman 11 pt,
- All margins at least 2 cm,
- Abstract follows the format (including paragraph headings): Introduction, Methods, Results, Conclusions,
- All abstracts must be searchable PDF files.

KEYWORDS: To help guide reviewer assignment and session placement, please select one primary keyword (from one of the three main categories: 1) Imaging Modality, 2) Object of Interest/Area of Application, 3) General Methodology) that best represents your abstract and two or more secondary keywords (up to four) from the three categories.

There are 3 categories of keywords:

- 1) Imaging Modality,
- 2) Object of Interest/Area of Application, and
- 3) General Methodology

Select 1 primary keyword from these categories that best describes your work, and up to 4 secondary keywords.

DOMAIN CONFLICTS: Please enter the domain of each institution for which authors have a conflict of interest (all institutions authors have worked for, or have had very close collaboration with), including authors' current institutions. Your abstract may be REJECTED if domain conflicts are not disclosed.

Please see the [CMT instructions for authors](#) page for detail instructions on how to submit your abstract and how to navigate the CMT submission site.

If you have any question, please contact IMNO submission manager Kitty Wong at imnosubmission@gmail.com.

TITLE

* Title

AUTHORS

You may add your collaborators.

| Primary Contact | Email | First Name | Last Name | Organization | Country |
|-------------------------------------|--|------------|------------|--------------------------------|----------------------|
| <input checked="" type="checkbox"/> | IMNOsubmission@gmail.com | IMNO | Submission | Imaging Network Ontario (IMNO) | <input type="text"/> |

Email

Enter email to add new author.

DOMAIN CONFLICTS

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.

*Domain Conflicts

SUBJECT AREAS

You may select up to 4 secondary subject areas.

| Primary | Secondary | 1) IMAGING MODALITY | Primary | Secondary | 3) GENERAL METHODOLOGY |
|--------------------------|--------------------------|---|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Modality: Angiographic imaging | <input type="checkbox"/> | <input type="checkbox"/> | Methodology: Computation modeling (biomechanical, finite element) |
| <input type="checkbox"/> | <input type="checkbox"/> | Modality: Cellular and molecular imaging | <input type="checkbox"/> | <input type="checkbox"/> | Methodology: Contrast agents |
| <input type="checkbox"/> | <input type="checkbox"/> | Modality: Functional imaging (e.g. fMRI) | <input type="checkbox"/> | <input type="checkbox"/> | Methodology: Device hardware & system development - evaluation and performance |
| <input type="checkbox"/> | <input type="checkbox"/> | Modality: Magnetic resonance imaging (MRI) | <input type="checkbox"/> | <input type="checkbox"/> | Methodology: fMRI analysis |
| <input type="checkbox"/> | <input type="checkbox"/> | Modality: Microscopy | <input type="checkbox"/> | <input type="checkbox"/> | Methodology: Image guidance, robotics, virtual/augmented reality |
| <input type="checkbox"/> | <input type="checkbox"/> | Modality: Nuclear imaging (e.g. PET, SPECT) | <input type="checkbox"/> | <input type="checkbox"/> | Methodology: Image processing (reconstruction, enhancement, segmentation, registration, compression) - development and evaluation |
| <input type="checkbox"/> | <input type="checkbox"/> | Modality: Optoacoustic/Photoacoustic imaging | <input type="checkbox"/> | <input type="checkbox"/> | Methodology: Machine learning and neural networks |
| <input type="checkbox"/> | <input type="checkbox"/> | Modality: Ultrasound | <input type="checkbox"/> | <input type="checkbox"/> | Other (Methodology) |
| <input type="checkbox"/> | <input type="checkbox"/> | Modality: X-ray imaging and computed tomography | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Other (Modality) | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 2) OBJECT OF INTEREST / AREA OF APPLICATION | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Area: Abdomen (gastrointestinal tract, kidney, liver) | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Area: Animal models and imaging | | | |

FILES

You can upload from 1 to 1 files. Maximum file size is 5 Mb. We accept pdf formats.

Drop files here
-or-

ADDITIONAL QUESTIONS

1. Presenter *

Will the presenter be:

Undergraduate student

Graduate student

Postdoctoral fellow

Other

2. Submission Checklist *

Checklist

My title is brief, descriptive, interesting, and avoids jargon.

I have identified the presenter by underlining their name in the author list if the presenting author is not the first author.

I have listed the institutional affiliations of all authors.

I have provided a sufficient background such that an educated but non-expert reader can understand the reason I am performing my study.

My hypothesis, if stated, is clear and testable. If the study truly has no hypothesis, specific objective(s) are listed in its place.



I have avoided jargon and uncommon acronyms, or if unavoidable, concisely defined them the first time the terms are used.


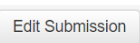
The sections of my abstract flow together, where the Methods address the hypothesis and/or objective(s) identified in the Introduction, the Results are the findings from the Methods I listed, and the Discussion interprets the Results and answers my hypothesis.

For large studies with multiple outcomes, I have selected only the most important ones that address my primary outcome(s) for inclusion in the abstract.

I have written or revised my abstract specifically for the IMNO Symposium audience. It is understandable by a scientifically trained but non-expert reader. It has not been copied and pasted from a specialty conference.

4. Submission Summary and Confirmation



Once you have clicked the submit 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  Print or  Email 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 we sent 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  button or edit your submission by clicking  at the bottom of the page.

Submissions [Help Center](#) **Select Your Role :** [Author](#) [ImNO2021](#) [IMNO Submission](#)


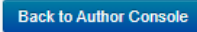
Submission Summary

Conference Name
Imaging Network Ontario 2021

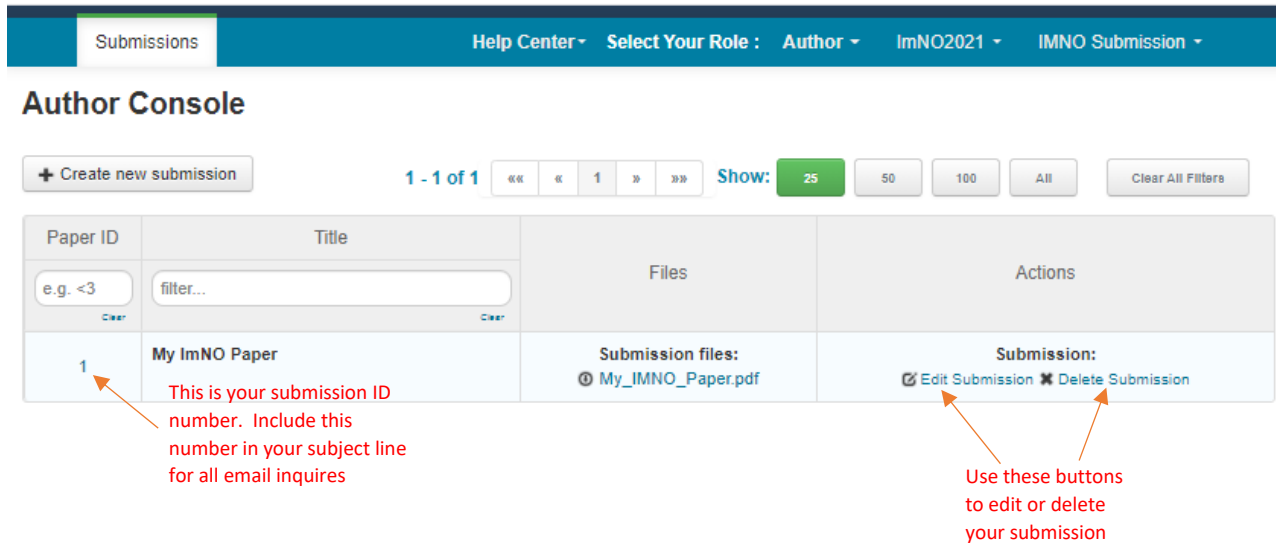
Send Email to Me
 Send Email to All Authors
[Send Email](#)

| | |
|-------------------------------|--|
| Paper ID | 1 |
| Paper Title | My ImNO Paper |
| Created on | 10/6/2020, 6:27:40 PM |
| Last Modified | 10/6/2020, 6:52:20 PM |
| Authors | IMNO Submission (Imaging Network Ontario (IMNO)) <IMNOsubmission@gmail.com> |
| Primary Subject Area | 1) IMAGING MODALITY -> Modality: Angiographic imaging |
| Secondary Subject Areas | 2) OBJECT OF INTEREST / AREA OF APPLICATION -> Area: Abdomen (gastrointestinal tract, kidney, liver) 3) GENERAL METHODOLOGY -> Methodology: Computation modeling (biomechanical, finite-element) |
| Domain Conflicts | uwo.ca |
| Submission Files | My_IMNO_Paper.pdf (36 Kb, 10/6/2020, 6:27:13 PM) |
| Submission Questions Response | <p>1. Presenter <i>Will the presenter be:</i> Undergraduate student</p> <p>2. Submission Checklist <i>Checklist</i></p> <p>My title is brief, descriptive, interesting, and avoids jargon. I have identified the presenter by underlining their name in the author list if the presenting author is not the first author. I have listed the institutional affiliations of all authors. I have provided a sufficient background such that an educated but non-expert reader can understand the reason I am performing my study. My hypothesis, if stated, is clear and testable. If the study truly has no hypothesis, specific objective(s) are listed in its place. I have avoided jargon and uncommon acronyms, or if unavoidable, concisely defined them the first time the terms are used. The sections of my abstract flow together, where the Methods address the hypothesis and/or objective(s) identified in the Introduction, the Results are the findings from the Methods I listed, and the Discussion interprets the Results and answers my hypothesis. For large studies with multiple outcomes, I have selected only the most important ones that address my primary outcome(s) for inclusion in the abstract. I have written or revised my abstract specifically for the imNO Symposium audience. It is understandable by a scientifically trained but non-expert reader. It has not been copied and pasted from a specialty conference. I have edited my abstract to ensure there are no spelling or grammatical errors. I have listed all co-authors, including my supervisors on the CMT submission form I have listed my domain conflicts and all my co-authors' domain conflict , including my supervisor's on the CMT submission form</p> |

5. 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. If you have any question regarding your submission, please quote your Paper ID in your email.



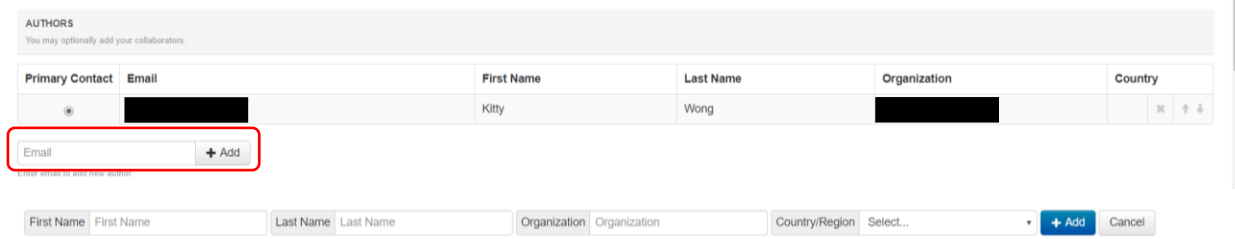
The screenshot shows the Author Console interface. At the top, there is a navigation bar with 'Submissions', 'Help Center', 'Select Your Role : Author', 'ImNO2021', and 'IMNO Submission'. Below this is the 'Author Console' header. A '+ Create new submission' button is on the left. In the center, there is a pagination control showing '1 - 1 of 1' and a 'Show:' dropdown set to '25'. On the right, there is a 'Clear All Filters' button. The main content is a table with columns: Paper ID, Title, Files, and Actions. The first row shows a submission with Paper ID '1', Title 'My ImNO Paper', and one file 'My_IMNO_Paper.pdf'. The Actions column contains 'Edit Submission' and 'Delete Submission' buttons. Red arrows point to the '1' in the Paper ID column and the 'Edit Submission' and 'Delete Submission' buttons. A red text box next to the '1' says: 'This is your submission ID number. Include this number in your subject line for all email inquires'. Another red text box next to the 'Edit Submission' and 'Delete Submission' buttons says: 'Use these buttons to edit or delete your submission'.

6. Adding Co-authors:

You must enter all co-authors of the abstract 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.

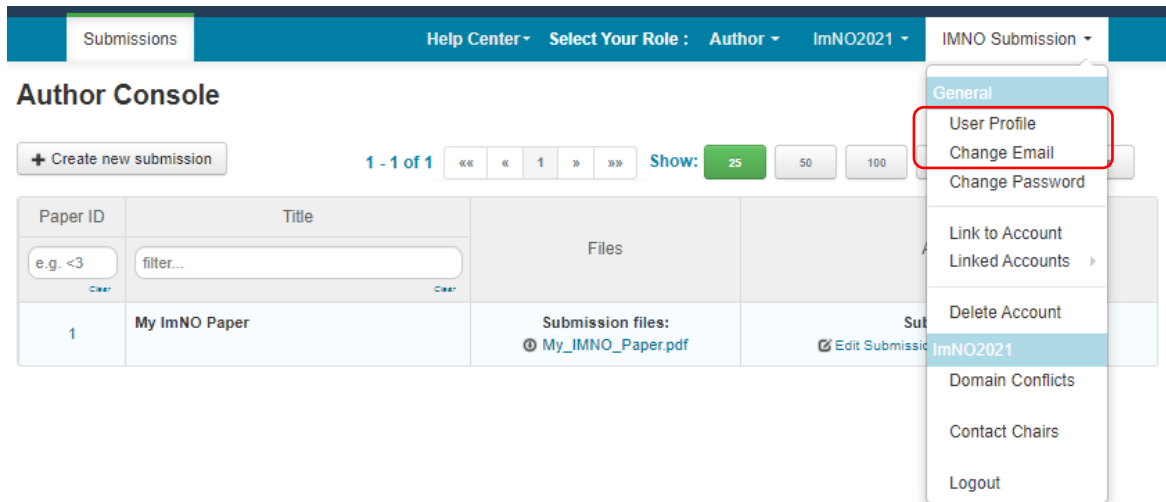
If your co-author's email address is not in the CMT database, CMT will prompt you to enter personal information on the co-author's behalf. Once the co-author is added to the database, a CMT account with the email address entered will be automatically generated. Please note that CMT does not automatically 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.



The screenshot shows the 'AUTHORS' section of the Author Console. It has a sub-header 'AUTHORS' and a note 'You may optionally add your collaborators.' Below this is a table with columns: Primary Contact, Email, First Name, Last Name, Organization, and Country. The first row shows a primary contact with a red asterisk, an email address (blacked out), First Name 'Kitty', Last Name 'Wong', and Organization (blacked out). Below the table is a form to add a new author with fields for 'Email', 'First Name', 'Last Name', 'Organization', and 'Country/Region', and buttons for '+ Add' and 'Cancel'.

7. Mis-spelled Names

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



8. Mis-typed Email address

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

9. 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.

10. Domain Conflicts:

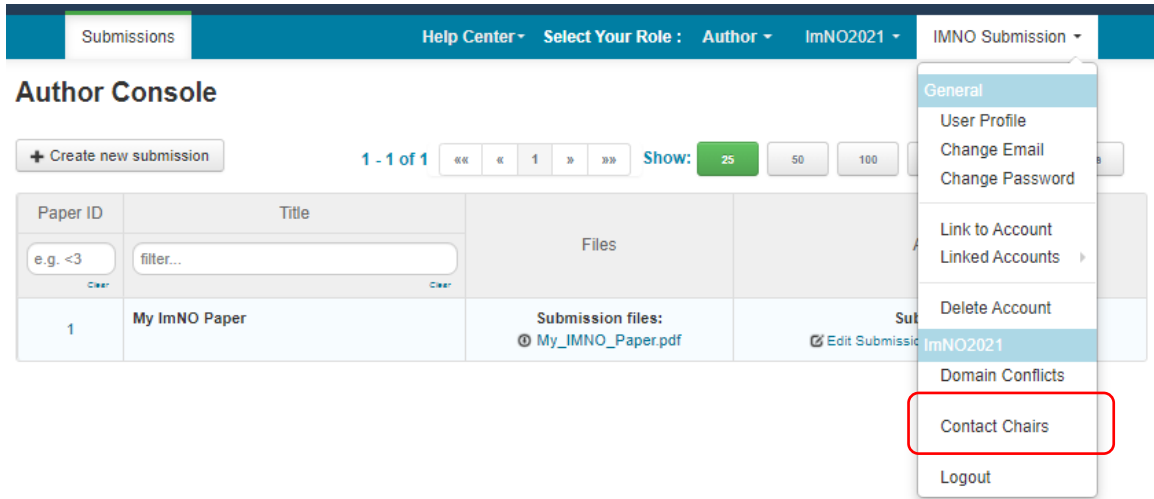
A complete domain conflicts list includes not only the current email domains of you and your co-author's organizations but also all institutions you and all your co-authors have a close relationship with in the past 3 years. Consider following scenario as an example:

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

11. Contacting Conference Chairs:

To send an email to the conference chairs, click the arrow beside your name to bring up the pop-up menu and select “Contact Chairs”. Make sure you include your paper ID in your subject line.



The screenshot shows the 'Author Console' interface. At the top, there is a navigation bar with 'Submissions', 'Help Center', 'Select Your Role : Author', 'ImNO2021', and 'IMNO Submission'. Below this, the 'Author Console' title is followed by a '+ Create new submission' button and pagination controls showing '1 - 1 of 1' and 'Show: 25, 50, 100'. A table lists submissions with columns for Paper ID, Title, and Files. The first row shows Paper ID '1' and Title 'My ImNO Paper'. A dropdown menu is open on the right, listing options: General, User Profile, Change Email, Change Password, Link to Account, Linked Accounts, Delete Account, ImNO2021, Domain Conflicts, Contact Chairs (highlighted with a red box), and Logout.

Send Email

* Subject

* Body

Send emails

Cancel