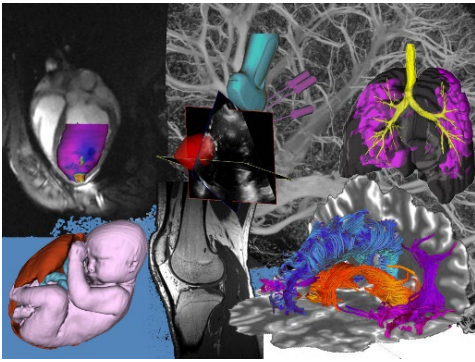




Imaging Network Ontario (ImNO) Symposium

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

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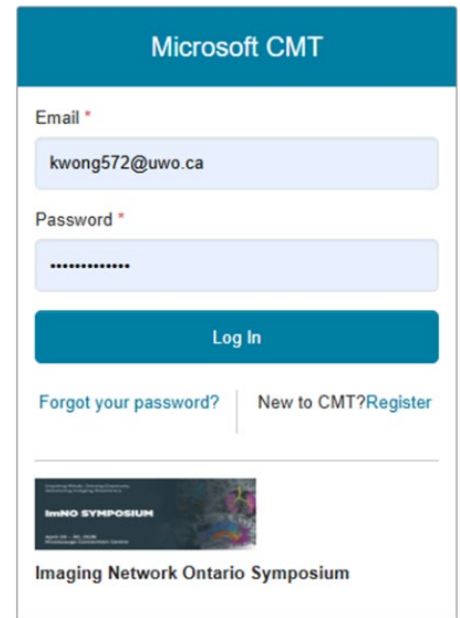
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1. Accessing the Submission Site

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

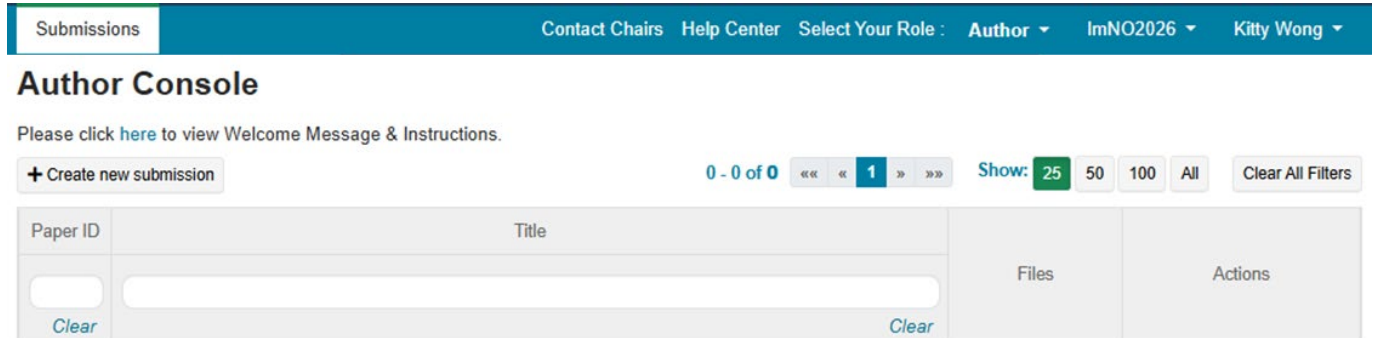
<https://cmt3.research.microsoft.com/ImNO2026/Submission/Index>

If you already have an account with the Microsoft Conference Management Toolkit (CMT), please enter your credentials to log in. If not, please register for one by clicking the “register” link.



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 the “+ Create new submission” button in the top-left corner of your screen to submit a new abstract.



3. Completing the Submission Form

Read all instructions and consult with the [full submission guidelines](#) before completing the submission Form. Your abstract file must comply with the formatting guidelines.

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 matches the title on your abstract file. Your title should be properly capitalized.

AUTHORS:

Please list all co-authors. Co-authors do not need to have registered CMT accounts, but the primary author must have an account. Please see page 5 for additional information regarding CMT accounts and access.

DOMAIN CONFLICTS:

Please see page 6 on how to correctly list domain conflicts.

SUBJECT AREAS: Select one primary subject area and up to 3 secondary subject areas.

FILES: upload your PDF file by either dragging your file to the box or clicking the "Upload from Computer" Button. Once the upload is completed, your filename, the 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 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.

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Welcome to the ImNO2026 Abstract Submission Platform.

Important Dates:
Abstract Submission Deadline: Friday, January 9, 2026, 23:59 ET
Authors Notified: Friday, February 26, 2026

Please complete all of the information on the submission form below.

Please ensure the information on your CMT submission form is consistent with your paper. This includes 1) Paper Title, 2) Author Names (including spelling and capitalization of names); 3) Order of authors

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 searchable PDF file satisfying the following requirements:
- Fits on a single letter-size (8.5 x 11 in) page, including all embedded figures and images, and references,
- File size does not exceed 10 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

Please also refer to the [detailed submission guidelines and instructions](#) on the conference website

If you are a first-time CMT user, please refer to the [Author's Guide for Microsoft CMT](#) for instructions.

SUBJECT AREAS: To help guide reviewer assignment and session placement, please select one primary subject area. You may select at most three secondary subject areas

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.

SYMPOSIUM REGISTRATION: Please note that all presenters must register to present at the Symposium.

CONTACT US: If you have any questions regarding your abstract submission, don't hesitate to get in touch with submission manager Kitty Wong at kwong572@uwyo.ca. If you have any questions regarding the symposium or registration, please contact Symposium manager Shaina Scrimgeour at Shaina@gemstone-events.com.

TITLE

* Title

AUTHORS *
You may add your coauthors.

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Please enter the domain of each institution (semicolon separated) that authors have a conflict of interest with. More specifically, please list domains of all institutions authors worked for, or have had very close collaboration with, within the last 3 years, **including the author's current institution.**

Example: Author 1 and Author 2 are co-authors of the same paper. Author 1 is working for Institute A (InstituteA.edu) and collaborating with a group in hospital B (hospitalB.com). Author 1 worked for company C (CompanyC.com) 2 years ago. Author 2 is working for Institute D (InstituteD.edu) and has a close relationship with OrganizationE.org.

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

Note: 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 AREA *
You may select up to 3 secondary subject areas.

Primary	Secondary	Primary	Secondary
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐

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ADDITIONAL QUESTIONS

1. Role *
Will the Presenter be
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☐ Graduate student
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If you have answered Other in Q1, please specify your role.

125 characters left

3. Format and Checklist *
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Failure to adhere to the submission requirements may result in your abstract being rejected.
☐ I agree

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I have obtained permission from all co-authors to submit to the ImNO2026. By submitting to ImNO2026, we have your permission to contact you and your co-authors regarding your submission.
By submitting an abstract, the authors agree to allow publication of the content on the symposium website and in publications and communication materials.
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5. Consent to receive communications regarding the ImNO2026 symposium *
I (the primary author) agree to receive communications about ImNO 2026. Co-authors can subscribe to ImNO communications by completing this form:
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You may return to the Author console to submit another abstract by clicking the “Back to Author Console” button or edit your submission by clicking “Edit Submission” at the bottom of the page.

Note

- All co-authors (with or without a registered CMT account) will receive a system-generated submission each time you update your submission.
- Only co-authors with a registered CMT account will receive symposium-related emails, including abstract acceptance notifications. We cannot send emails to authors without a CMT account.
- A solid checked circle beside the author’s email address means the email address matches a registered CMT user. The white checked circle means the author’s email address is not in the system. The author does not have a CMT account.

Submissions		Contact Chairs	Help Center	Select Your Role :	Author	ImNO2026	Kitty Wong
Submission Summary		 					
Conference Name	Imaging Network Ontario Symposium						
Paper ID	1						
Paper Title	My Submission						
Created	10/16/2025, 8:50:22 AM						
Last Modified	10/16/2025, 8:57:23 AM						
Authors	Kitty Wong (ImNO2026) <wong.kitty@gmail.com>  Kitty Wong (ImNO2026) <kwong572@uwo.ca> 						
Primary Subject Area	Device, Systems, and Robotic Development						
Secondary Subject Areas	E-Health, Data, and Workflow Management						
Domain Conflicts	imno.ca						
Submission Files	IGTxImNO - CMT instructions for authors.pdf (654.1 Kb, 10/16/2025, 8:49:16 AM)						
Submission Questions Response	1. Role Will the Presenter be Other 2. Role - Other If you have answered Other in Q1, please specify your role. Conference Manager 3. Format and Checklist I confirm my abstract conforms to all requirements as outlined in the submission guidelines: https://www.imno.ca/call-for-abstracts/ Failure to adhere to the submission requirements may result in your abstract being rejected. Agreement accepted 4. Permission to Submit I have obtained permission from all co-authors to submit to the ImNO2026. By submitting to ImNO2026, we have your permission to contact you and your co-authors regarding your submission. By submitting an abstract, the authors agree to allow publication of the content on the symposium website and in publications and communication materials. Agreement accepted 5. Consent to receive communications regarding the ImNO2026 symposium I (the primary author) agree to receive communications about ImNO 2026. Co-authors can subscribe to ImNO communications by completing this form: http://eepurl.com/c0iAeb Agreement accepted						
Edit Submission		Back to Author Console					

5. Editing and Deleting Submission, Uploading Revised Abstract

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 “Actions” column.

Do not click “Delete Submission” unless you no longer wish to submit to ImNO. To modify your abstract file, use the “Edit Submission” link instead and upload a new file.

The screenshot shows the 'Author Console' interface. At the top, there is a '+ Create new submission' button, a pagination indicator '1 - 1 of 1', and a 'Show:' dropdown menu set to '25'. Below this is a table with four columns: 'Paper ID', 'Title', 'Files', and 'Actions'. The first row of the table contains the following data:

Paper ID	Title	Files	Actions
1	My ImNO Paper This is your submission ID number. Include this number in your subject line for all email inquiries	Submission files: My_IMNO_Paper.pdf	Submission: Edit Submission Delete Submission Use these links to edit or delete your submission

Annotations in the image include an arrow pointing to the '1' in the Paper ID column with the text 'This is your submission ID number. Include this number in your subject line for all email inquiries', and another arrow pointing to the 'Edit Submission' and 'Delete Submission' links with the text 'Use these links to edit or delete your submission'.

6. Adding Co-authors, Co-author Access to Submission, Changing Email Address

You must enter all co-authors of the abstract on the submission form by the submission deadline. Your co-authors do not need to have a registered CMT account. However, the primary author of your submission must have a registered CMT account. If you misspelled your co-author’s name or other details, remove the mistyped entry by clicking the “x” button and re-add the co-author.

If your co-author has a CMT account, the co-author can edit your submission once they are added as an author to your paper.

Note

- Co-authors are not required to register for a CMT account to receive the submission summary report. However, only authors with a registered CMT account will receive symposium-related emails, including abstract acceptance notifications. We cannot send emails to authors without a CMT account.
- If you are the primary author of your submission, **DO NOT** click the “Do not send me conference email (check this option only if you don't want to be contacted by any conference)” button under your User Profile.
- If an author modified their email address in their CMT account after the submission was created, the modified email address **WILL NOT** be reflected automatically in your submission. You must re-add the new email address to your submission, or the author will lose access to the submission.
- Only the primary author can delete a submission.

7. Submitting Domain Conflicts

A complete list of domain conflicts should include the email domains of your and your co-author's current institutions and the email domains of all institutions you and all your co-authors have had a close relationship with in the past 3 years. Consider the following scenario as an example:

Scenario: Author 1 and Author 2 are co-authors of the same paper. Author 1 is working for Institute A with the email domain InstituteA.edu and is also collaborating with a research group in Hospital B with the email domain hospitalB.com. Author 1 also worked for Company C with the email domain CompanyC.com two years ago. Author 2 is currently working for Institute D with the email domain InstituteD.edu and has a close relationship with OrganizationE.org.

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

8. Contacting Conference Chairs

If you have any questions about your abstract submission, please email Kitty Wong (kwong572@uwo.ca). Make sure to include your paper ID in the **subject line**.

To contact the conference chairs for other matters, click the "Contact Chairs" button at the top right of your menu to send an email.

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Do not send chairs unsolicited email to express interest in serving in program committee. Violation may result in termination of your CMT account.

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* Body

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