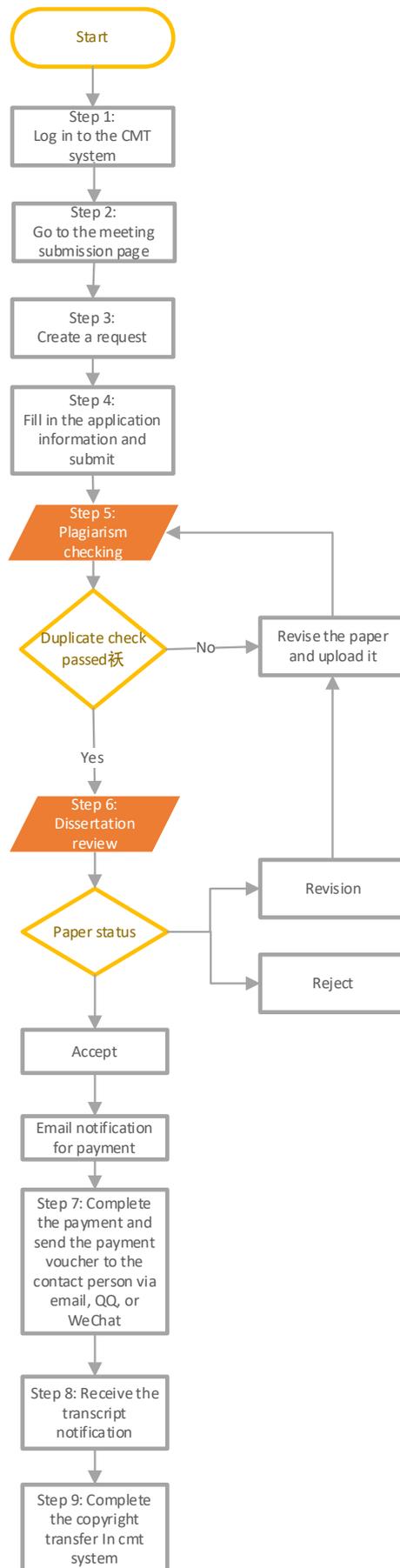# Instructions for using the Microsoft CMT system

(For contributors)
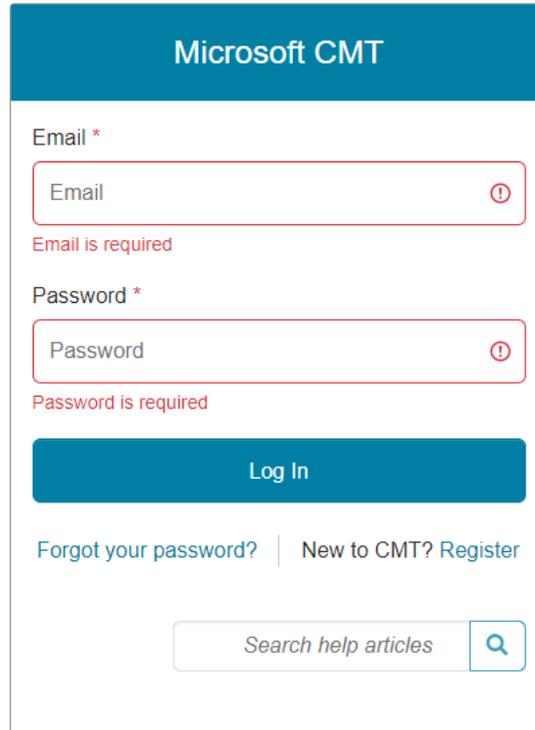
ICCWAMTIP2024 conference affairs organization

(University of Electronic Science and Technology of China)

Nov. 2024

ICCWAMTIP2024 Conference Affairs Organization

```
                    Start

              Step 1:
              Log in to the CMT
              system

              Step 2:
              Go to the meeting
              submission page

              Step 3:
              Create a request

              Step 4:
              Fill in the application
              information and
              submit

              Step 5:
              Plagiarism
              checking

         Duplicate check          No      Revise the paper
         passed祆                          and upload it

              Yes

              Step 6:
              Dissertation
              review

         Paper status                      Revision

                                           Reject

              Accept

              Email notification
              for payment

              Step 7: Complete
              the payment and
              send the payment
              voucher to the
              contact person via
              email, QQ, or
              WeChat

              Step 8: Receive the
              transcript
              notification

              Step 9: Complete
              the copyright
              transfer In cmt
              system
```

Step 1. Log in to the CMT system

Log in to the CMT site:https://cmt3.research.microsoft.com/User/Login
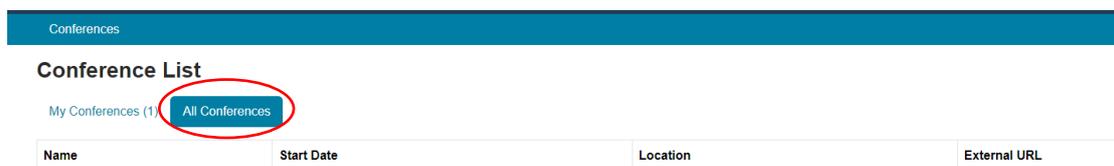
If you already have a CMT account, enter your account password to log in.　If you don't have a CMT account, click "New to CMT?" in the bottom right corner. Register" Note: Please use your usual personal email address as your registered email address, and subsequent relevant notices will be sent to the CMT registered email address.

Step 2 Search for and go to the ICCWAMTIP2024 meeting submission page

a、click All Conferences

b. Enter wavelet in the search bar at the top right to find the top meeting (as shown in the figure below), and click to enter

Special Reminder:

Please check if your paperID is <=175. If no, please recheck whether the meeting you voted for is correct

(Some contributors reported that paperID >=175, indicating that they were mistakenly submitted to last year's conference).

Conference List

My Conferences (1)   All Conferences   wavelet

Name	Start Date	Location	External URL
2024 21th International Computer Conference on Wavelet Active Media Technology and Information Processing	12/14/2024	Chengdu, China	https://waveletlab.cn/
2023 20th International Computer Conference on Wavelet Active Media Technology and Information Processing	12/14/2024	Chengdu, China	https://waveletlab.cn/
2022 19th International Computer Conference on Wavelet Active Media Technology and Information Processing	12/16/2022	Chengdu, China	https://waveletlab.cn/

Step 3. Create a request

click "+ Create new submission"，To create an submission。

Note: Each person only needs to create one application per article, and you can edit it repeatedly, and you don't need to create a new application

Author Console

Please click here to view Welcome Message & Instructions.

+ Create new submission   0 - 0 of 0 «« « 1 » »»   Show: 25 50 100 All   Clear All Filters

Paper ID	Title	Files	Status	Actions
Clear	Clear			

Step 4. Fill in the application information

（1）Fill in the Title and Abstract, SUBJECT AREAS, and selectively add authors (2 works, 3 works, etc.), and finally submit the application file in the FileS column (doc, docx formats allowed, not compatible with PDF)

(2) After completing all the relevant questions, please click the "Submit" button at the bottom of the page to submit. If the submission is not successful, please check that the required fields have been completed.

(3) If the submission is successful, after returning to the "Author Console" interface, you can see the detailed filling of the question by clicking the ID; Before the deadline, the application materials and related information can be revised repeatedly through the "Edit Submission". Note: Clicking "Delete Submission" will delete the entire application. Therefore, please be careful not to delete your application by mistake. If you encounter other problems during the submission process, please contact the group owner and conference contact person through QQ Group 996496077 (or other contact information we give on our official website).

TITLE AND ABSTRACT

* Title	ICCWAMTIP2024_TEMPLATE
* Abstract	Abstract Added Here

1981 characters left

Fill in the title and abstract as normal

AUTHORS *
You may add your coauthors.

Primary Contact	Email	First Name	Last Name	Organization	Country/Region		
⦿						✕	↑↓

| Email | **+ Add** |

This will be automatically filled with personal information, and if you want to add 2 or 3 relevant information, you can click here Add

SUBJECT AREAS*

1. Theory and Experiment
- ☑ #01_01 Wavelet algorithm and multi-wavelet
- ☐ #01_02 Fractal geometry
- ☐ #01_03 Signal processing
- ☐ #01_04 Microwave
- ☐ #02_01 Data mining and knowledge discovery
- ☐ #02_02 Blockchain technology
- ☐ #02_03 Machine learning & Deep learning
- ☐ #03_01 Intelligent communication systems
- ☐ #03_02 Intelligent algorithms and applications
- ☐ #03_03 Intelligent mechatronics
- ☐ #03_04 Neural networks, fuzzy systems and soft computing algorithms
- ☐ #04_01 Information and cyberspace security
- ☐ #04_02 Data privacy

FILES

You can upload from 1 to 3 files. Maximum file size is 20 Mb. We accept doc, docx formats
ICCWAMTIP2024.docx (17 Kb, 2024/10/21 21:15:28) ✕

Drop files here
-or-
⊕ Upload from Computer

Select the subject area and upload the body file in the corresponding format (note that the minimum requirement is 4 pages)

For specific body format requirements, please refer to the paper-format.dotx file, note that the format will be sent back for re-correction if the format is unqualified

(This document can also be found on the official webpage).

On this page, you can view the status of the article, and you can also modify the submission information and submitted materials from the Actions on this page

Step 5: Check for plagiarism

This step is completed by the conference affairs team, the plagiarism check tool is CrossCheck supported by the IEEE portal, it should be noted that papers with a similarity of more than 25% will be returned for revision, and the Revision status will be displayed at this time, and the relevant results will be notified by email

(If the reviewer opinion in the system shows accept and the paper status shows revision, it means that the duplicate check has not been passed, and the weight needs to be reduced and resubmitted)

Step 6: Dissertation Review

This step is completed by the reviewers and experts of the conference affairs team, and the status of the paper in the author's system may be displayed in two ways before the review is completed:

Awaiting Decision：Indicating pending review

Revision: Indicates that the similarity needs to be modified, including the plagiarism check report, etc., and we will notify you by email

Once the review is complete, there will be 3 statuses:

Accept: indicates that the review is successful, and the program proceeds to step 7

Reject: indicates that the review is not approved

Revision: indicates that you need to modify the content, and you will be notified by email after the review result is announced. In the Action option on the home page, select Edit Revision to submit the revised paper document, if you want to modify the last submission, you need to delete the last revision file first, and then resubmit the new document. You can check the review report in [Home-Status-Reviews] to get the comments of reviewers.

Step 7: Pay the page fee

After the acceptance of the article, the author will be notified (email) to pay the page fee, and after completing the payment, please submit the relevant transfer or fee records to the contact person of the conference affairs group (through email, WeChat, QQ, etc.) for subsequent invoices

Step 8: Receive a transcript notification

After completing step 7, the transcription notification will be sent to the contributor in PDF form by email, please pay attention to check, the transcription notification is shown in the figure below

Step 9: Copyright Transfer

After receiving the transcript notification, the Title column on the author's homepage will change to copyright, and the Camera Ready column can be found in the Action of the cmt system

9.1 Create Camera Ready Submission

Click Create Camera Ready Submission，Confirm the information here and upload your final draft again

Complete the questionnaire below,

ADDITIONAL QUESTIONS

1. Paper File Type *

Is your paper file type docx?

The paper file type must be docx to ensure we can format it to our conference style.

○ Yes
○ No

2. IEEE Copying Transfer *

Every accepted paper should be transfer copyright to IEEE.

Before you submit your final manuscript. Please make sure the information about your paper (title, author, abstract, files) is complete and correct.

☐ I agree

3. Page Fee And Proof of Payment *

Have you paid the page fee?
Have you uploaded proof of payment of fees?

○ Yes
○ No

4. Need Invoice *

Do you need invoice?

⦿ Yes
○ No

5. Invoice information *

Please complete this form https://forms.office.com/r/xPUiJCrvKt

If you have more than one paper, fill out the form for each paper.
Please note that this year we only provide electronic invoices, not physical invoices.
Thanks for your cooperation.

Did you complete the above form for this paper?

○ Yes
○ No

Please fill in the link of the Microsoft Form https://forms.office.com/r/xPUiJCrvKt under

question 5

This allows us to better count your information so that we can complete the issuance of invoices and the mailing of paper proceedings as soon as possible.

9.2 Submit lEEE Copyright Form

READ THIS FIRST: You need to go to the IEEE Copyright Web Site to submit IEEE Copyright Form. Upon completion, there is an option to download the completed IEEE Copyright Form in PDF. **Make sure to download a copy of the completed form.** When you are finished, you will be redirected back to Author Console.

Click here to redirect to the IEEE Copyright Web Site (If you have completed the form but forgot to download the PDF Copyright file, click here)

Click on the hyperlink to enter the IEEE portal website to sign the copyright transfer agreement, and upload the final completed IEEE Copyright Form in PDF to this page.

After the copyright transfer is completed, the status of the paper on the author's homepage is shown in the following figure.