



## Submission Guide Template (CMT Portal)

### 1. Introduction

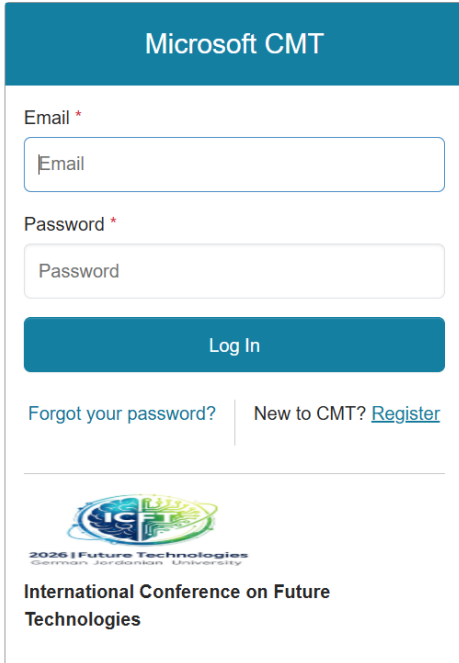
The [Microsoft Conference Management Toolkit \(CMT\)](#) is an online platform widely used for managing academic and professional conferences. It provides a streamlined system for handling paper submissions, reviews, and programme management. Through CMT, authors can submit their papers, update metadata, and monitor the status of their submissions.

For ICFT 2026, all abstracts and papers must be submitted exclusively through CMT. This document provides a guideline on submitting a manuscript to ICFT 2026.

### 2. Log in to CMT account

If you already have an account with the [Microsoft Conference Management Toolkit \(CMT\)](#), please log in using your credentials. If you do not have an account, you will need to register by clicking the “Register” button.

Instructions for account creation can be found [here](#).



The screenshot shows the Microsoft CMT login and registration interface. At the top, there is a blue header with the text "Microsoft CMT". Below the header, there are two input fields: "Email \*" and "Password \*". The "Email \*" field contains the placeholder text "Email". Below the "Password \*" field, there is a blue button labeled "Log In". At the bottom of the form, there are two links: "Forgot your password?" and "New to CMT? [Register](#)". Below the form, there is a logo for "2026 | Future Technologies German Jordanian University" and the text "International Conference on Future Technologies".

Figure 1– Login / Register to CMT platform

### 3. Starting a New Submission

Once you're logged in, you'll be directed to the Author Console, where all your submissions will be displayed. Before proceeding, please double-check that you're logged in with the correct account and that you're on the ICFT 2026 page, which can be confirmed in the top right corner of your screen.

To create a new submission, click the "+Create new submission" button located just below the "Author Console" title in the top left corner of your screen. This will indicate your intention to submit to the system (Figure 2). Please note that you will not be able to create a new submission after the intention to submit deadline has passed.

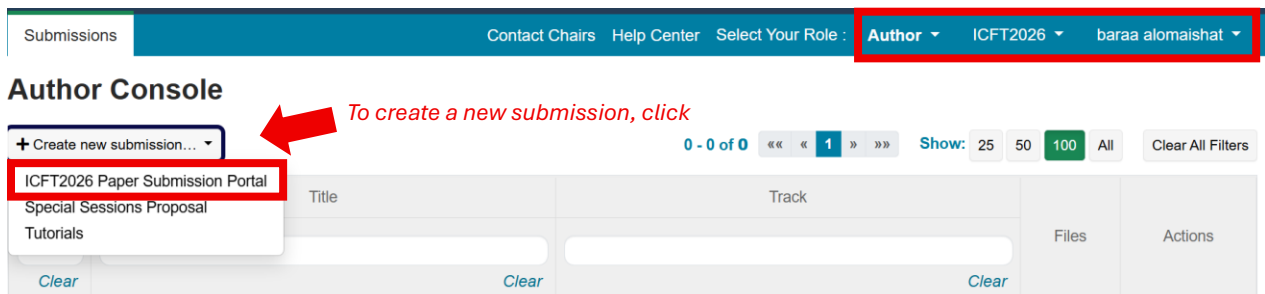


Figure 2– Author Console

### 4. Entering Paper Information

After you click on the "+Create new submission" button, a new page titled "Create New Submission" will open. You will be asked to provide the title of your paper, the abstract, and several other details. All fields can be modified until the submission deadline. In order to complete your submission, we require the title, a complete author list, paper subject areas, and an abstract of the manuscript.

Submissions Contact Chairs Help Center Select Your Role : Author ICFT2026 baraa alomaishat

## Create New Submission

Track: ICFT2026 Paper Submission Portal

**TITLE AND ABSTRACT**

\* Title

\* Abstract

2000 characters left

*Write the title of your papers here.*

*Write the abstract of your papers here.*

Figure 3 – Title and abstract

Once you have filled in the fields for the title and abstract of the paper, you will need to enter the authors and the relevant field of study to which the paper belongs. When adding authors, since the paper is being uploaded from your account, you will automatically be listed as the author of the paper (Figure 4).

By clicking the "+Add" button just below the table where your name appears as an author, a form will open. This form is used to enter the details of additional authors (co-authors), which must be filled out individually for each author listed on the paper. After filling out the form for each individual co-author, click the "+Add" button, which is located below the data entry fields and is highlighted in blue (Figure 5).

**AUTHORS \***  
You may add your coauthors.

Primary Contact	Email	First Name	Last Name	Organization	Country/Region
<input checked="" type="radio"/>	Baraa.Alomaishat@gju.edu.jo	baraa	alomaishat	german jordanian university	Jordan <input type="button" value="x"/> <input type="button" value="↑"/> <input type="button" value="↓"/>

*To add another co-author, click here.*

Figure 4– Authors list

**AUTHORS \***  
You may add your coauthors.

*Input co-author information*

Primary Contact	Email	First Name	Last Name	Organization	Country/Region
<input checked="" type="radio"/>	Baraa.Alomaishat@gju.edu.jo	baraa	alomaishat	german jordanian university	Jordan <input type="button" value="x"/> <input type="button" value="↑"/> <input type="button" value="↓"/>

Email

Country/Region

Figure 5 – Adding authors of the paper

**You must enter all co-authors of the paper by the submission deadline.** Note that co-authors are not required to register for a CMT account to receive your submission report. However, if a co-author wishes to access or edit the submission, they must register for an account. Only the primary author has the ability to delete a submission. A co-author with a registered CMT account can edit the submission.

After you have entered all the authors, you will need to select the field of study (subject area) and upload the manuscript (Figure 6). To select the subject area of the paper, check the box next to the appropriate subject area.

Upload your manuscript in .doc or .docx format by either dragging the file into the box under the FILES section or by clicking the “Upload from Computer” button. Once the upload is complete, the file name, file size, and the date and time of the upload will appear on the left above the box. Only .doc or .docx or pdf formats should be uploaded.

The screenshot displays two main sections of the submission form. The top section, titled "SUBJECT AREAS\*", contains a list of checkboxes for various subject areas. A red arrow points to the first checkbox, "ICFT2026-Graduate Students Consortium", with the text "Check the box for the appropriate subject area" in red. The bottom section, titled "FILES", contains a dashed border box for file uploads. A red arrow points to the "Upload from Computer" button, with the text "Upload your file here." in red. The text "Drop files here -or- Upload from Computer" is visible within the dashed box.

Figure 6 – Subject area and upload of the paper

**Make sure to complete all required fields, as any missing information will prevent your submission from being saved.** It is essential to fill in all mandatory fields before proceeding, as incomplete submissions cannot be processed or stored.

## 5. Finalizing the Submission

Once you have successfully completed all required fields, click the “Submit” button at the bottom of the page (Figure 7) to finalize your submission. You will be redirected to the “Submission Summary” page.

The screenshot shows a 'FILES' section with instructions: 'You can upload from 1 to 3 files. Maximum file size is 10 Mb. We accept doc, docx, pdf formats.' Below this is a dashed box containing 'Drop files here', '-or-', and an 'Upload from Computer' button. At the bottom of the interface are 'Submit' and 'Cancel' buttons. A red arrow points from the text 'To submit the form click here.' to the 'Submit' button.

Figure 7– Finalizing your submission

You may 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 successful submissions will be listed on your Author Console. An official confirmation email will be sent to the primary author of each paper via CMT after you successfully submit your paper to the system.

**All communications regarding the revision process and decisions about your paper will be sent via CMT.** This includes important updates, comments from reviewers and final decisions on your submission. To ensure you do not miss any crucial information, please make sure that the option “Do not send me conference emails” is **not** selected in your User Profile settings. By keeping this option unchecked, you will receive all necessary notifications and updates regarding your paper’s status in the submission process.