# CMT and TPMS Sign-Up Instructions

ISBI 2023 has switched to Microsoft's Conference Management Toolkit (CMT). Within CMT, we will use the Toronto Paper Matching System (TPMS) to help in the assignment of associate editors and reviewers to papers.
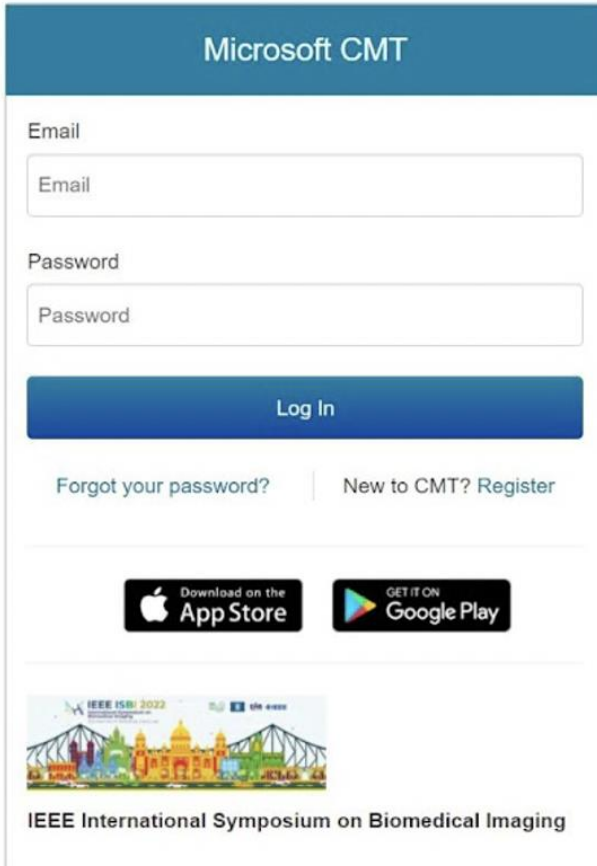
There are two parts of the signup:

1. CMT signup and
2. TPMS signup.

**Your email address must be the same for both signups.**

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**Instructions for CMT Sign Up:**

1.  Go to the CMT registration link: https://cmt3.research.microsoft.com/IEEEISBI2023/



2.  Fill out your personal details including email address, name, organization, and (optionally) your profile information on external systems like Google Scholar.

## Create New Account

### Login information

| | |
|---|---|
| * Email | [REDACTED]@iitb.ac.in    This email will be used to login into CMT |
| * Password | •••••••••••••• |
| * Confirm Password | •••••••••••••• |

### Personal Information

| | |
|---|---|
| * First Name | V[REDACTED] |
| Middle Initial | Initial |
| * Last Name | S[REDACTED] |
| Nickname | Nickname |
| * Organization Name | IIT Bombay |
| * Country/Region | India |

### External Profile Information

| | |
|---|---|
| Google Scholar Id | Google Scholar Id |
| Semantic Scholar Id | Semantic Scholar Id |
| DBLP Id | DBLP Id |

### Verification

Enter the characters you see

New | Audio

R3dH4k3y

☑ I agree to the Microsoft CMT's Author's Statement, Terms Of Use and Privacy & Cookies

**Register**    No, thanks

3.    You will see a message confirming that your account has been registered and instructing you to activate the account via the email that has been sent to you.

**Welcome to CMT !**

Your account has been registered, please verify it by clicking the activation link that has been sent to this email address.

**If you do not receive the activation link**

If you do not receive our mail to activate account, the following are some of the possible reasons for the problem.

1. You typed in an incorrect email address.
2. Slow mail processing at your email server.
3. Your mailbox has exceeded quota.
4. Spam filters configured at your mailbox or email server have marked the email as spam.
5. There are connection issue with your email server.

CMT could not address issues related to your mailbox or mail server. You could probably try to use an email account such as Hotmail, Outlook, Gmail, or Yahoo! Mail. You will be able to change email address with your account later.

4.        Check your inbox for the email address that you provided during registration. An email from Microsoft CMT should have arrived, containing the activation link.

## Account Verification 🟡 Inbox ×

**Microsoft CMT** <email@msr-cmt.org>
to ▼

Hello V      ,

Please click the following link to complete email verification:

https://cmt3.research.microsoft.com/User/VerifySignup/?email=194050015%40iitb.a

Thanks,

CMT Team

Download the CMT app to access submissions and reviews on the move and receive
https://apps.apple.com/us/app/conference-management-toolkit/id1532488001
https://play.google.com/store/apps/details?id=com.microsoft.research.cmt

To stop receiving conference emails, you can check the 'Do not send me conferen

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Microsoft Corporation
One Microsoft Way
Redmond, WA 98052

5. Clicking on the activation link should take you to a confirmation page informing you that your account has been successfully verified.

**Account Verification**

Hello V⬛⬛⬛ , your account ⬛⬛⬛@iitb.ac.in has been verified, click here to log into CMT.

6. After logging in, you should see the console page. For instance, if you are a reviewer, you should see a page as shown below.



• Chairs have requested reviewers to select

**Reviewer Console**

Please click here to view Welcome Message & Instructions.

| Paper ID ↑ | Title |
|---|---|
| e.g. <3 <br> Clear | filter... |

**Instructions for TPMS Sign Up:**

1.	After the CMT registration, login to TPMS at http://torontopapermatching.org/webapp/profileBrowser/login/. If you don't have an account, then please register first.

Login | Register

**Welcome to the Toronto Paper Matching System**

The service will let you keep a permanent publication profile which will be used by conferences in matching papers to reviewers. More info

Please log in below or register if you do not yet have an account.

Username: [                    ] (username is an email)

Password: [                ]

login | Password reset

About the service

2. In order to register to create an account, enter a valid reviewer email (i.e., the email address for your CMT), your name, and choose a suitable password. NOTE: It is important to use the same email address for both CMT and TPMS.

Login | Register

**Registration page**

Username: [              ] Your reviewer email (i.e., the email address you use with your CMT or ConfN we communicate with these services using your email as a unique ID). 60 chara

First Name: [              ]

Last Name: [              ]

Password: [              ]

Password confirmation: [              ] Enter the same password as above, for verification.

Submit

3. You can update your user information, including changing your email address, by clicking the "Update account info." link on the left panel. The email address for your CMT account and your TPMS account must be an EXACT match.

4.    Selected papers section on TPMS.



5.    Upload relevant papers section on TPMS. You can upload the papers from your hard drive or you can provide publicly available URLs (such as on ieeexplore). Note that the more papers you upload relevant to your research the better the reviewer assignments would be. We suggest uploading at least three of your latest papers that you feel are relevant to ISBI.

**Actions**

Selected Papers
Upload papers
Update account info.
Logout

**Please use either (or both) of the following options to populate your paper profile. If possible please provide at least 5-10 publications.**

## 1) Papers from URLs

Representative publications, **one per line in either (or both)** of the following formats:

- Paper URL (e.g. http://www.foo.edu/bar.pdf)
- The URL of a publications page (all pdf papers that can be directly retrieved from that page)

Once you press "Download papers" we will start downloading your papers.
This operation might take a few minutes. During this time we will try to keep you updated on the progress

Download papers

## 2) Papers from your hard drive

Choose file  No file chosen

Upload

TO REPORT PROBLEMS PLEASE CONTACT: REVIEWER-PAPER-MATCHING-PROBLEMS@CS.TOR

In case of any questions, please contact the organizing team at IEEEISBI-Support@listserv.ieee.org