



3 - 4 NOV
PRE-CONFERENCE
WORKSHOPS

5 - 7 NOV
MAIN
CONFERENCE

INTEGRATING SIMULATION;
FUTURE-PROOFING PRACTICE
ACADEMIA (SGH CAMPUS), SINGAPORE

Microsoft Conference Management Tool Kit (CMT) User Guide for Author

Step 1: Log in / Account Creation

1. Register for a new account at Microsoft CMT (cmt3.research.microsoft.com)
 - a. You are required to register for an account in order to submit an abstract.
2. You will receive an email from "Microsoft CMT" for Account Verification.
3. Lastly, login with the registered email address and password.

Create New Account

Login information

* Email

* Password

Passwords are required to contain 12 characters and each of the following: lowercase letters, uppercase letters, numbers, and symbols. Valid symbols are: ~!@#%&*()-_+={}[];:"'<>.,?/

* Confirm Password

Personal Information

* First Name

Middle Initial

* Last Name

Nickname

* Organization Name

* Country/Region

www.singhealthdukenus.com.sg/S3-2025

Organised By





Step 2: Search and select the conference title.

After logging in, search under “All conferences” tab and click on the name: “S3 Conference 2025” to proceed.

Conference List				
My Conferences (1)		All Conferences		type to filter...
Name	Start Date	Location	External URL	Contact
S3 Conference 2025	2/20/2025	Singapore, Singapore	https://www.singhealthdukenus.com.sg/s3-2025/Pages/Call-for-Submissions.aspx	Email Chairs

Step 3: Create new submission.

To submit a new abstract, select “+ Create new submission”:

Author Console

Please click [here](#) to view Welcome Message & Instructions.

+ Create new submission... ▾

- Descriptive works
- Research studies
- Workshops

	Title

Note: If you have co-authors for the abstract submission, please get ready their information:

- Email Address*
- First Name*
- Last Name*
- Organization*
- Country/Region*

Email	Email	First Name	First Name	Last Name	Last Name	Organization	Organization	Country/Region	Select... ▾	+ Add	Cancel
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You may refer to [Annex 1](#) for more information on adding co-authors.

Step 4: Enter abstract information.

Enter Abstract Information as requested in the submission page.

Step 5: Submission “Submit”

Please ensure submission are in accordance with the [abstract submission guidelines](#). Click “Submit”.





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Step 7: Submission received.

Once submitted, you will receive an auto-generated email notification from Microsoft CMT.

Subject: S3 Conference 2025 : Submission <no.> has been created.

This will serve as a confirmation that the submission has been received by the S3 Secretariat.

Step 8: End

The main author will be notified of the decision by **17 July 2025**, via email to the same email address provided in the submission.

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Annex 1: Adding Co-Authors

AUTHORS

- The Author section is prepopulated with your profile information and you are preselected as the Primary Contact.

AUTHORS
You may optionally add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country
<input checked="" type="radio"/>	ft.com			CMT-Test	x ↑ ↓

Email + Add Value is required.

Enter email to add new author.

- To add a co-author, enter the co-author's email address into the field (in yellow below) and click add.

AUTHORS
You may optionally add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country
<input checked="" type="radio"/>	microsoft.com			CMT-Test	x ↑ ↓

adamant@contoso.com + Add

Enter email to add new author.

- If the co-author you wish to add is not a user in CMT, you will see "User was not found. To add a new user, please enter information below and click Add Button." If the co-author is already a user, the co-author will be added to the end of the Author list.

AUTHORS
You may optionally add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country
<input checked="" type="radio"/>	.com			CMT-Test	x ↑ ↓

adamant@contoso.com + Add User was not found. To add new user, please enter information below and click Add button.

Enter email to add new author.

First Name
 Last Name
 Organization

Country/Region

⚠ IMPORTANT

Adding an unregistered email (an email that is not a valid account in CMT) as a co-author **will not** add the user to the conference; it only acts as a placeholder in the submission for the co-author.
The co-author is required to register their email in CMT.

- Enter the co-author's first and last names along with the Organization to which he or she belongs and the Country/Region where they reside. Then click the Add button.

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AUTHORS
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Primary Contact	Email	First Name	Last Name	Organization	Country
<input checked="" type="radio"/>	...t.com	L...	...	CMT-Test	<input type="checkbox"/> ↑ ↓

adamant@contoso.com User was not found. To add new user, please enter information below and click Add button.

Enter email to add new author.

First Name Last Name Organization

Country/Region

Once added, the co-author's profile will appear in the list.

- You may change the Primary Contact to the co-author by clicking Primary Contact radio button in co-author's row. The 'X' and 'arrow' icons on the end of the rows are there so you may delete the entry and/or move it up in hierarchy.

AUTHORS
You may optionally add your collaborators.

Primary Contact	Email	First Name	Last Name	Organization	Country
<input checked="" type="radio"/>	...ft.com	CMT-Test	<input type="checkbox"/> ↑ ↓
<input type="radio"/>	adamant@contoso.com	Adam	Ant	Contoso	United States <input type="checkbox"/> ↑ ↓

Email

Enter email to add new author.

Thank You.

For further queries, please email in to s3@singhealth.com.sg.

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