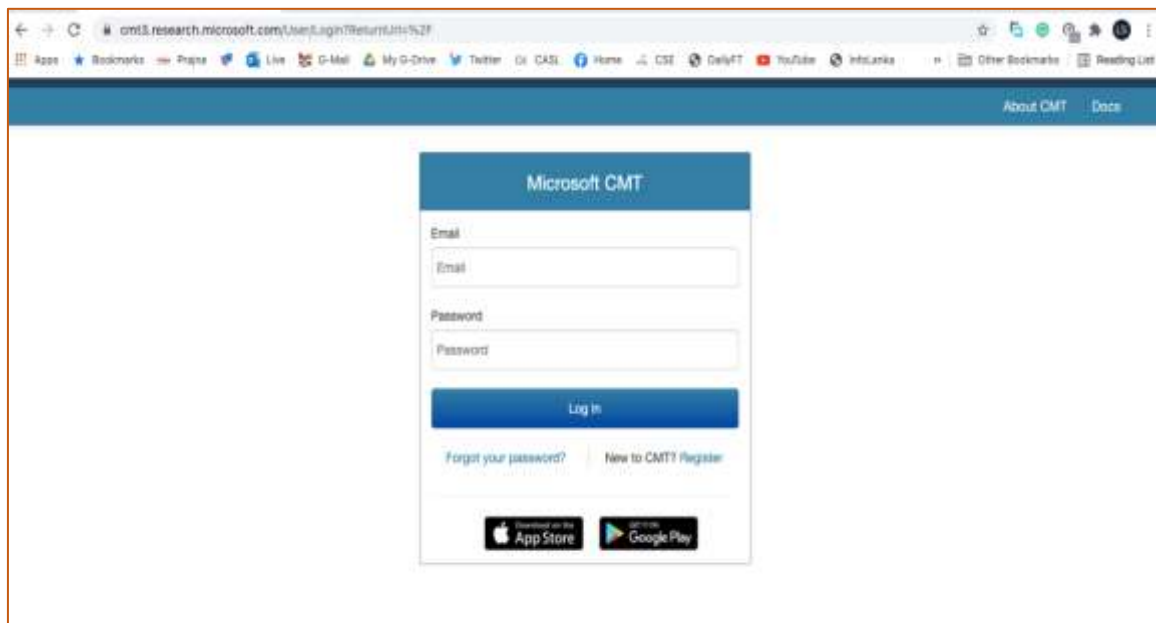


### Full paper Submission Process

- The papers are accepted through the Microsoft CMT.

#### Step 1

- To start the submission [Click Here](#) or just search <https://cmt3.research.microsoft.com>
- The following window will appear



#### Step 2

- If you have a CMT account, enter your registered email address and the password.
- If you do not have an account, click “New to CMT? Register” and proceed.

### Step 3

- After you enter your user credentials, a list of conferences will appear.
- Navigate to or select “All Conferences Tab”
- Type “ICOME2022” in the search bar in the top right corner.



Name	Start Date	Location	External URL
<a href="#">International Conference On Management and Entrepreneurship</a>	3/31/2022	Colombo, Sri Lanka	<a href="http://icome.ou.ac.lk">http://icome.ou.ac.lk</a>
<a href="#">2020 3rd International Conference on Computing, Mathematics and Engineering Technologies (ICOMET)</a>	1/29/2020	Sukkur, Pakistan	<a href="http://icomet.jbe-suk.edu.pk">http://icomet.jbe-suk.edu.pk</a>
<a href="#">The 4th International Conference on Mechanical Engineering</a>	8/28/2019	Yogyakarta, Indonesia	<a href="http://icome.its.ac.id">http://icome.its.ac.id</a>

- Click on

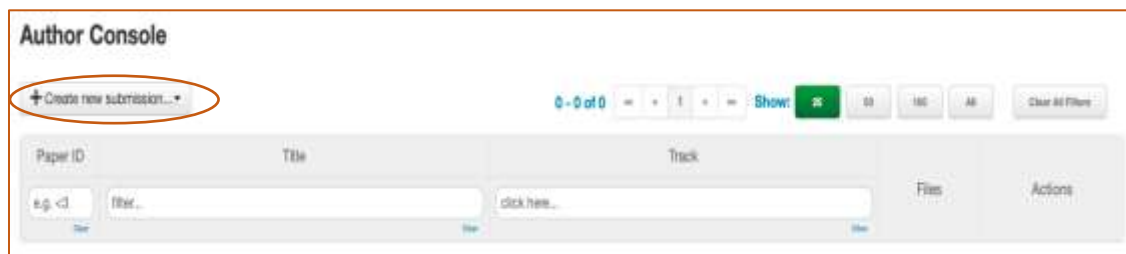
“International Conference on Management and Entrepreneurship”

Verify the conference details

Conference date: 3/31/2022

Location: Colombo, Sri Lanka.

Web link: [icome@ou.ac.lk](mailto:icome@ou.ac.lk).



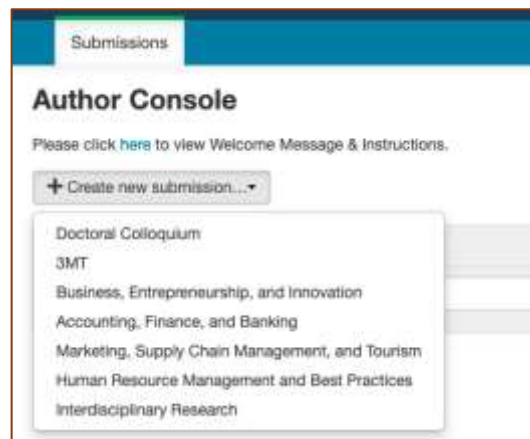
Paper ID	Title	Track	Files	Actions
e.g. <1	filter...	click here...		

## Step 4

Next you will be directed to the following window.

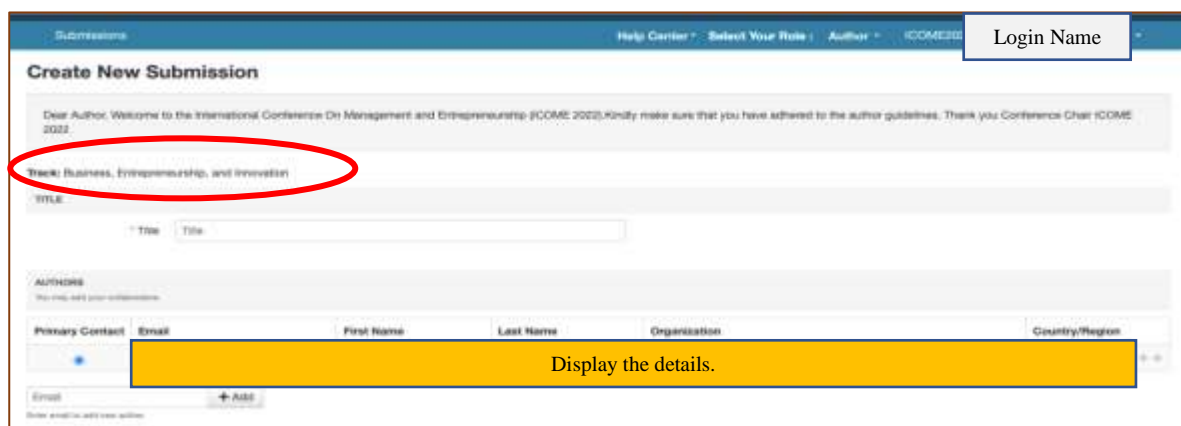
- Click on the **“Create new submission”** on the top left corner of the window.

You will get a list of conference tracks.



## Step 5

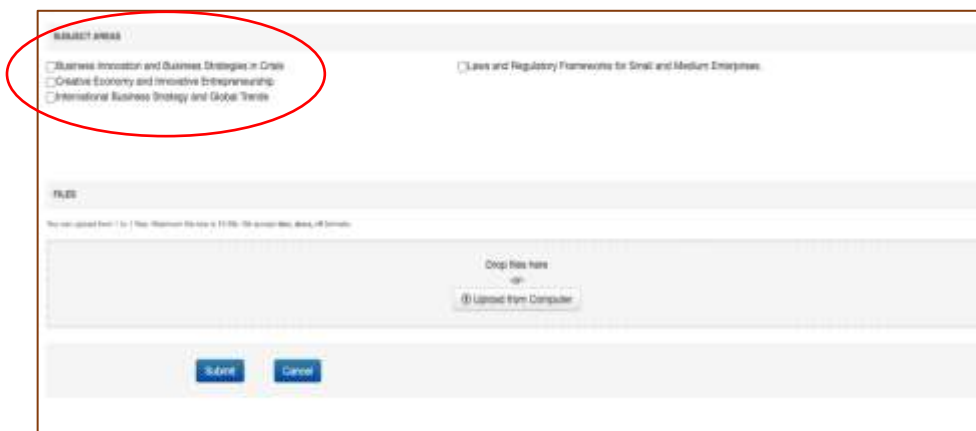
- Select the most appropriate conference track that fits with your manuscript.
- You will be directed to the selected track.
- Your details also will be displayed below.
- If you want to add a new author, type email address and press +Add.



### Step 6

- Each track comprise of sub themes listed under “Subject Areas”
- Select the subject area, mostly relevant to your study in the selected track.

In the above track Business, Entrepreneurship and Innovation, following are the subject areas.



The screenshot shows a web form with two main sections. The first section is titled "SUBJECT AREAS" and contains three radio button options: "Business Innovation and Business Strategies in Crisis", "Creative Economy and Innovative Entrepreneurship", and "International Business Strategy and Global Trends". The second section is titled "FILES" and contains a text area for a message, a "Drop files here" area, and an "Upload from Computer" button. At the bottom of the form are "Submit" and "Cancel" buttons. A red circle highlights the "SUBJECT AREAS" section.

- Finally to complete the process press “Submit”
- Upload the paper using the “Drop files here or Upload from computer” options.

**Note\*\*\***

- *Before you upload your paper, save it in the format of doc.,.docx or rtf*
- *Make sure you have deleted all author details and followed the instructions given in the submission guidelines.*

### Step 7

#### Submission details and file

You will receive an automatic reply to your email, after the submission.

For further information. Please refer the CMT submission toolkit using the following link.

<https://cmt3.research.microsoft.com/docs/help/author/author-submission-form.html>

For any technical issue or any further inquiry write to [icome@ousl.lk](mailto:icome@ousl.lk)