Guide for Abstracts and Full Paper Submission

For abstracts and full paper submission the author must login to CMT . All Users (not all authors) are required to have a CMT Account.

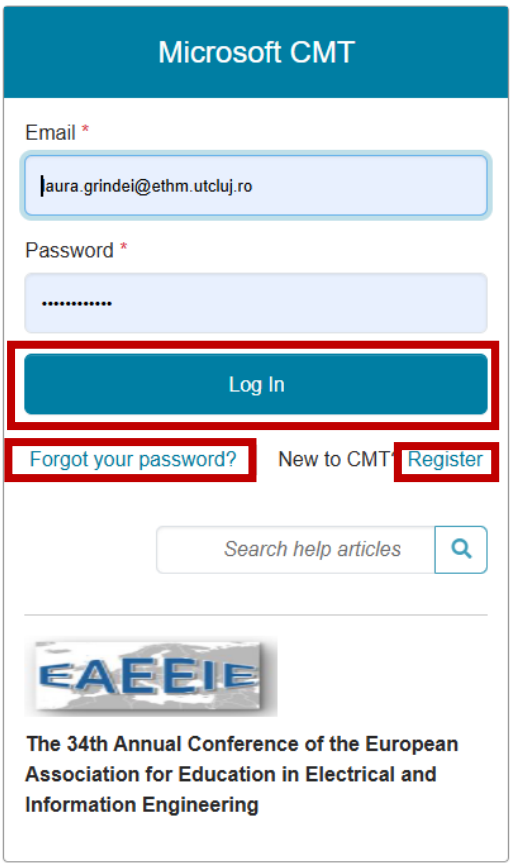
You can log into EAEEIE'2025 CMT site at: https://cmt3.research.microsoft.com/EAEEIE2025.

I. ABSTRACT SUBMISSION

1. Login in CMT

Important: DO NOT CREATE A NEW CMT ACCOUNT IF YOU ALREADY HAVE ONE.

If you already have a user account in CMT , introduce your email address and Password then click Login

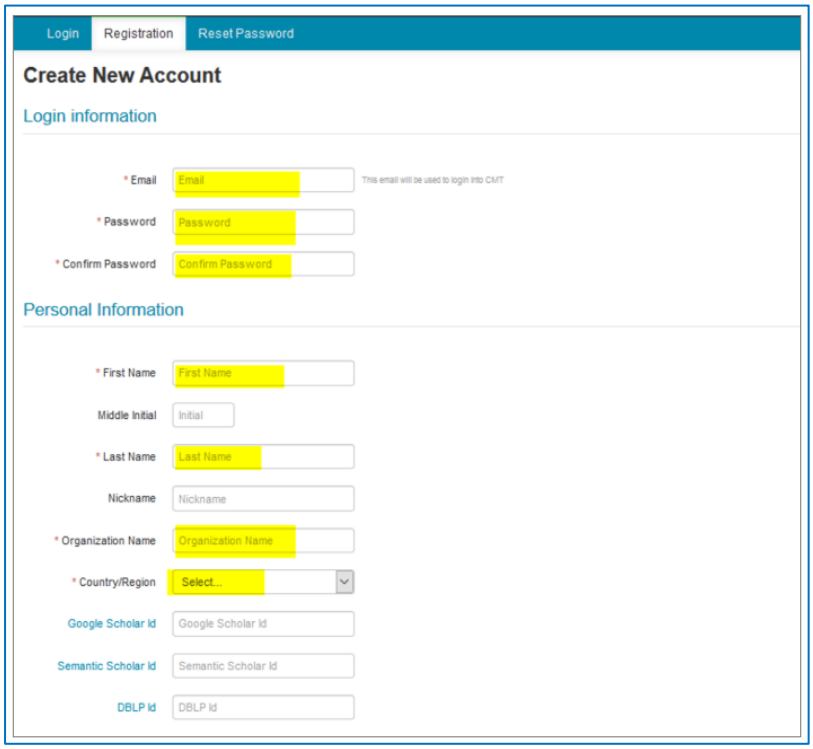


If you forgot your password you can click Forgot your password? and reset it.

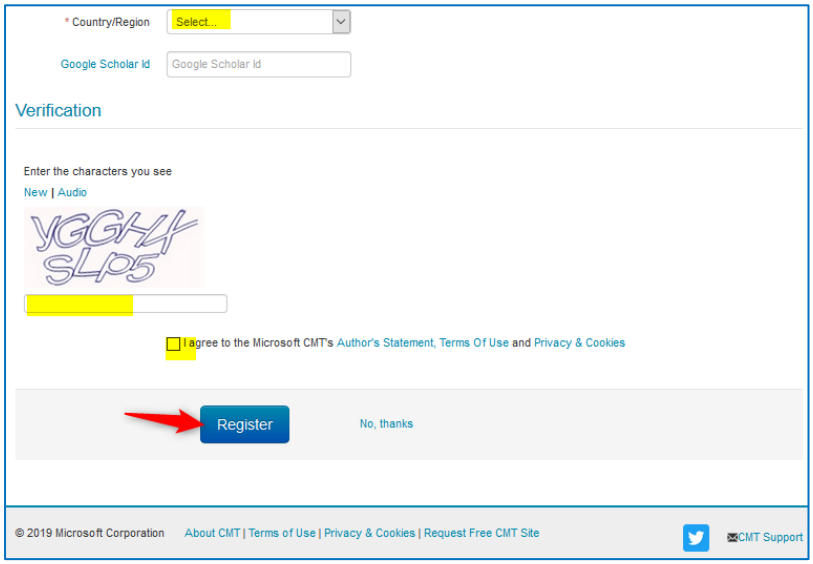
If you didn't use CMT before , you should enter your Email address and Password and click Register

2. Register to CMT

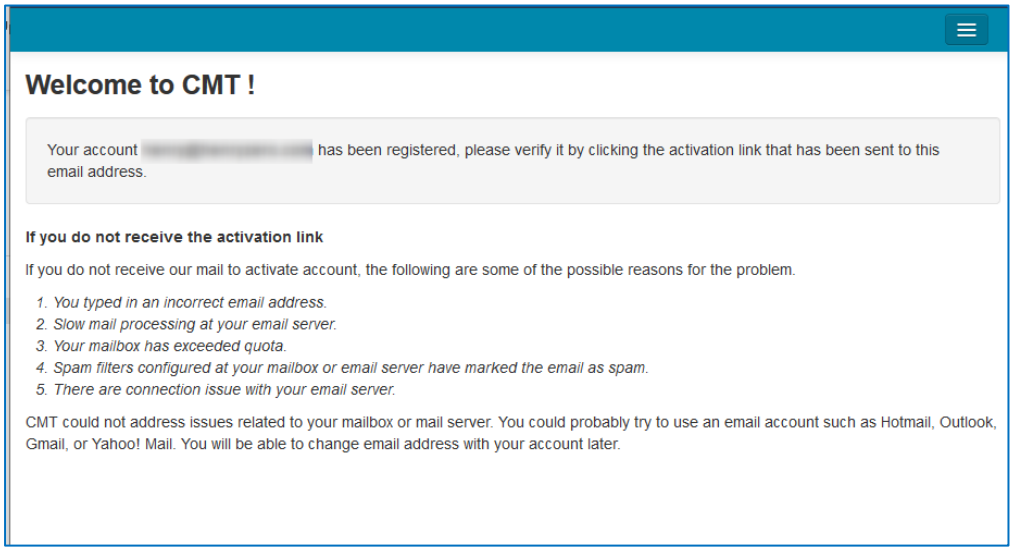
If you don’t have a CMT account you must register and after clicking Register you can fill in the form:



Enter the captcha characters, check the 'Agree to Terms of Use' checkbox and click ‘Register.’



The “Welcome to CMT” page appears notifying you that an email was sent to you with a verification (activiation) link.

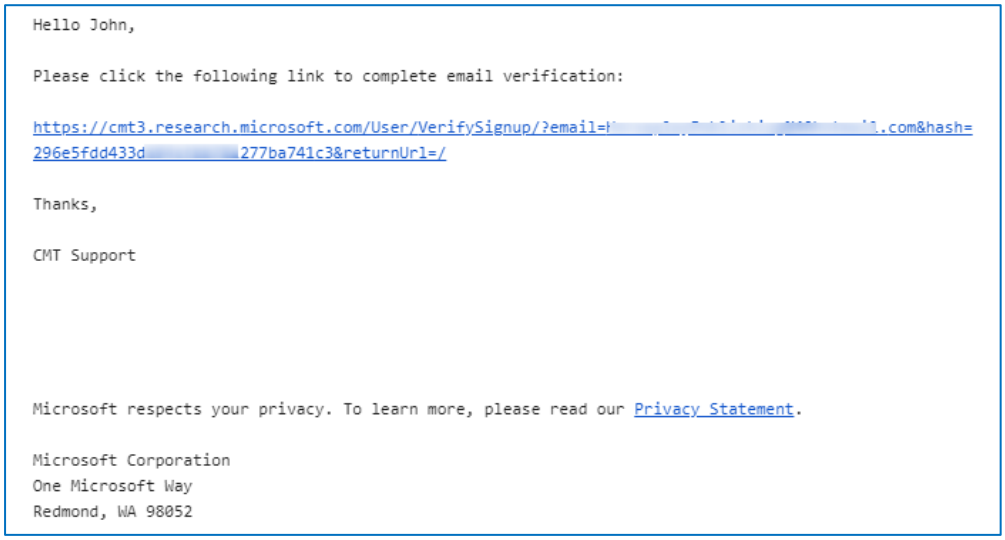


VERIFICATION EMAIL

Important

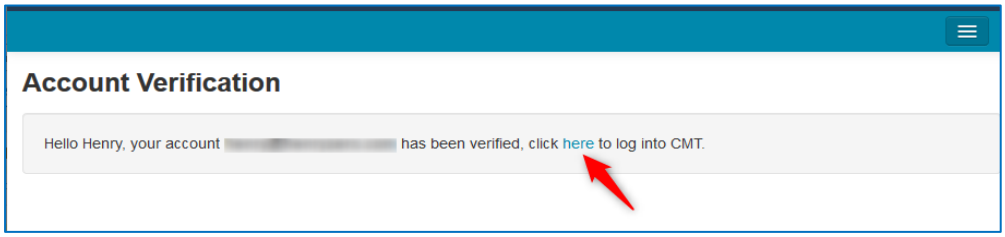
- If no verification email is received, please check the spam/junk folder.
  There are some universities/workplaces which have strict firewalls and CMT emails do not get through. We suggest contacting the IT dept and asking them to whitelist '@msr-cmt.org'.
- **Most importantly - make sure your browser is up-to-date.**
- For web-based emails like **GMAIL**, please clear the cache.
- Make sure the email used for your account was ***not misspelled*** in any way.
- If there is still no verification email with the link, contact CMT Support directly.

The email will look like this:



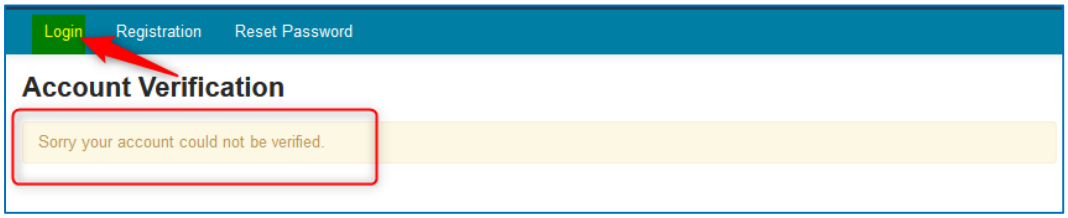
The **verification link** is a **one-time** link. Once you click on it and get the message that the account has been verified, just log into your CMT account.

Important: DO NOT CLICK THAT LINK AGAIN OR YOU WILL GET A MESSAGE SAYING *'YOUR ACCOUNT COULD NOT BE VERIFIED.'*



VERIFICATION ERROR

If you click the link in the email and see ***'Sorry your account could not be verified,'*** it likely means **it already has been verified** and all that is needed is just to log into CMT. Click the Login tab



3. Paper Submission

There are **3 stages of Paper Submission**:
3.1 Abstract Submission:
3.2 Paper Submission
3.3 Camera Ready Paper Submission

3.1.Paper Abstract Submission:

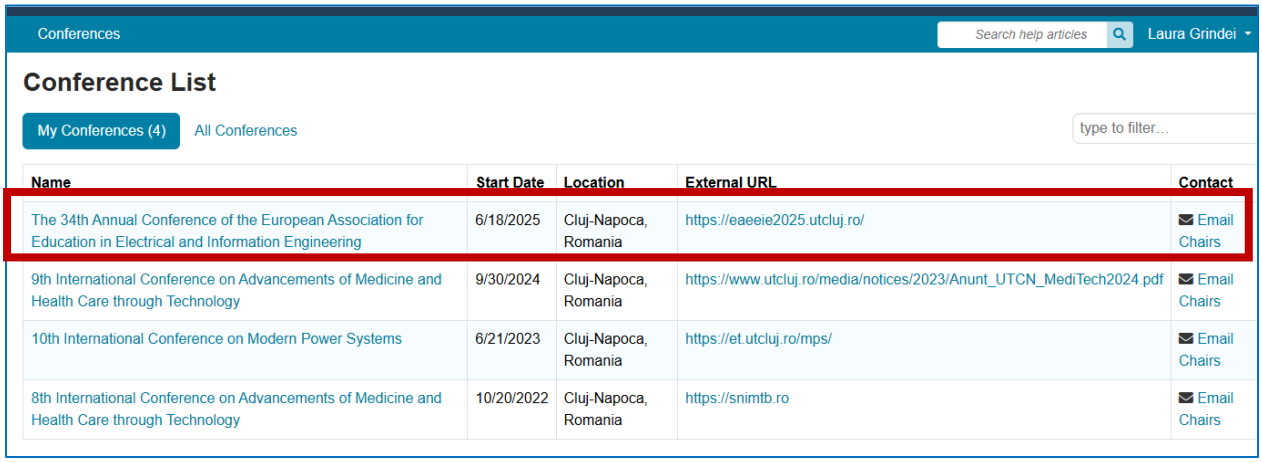
All authors will upload first a document named: **Abstract_Name_Surname.pdf** of **maximum 2 pages** that will contain :

- the Title of the paper
- authors and affiliation
- Short Abstract
- Keywords
- Content on maximum 2 pages in total describing the paper topic, main ideas , a summary of conclusions and results

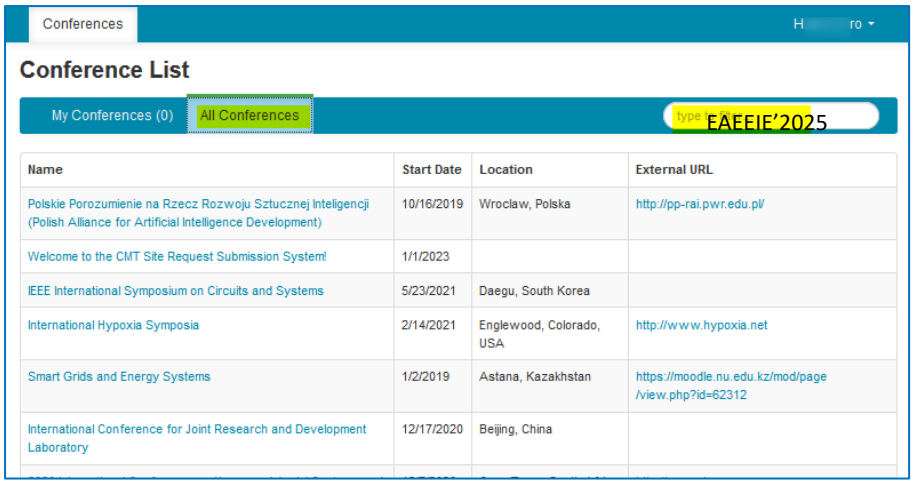
The abstract will be uploaded after Login in CMT. Click on the link : https://cmt3.research.microsoft.com/EAEEIE2025 or copy it and paste it in a browser.

If you have an account, enter your CMT credentials to access the site at log in. If you do not have an account in CMT, please refer to 'II. Register to CMT.'

Log into CMT and you can see in the Section My conferences the conferences connected to your user role in CMT . If this section is empty search for the EAEEIE'2025 in the Section All Conferences and click on it and search for EAEEIE'2025.

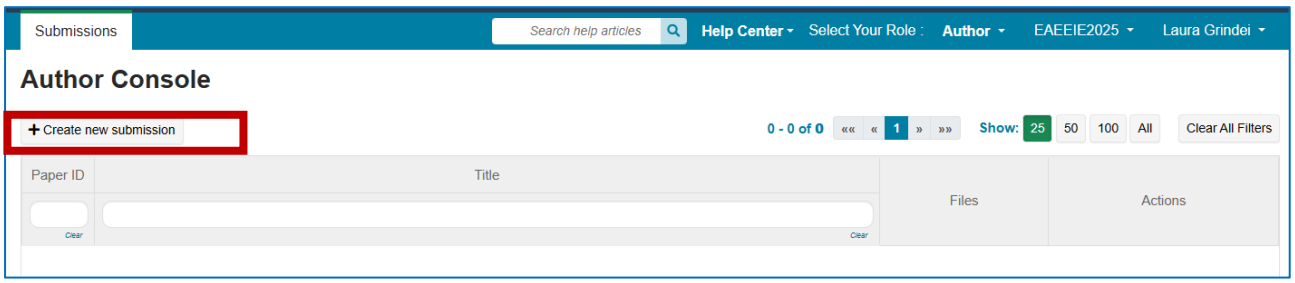


Use the filter field in the upper right to search for EAEEIE'2025.

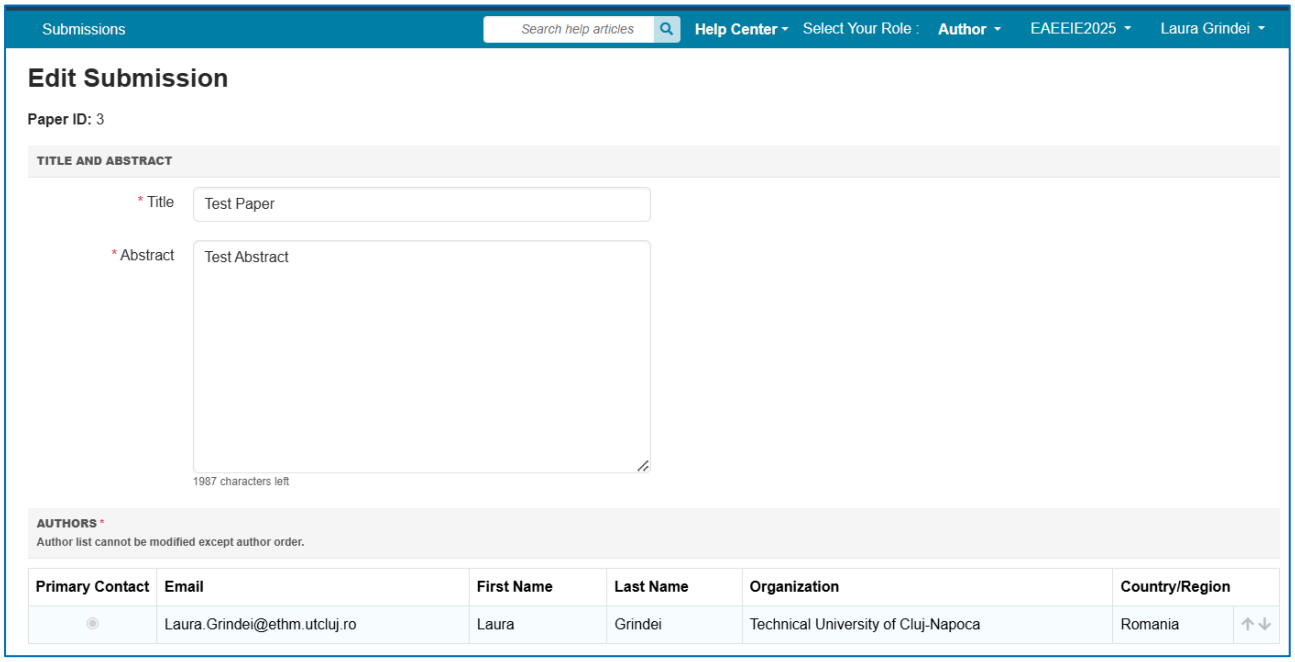


Once you found the Conference title click on the Conference Name link. The Author Console page appears.
SUBMIT AN ABSTRACT

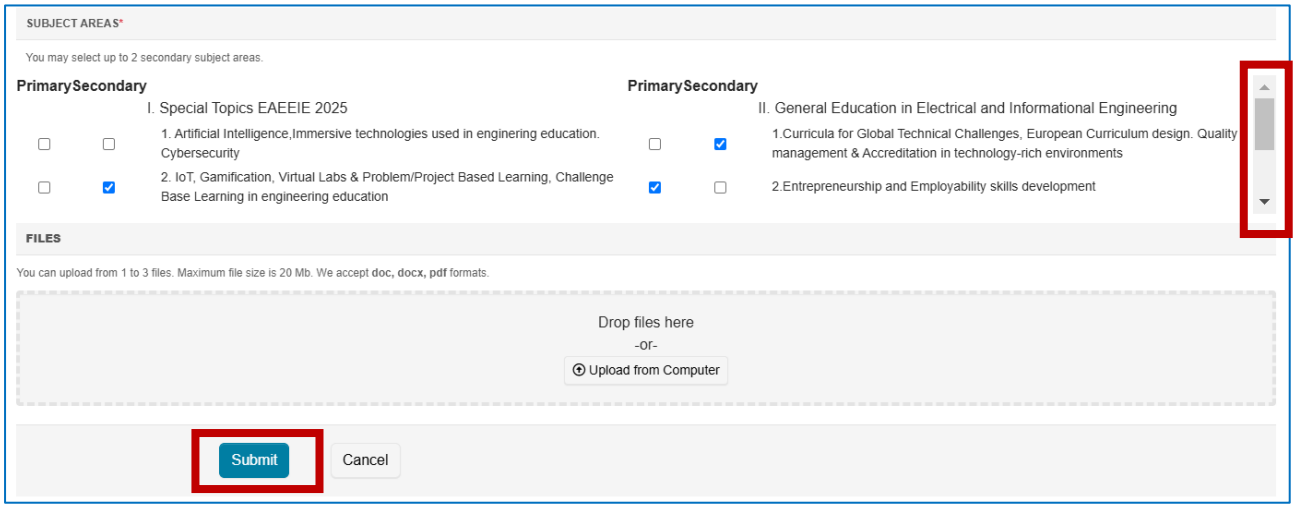
In Author role click: "+ Create new submission" button:



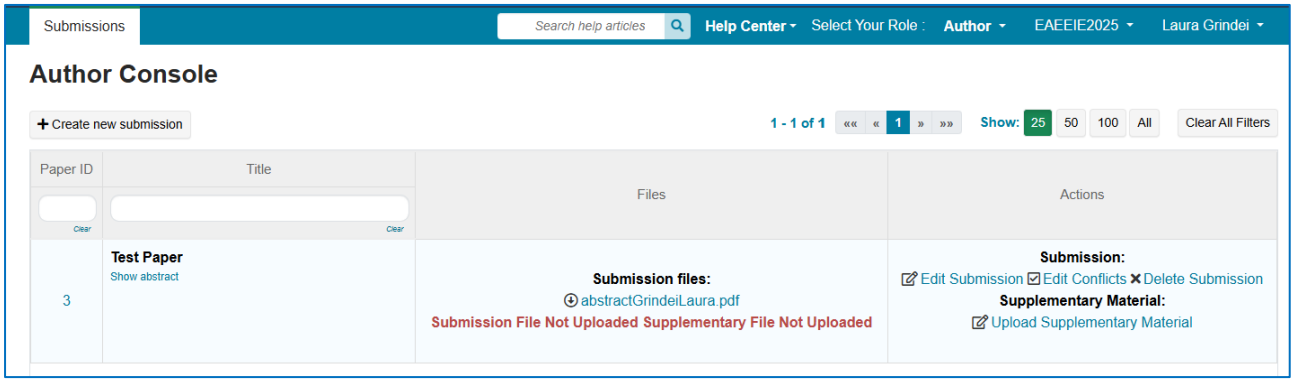
Fill in the Title, Abstract, and add all authors data:



Continue to add Primary and Secondary Topics (maximum 1 coice for Primary and 2 for Secondary Topic), and use up and down arrows on the right to see all available topics. Upload the Abstract document as Abstract_Name_Surname.pdf , where Name_Surname represent the name of the correspondence author. Then click Submit to finish uploading the Abstract of your paper.



Next you should Edit conflicts of interests: if there are no conflicts click Done .Submission Summary allow author to click Edit Submission if this is necessary or return to Author Console if the submission is finished.

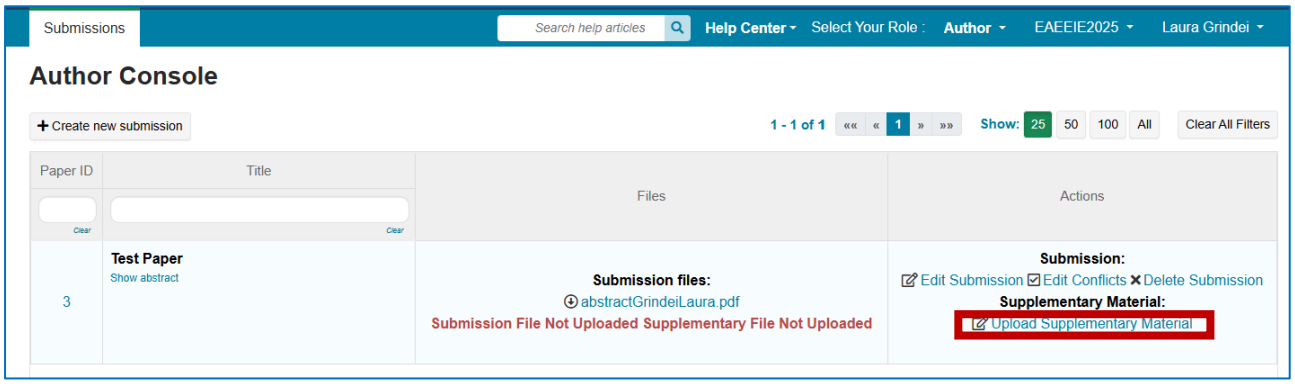


Author can visualise the paper in the Author Console , where it can be edited /deleted.

3.2. Full Paper Submission

After your Abstract is reviewed , if it is accepted you will receive an email for uploading the second document representing the Full Paper . Please name this document: **FullPaper_Name_Surname.pdf** , where Name-Surname is the same as for your Abstract document.
The Full Paper document should be of **4 to maximum 6 pages** and must respect the IEEE template format available on the website : https://eaeeie2025.utcluj.ro/doctemplate.docx

The Full Paper document will be uploaded after Login in CMT. Click on the link : https://cmt3.research.microsoft.com/EAEEIE2025 or copy it and paste it in a browser.
In Author Console please click on Upload Supplementary Material to add the Full Paper pdf document :



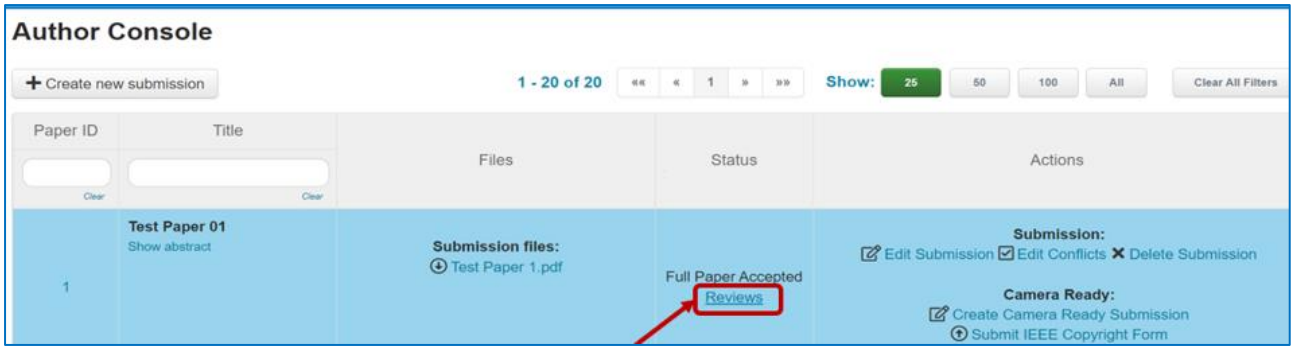
3.3. Camera Ready Paper Submission

After the Full Paper is reviewed by both reviewers assigned to each paper, if it is accepted, authors will receive an email from the CMT admin for submission of the Camera Ready Paper. The Camera Ready Paper document will be submitted after Login in CMT. Authors should click on the following link: https://cmt3.research.microsoft.com/EAEEIE2025 or copy it and paste it in a browser. The next steps in order to submit the Camera Ready Paper re described as follows.

I. Review the comments provided by the reviewers

Authors will make the necessary changes or updates for the final version of the full paper based on the reviewers' feedback. If authors consider that suggestions are unfounded or incorrect, they should inform the CMT admin, Adrian.Bojita@ethm.utcluj.ro and explain the situation.

In Author Console the author will click on Reviews as in the image below and read the comments sent by the two reviewers:



If any changes or updates are suggested, authors should modify or add content to the Full Paper and submit the Camera Ready Version of the work according to reviewers' comments. Please check if there are **additional Reviewer Comments Files** .

Please add the copyright note in the footnote of your Camera Ready Version of the paper : 979-8-3315-0290-4/25/$31.00 ©2025 IEEE, exception for papers in which all authors are employed by the European Union, the copyright notice is: 979-8-3315-0290-4/25/$31.00

After the final version of the paper is realized taking in consideration the reviewers comments , the author should **create the Camera Ready Paper by using the IEEE PDF eXpress on line Platform**.

II. Create the Camera Ready pdf file using IEEE PDF eXpress on line platform

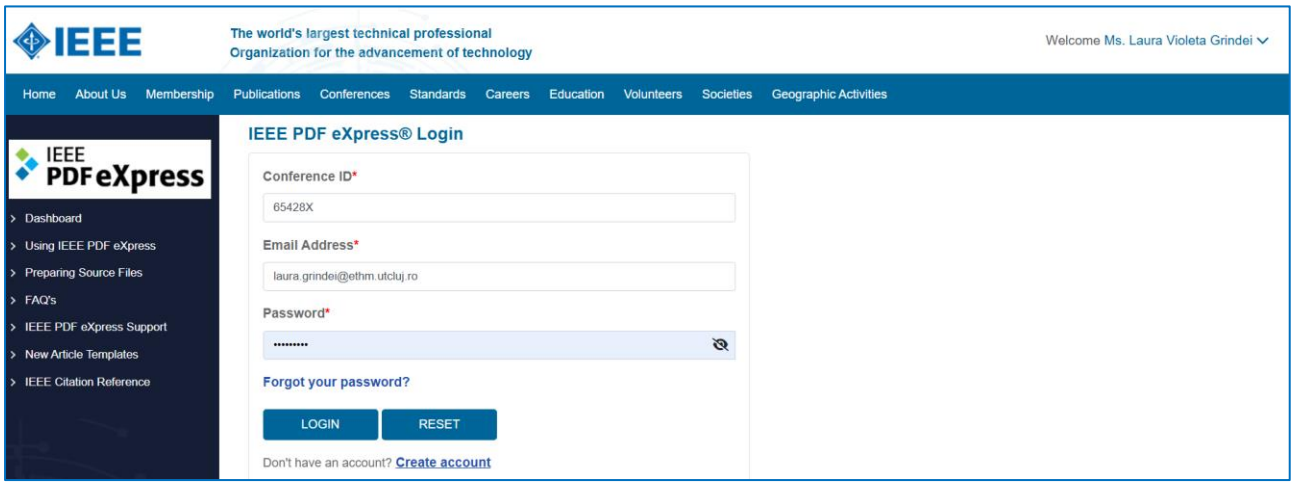
All the submitted Camera Ready Paper PDF files have to be certified/verified by the IEEE PDF eXpress online platform .

Login into IEEE PDF eXpress on line platform

First , authors must login to the platform and then create a new Title for PDF Convertion and download the pdf file which will be uploaded in the EAEEIE'2025 CMT platform.
For authors that have logged in before to IEEE PDF eXpress platform , the next steps to login are:

- Access the platform : https://ieee-pdf-express.org/
- enter **the Conference ID : 65428X**
- Enter your email address
- enter your password and
- click Login.
-

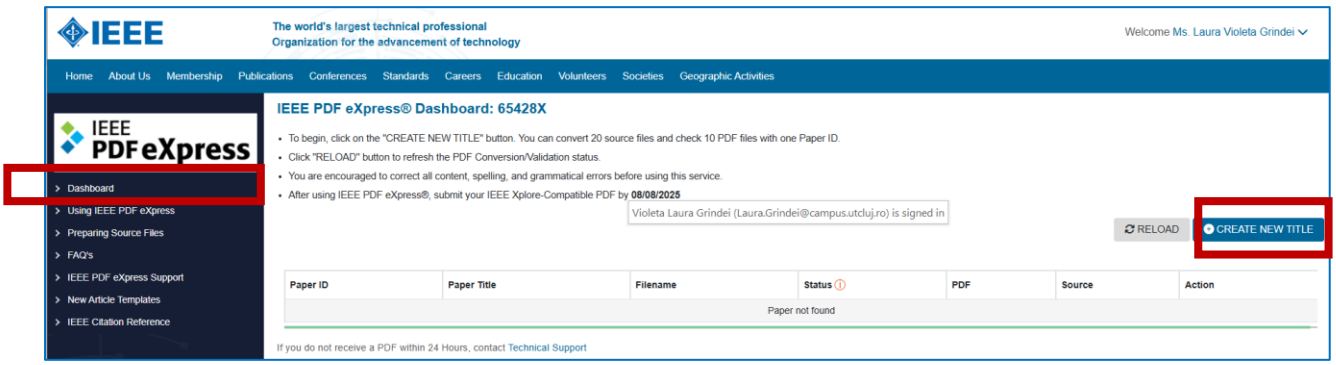
If authors do not have an account on PDF eXpress Platform, they must create an account and then Login.



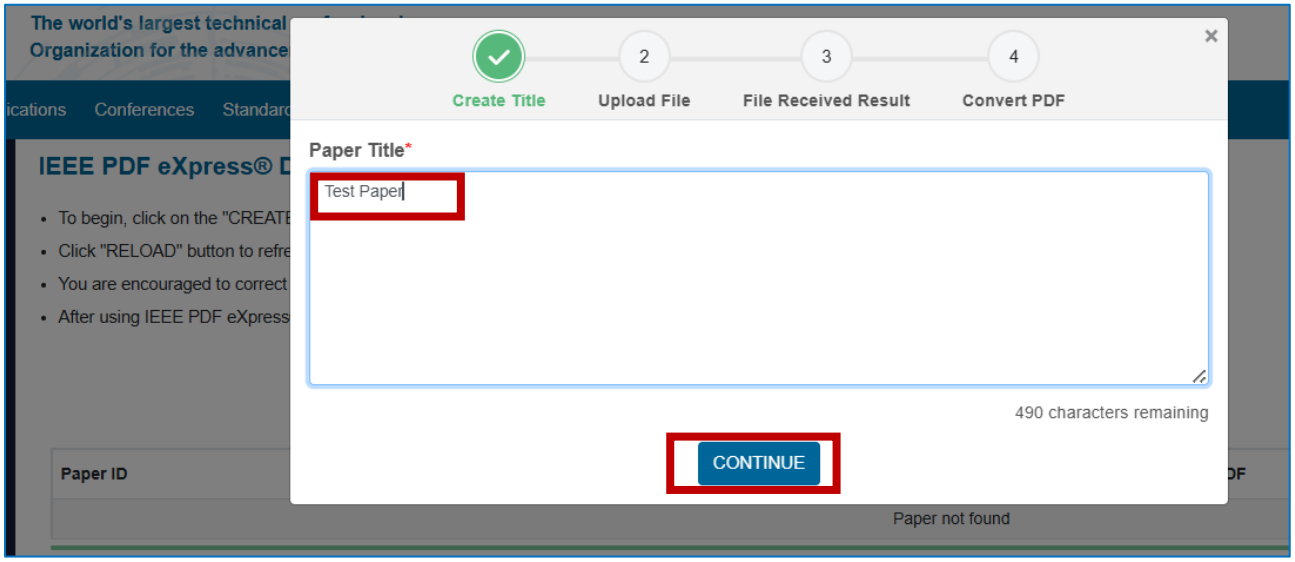
Next steps after login are:

- Click on the "Dashbord" option,at the left side menu list at the top of the web page to create a PDF Convertion with IEEE PDF eXpress.
- Create a new Title for PDF Convertion with IEEE PDF eXpress
- Download the pdf converted file

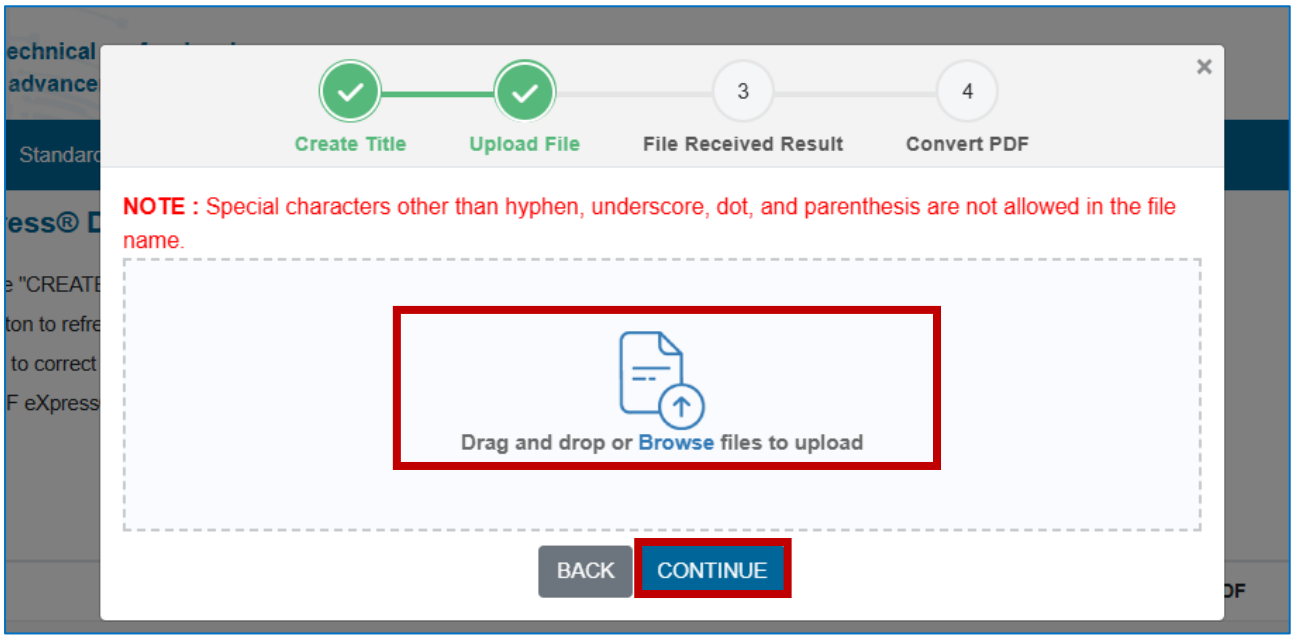
Create a new Title for PDF Convertion with IEEE PDF eXpress



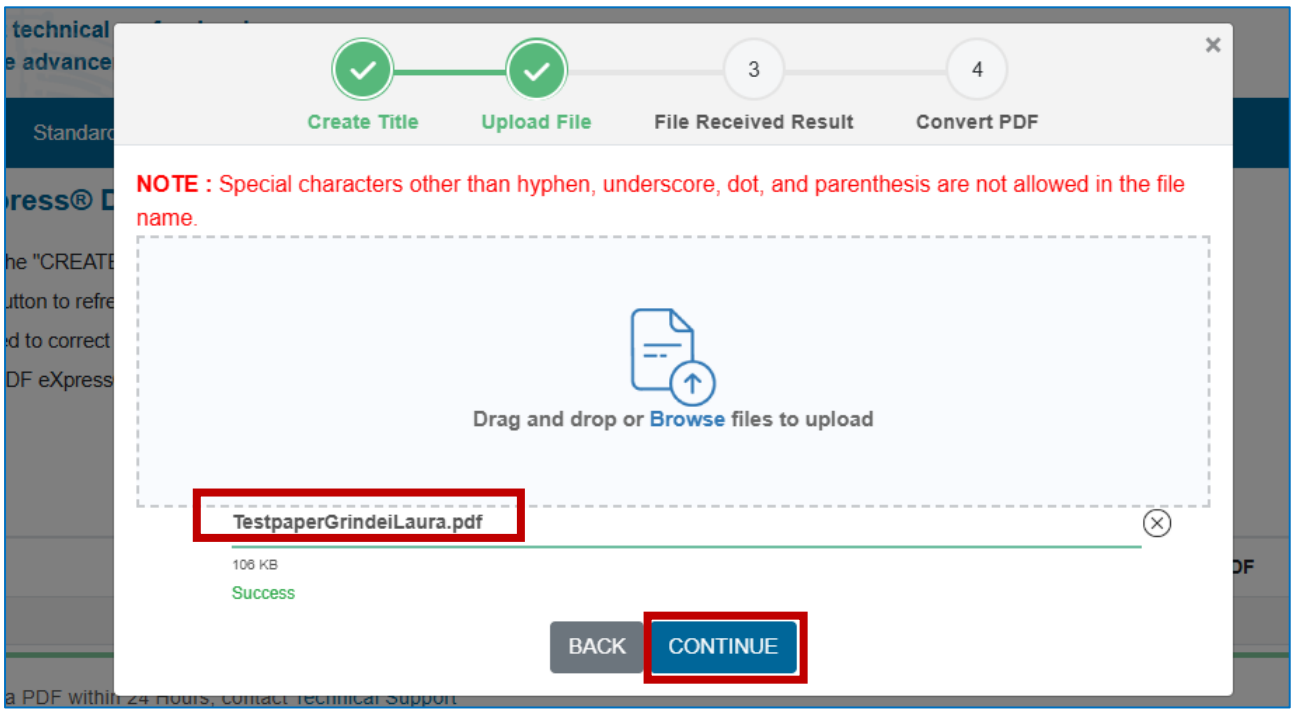
In the frame that appears as below author will introduce the Title of the paper , and click CONTINUE:

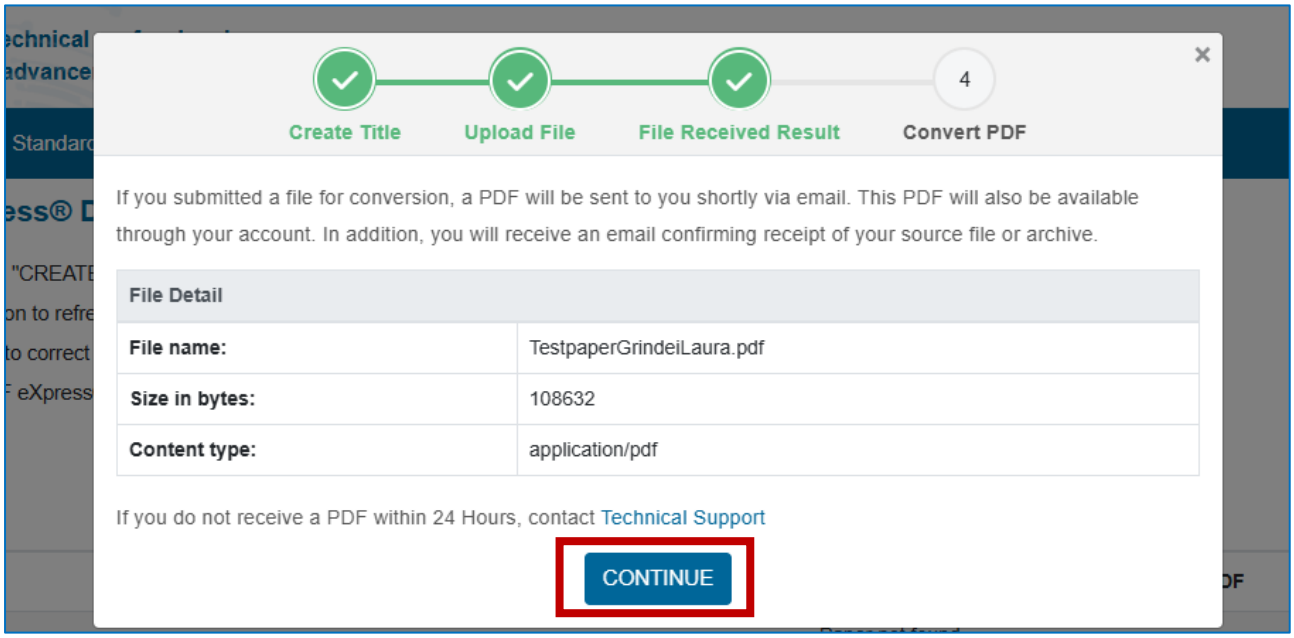


In the next frame , as presented in the image below authors will upload the final version of the paper in **PDF format,** and click CONTINUE:

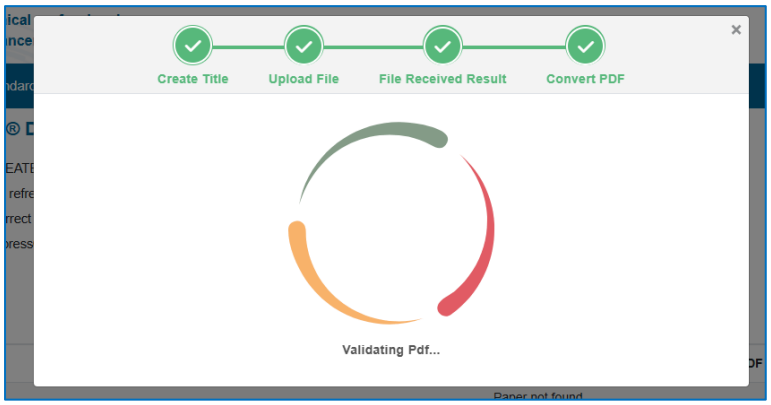


The file that is uploaded will appear in the frame:





The frame will show Validating Pdf



Author will receive an email message from : helpdesk-ieee@aptaracorp.com containing the information:

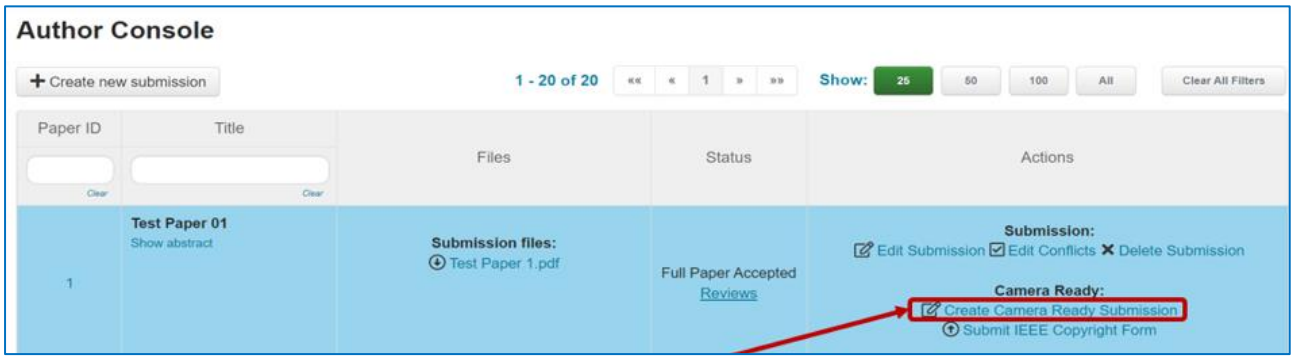
Dear Laura Grindei,
PDF eXpress has received your file:
Filename: TestpaperGrindeiLaura.pdf
Title: Test Paper
Paper ID: 2025113371
Received: 4/9/2025 10:49:15 AM
If you submitted a PDF: PDF eXpress will compare your PDF to the latest IEEE Xplore requirements. You will receive another email when your PDF has been checked.
If you submitted source file(s): PDF eXpress will convert your source file(s) to PDF in accordance with the latest IEEE Xplore requirements. You will receive another email when your new PDF is available.
Thank you for using IEEE PDF eXpress!
For guidance in creating IEEE Xplore-compliant PDFs, visit our online FAQ

Download the PDF from the IEEE PDF eXpress on line platform

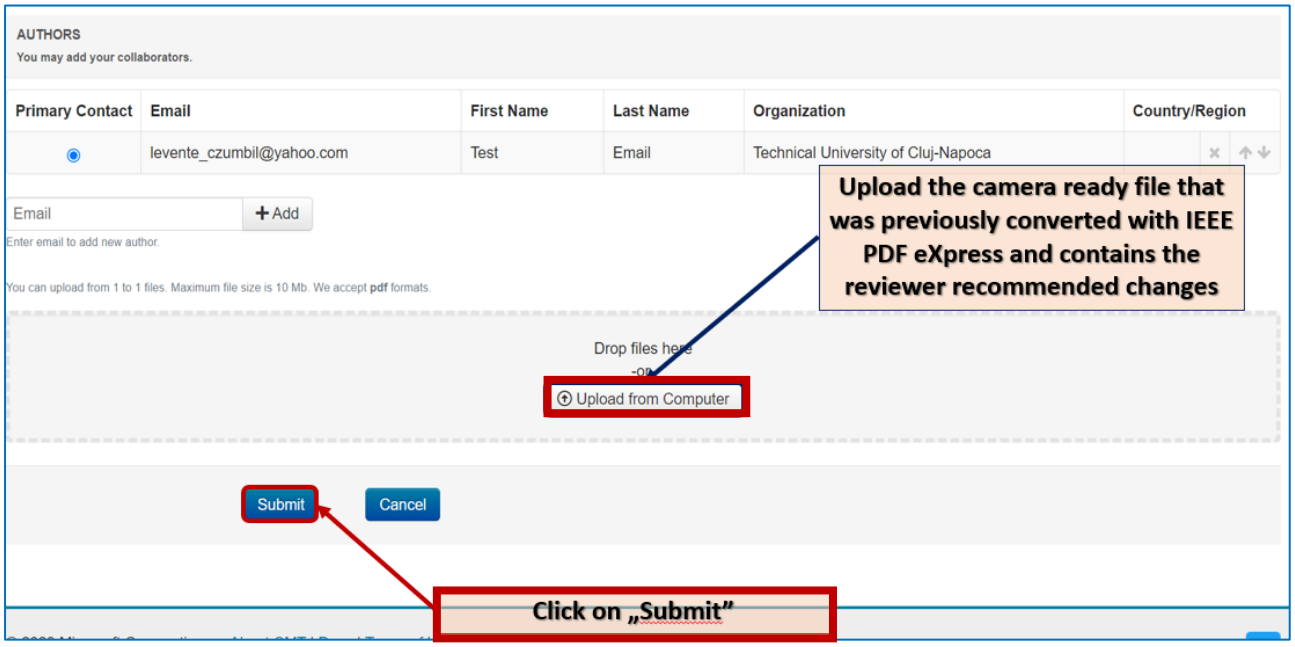
The author will be able to download the converted file and also will receive another email with the PDF document attached. This document will be uploaded in the CMT platform by author for Create Camera Ready Submission .

III. Create Camera Ready Submission in CMT

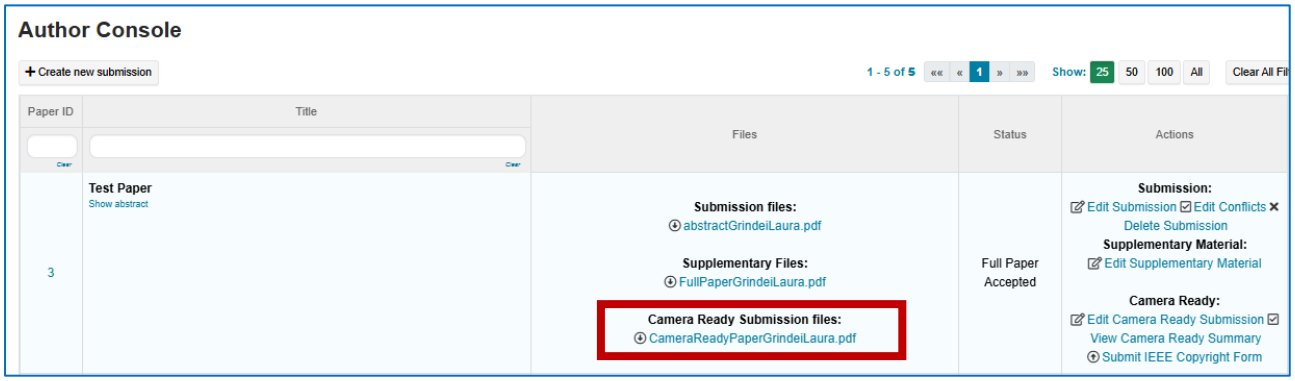
Select your paper and in Authors Console click on Create Camera Ready Submission:



In the Authors window upload the file downloaded from IEEE PDF eXpress :



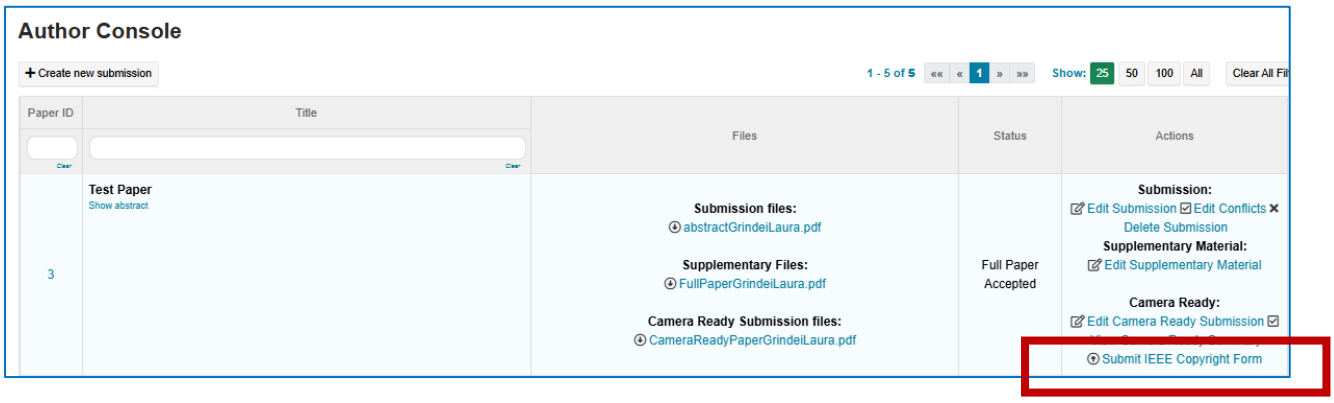
The author will see the file uploaded in the **Camera Ready Submission files:**



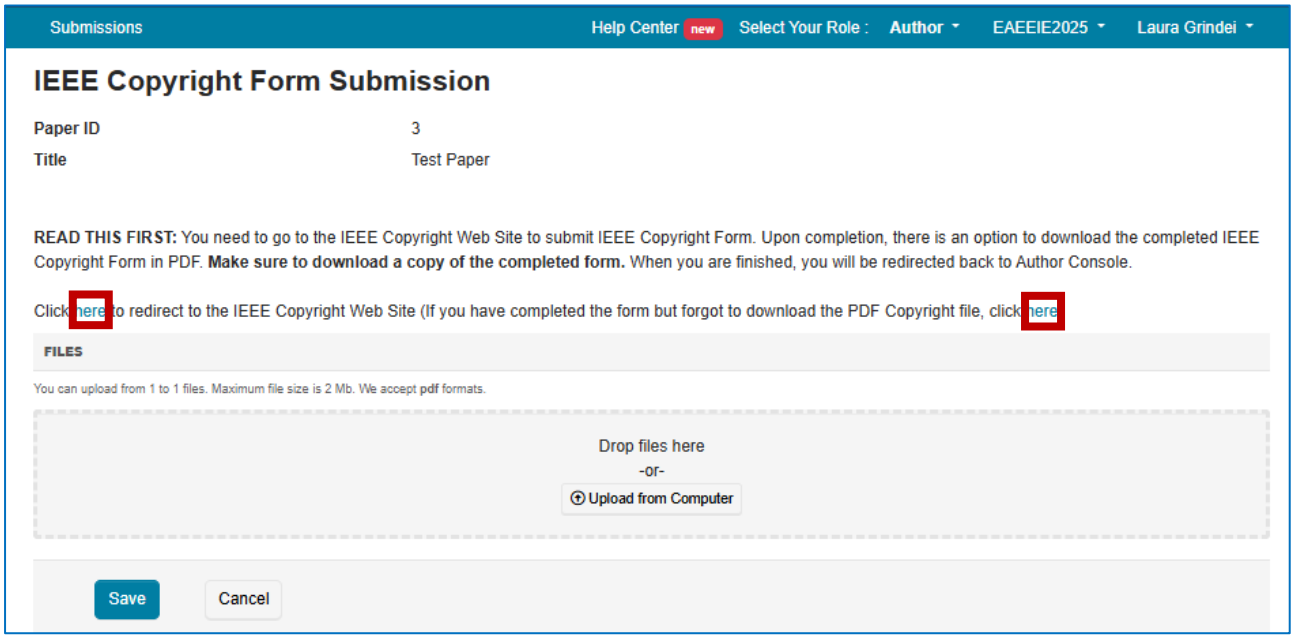
IV. Submit IEEE Copyright Form from CMT

All authors of accepted papers must transfer copyright to IEEE by using the electronic IEEE Copyright Form(eCF) (see IEEE Copyright Policy).

Authors will click on Submit IEEE Copyright Form on the right side of the Author Console as in the image below. In order to submit this copyright it must be created, and it will start with click on Submit IEEE Copyright Form:

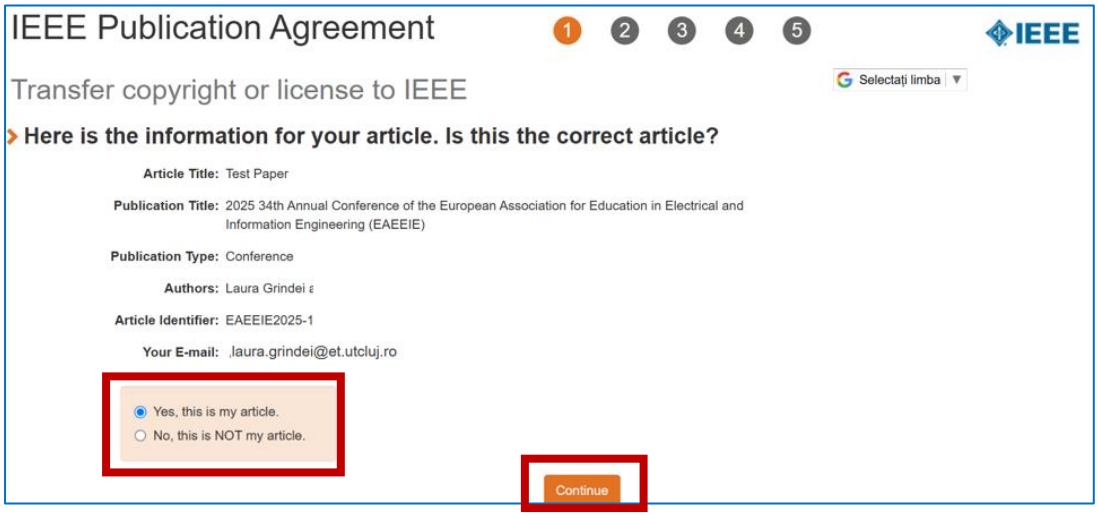


In the next frame author will click on blue link text “here” to fill the online IEEE Copyright Form

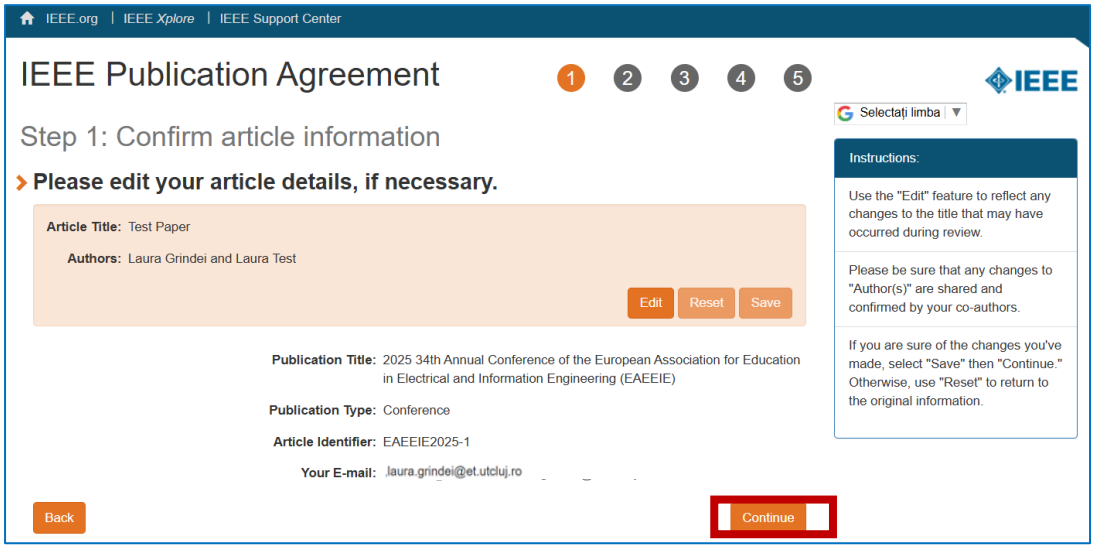


In the next frame authors must follow the steps of the IEEE Publication agreement as in the image below. First author must confirm article information. Please read carefully the information and then click Start.

Next step is to check the information on the article and click on Yes if the information is correct, then Continue.

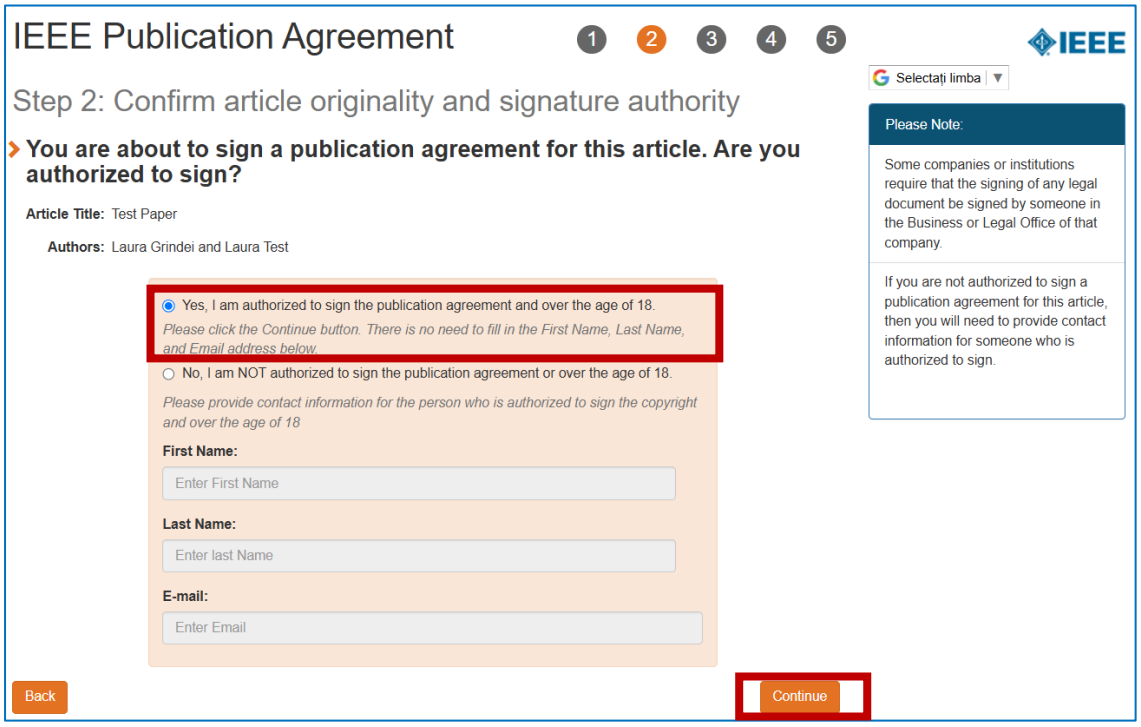


Author can edit the information as in the image below:

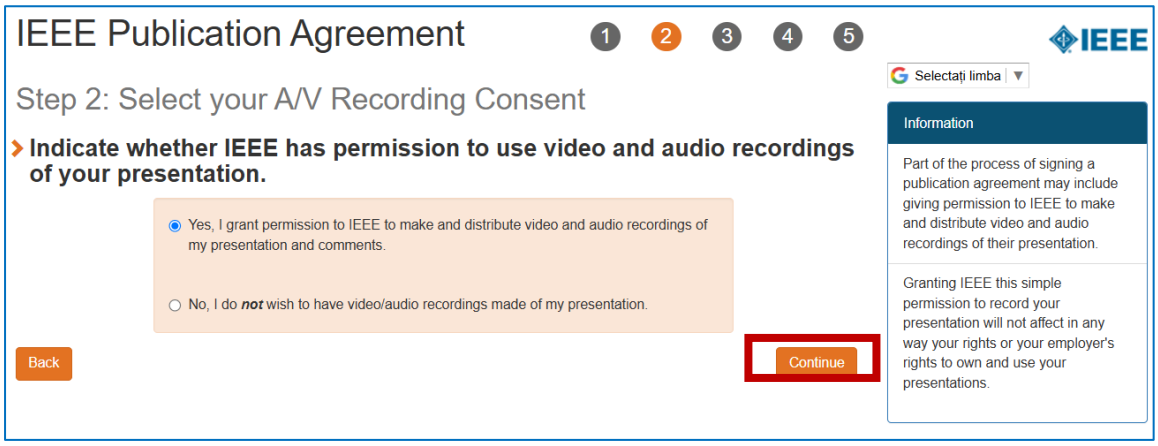


Author must click on agree to IEEE policies:

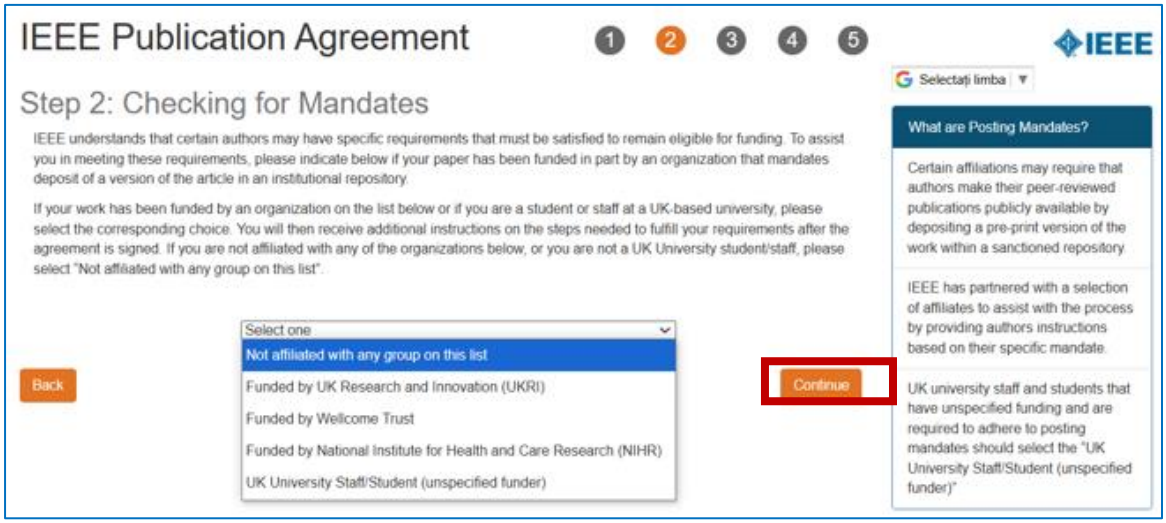
In the next frame the authos must click on Yes:



In the next window author will see Yes checked and will click on Continue



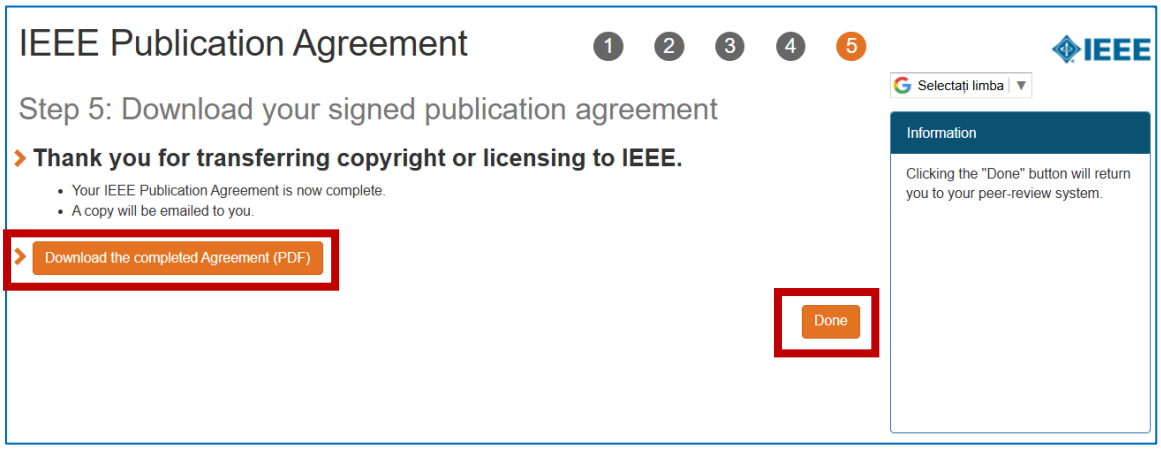
In the next frame select the Not affiliated with any group on this list (most common choice)



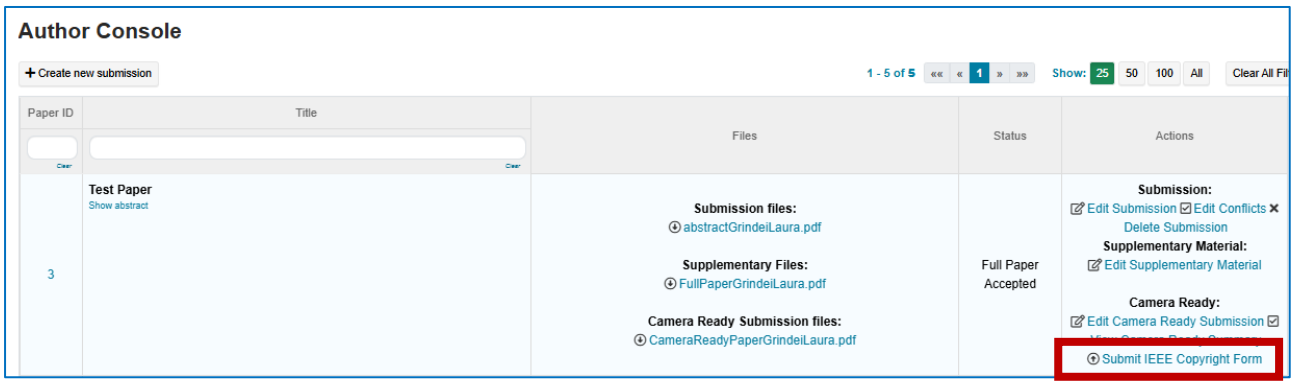
In the following window select the appropriate option and click Continue:

In the next frame author should read the document till the end and fill in author's name to sign it and then click Confirm.

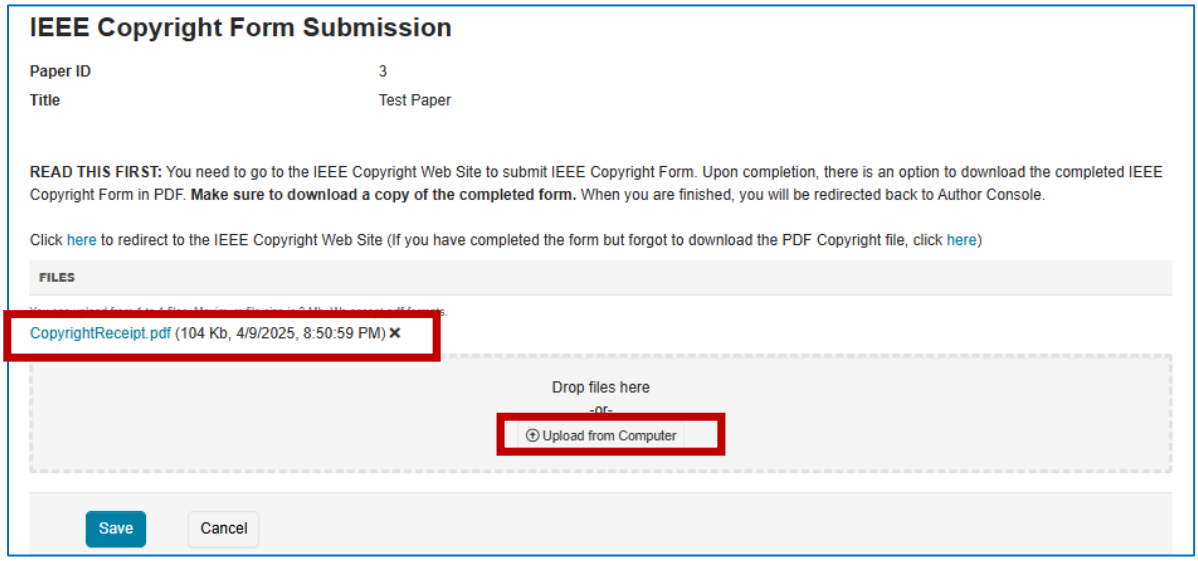
In the next frame author can download the completed Agreement (PDF) file and click Done:



After downloading the completed agreement , the author should access the CMT platform and upload the IEEE Copyright Form:



After Upload from Computer and selecting the copyright file the file appears in the left side as in the image below .



Thank you for all the effort in submission of Camera Ready Paper for the EAEEIE 2025 Conference.