



Author's guide to Microsoft Conference Management Toolkit (CMT)
Manuscript submission



**14th Canadian-International Conference on Composites
(CANCOM 2026)**

Aug 10-13, 2026 – Vancouver, Canada

**Authors' guide to Microsoft Conference Management
Toolkit (CMT)**

Manuscript submission



THE UNIVERSITY OF BRITISH COLUMBIA

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

2. Create manuscript for CANCOM 2026

CANCOM2026 requires the authors to use the [template](https://cancom2026.ca/submissions/full-paper/) provided (paste in browser link: <https://cancom2026.ca/submissions/full-paper/>). To download the template, right click on the 'Manuscript template', and click on 'Save link as...'.

Please note that the final manuscript submitted to CMT must be in **PDF** format. The file name should follow this pattern:

LastNameOfCorrespondingAuthor_CANCOM2026_FULLPAPER.pdf.

3. Sign the Publication Waiver Form

The Canadian Association for Composite Structures and Materials (CAC SMA) will create an online repository of papers presented at CANCOM 2026. In order to include your paper in this repository, your formal permission is required.

Please complete the following steps:

1. Visit the link to the waiver form on [CANCOM 2026 website](https://cancom2026.ca/submissions/full-paper/) (paste in browser link: <https://cancom2026.ca/submissions/full-paper/>)
2. Download the Waiver form titled "CANCOM 2026 Paper Submission Waiver Form.docx"

3. Complete and sign the form
4. Save the signed document as a PDF file

4. Log in to CMT account

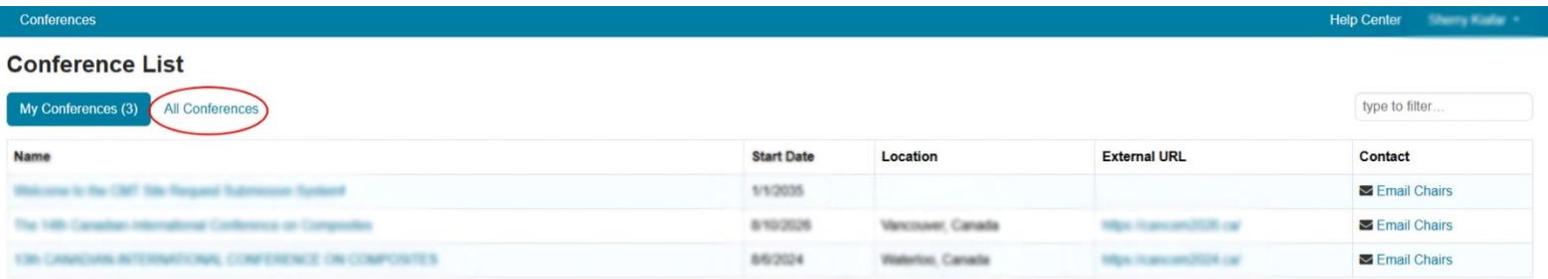
Navigate to [CMT log in page](https://cmt3.research.microsoft.com/User/Login) (paste in browser link: <https://cmt3.research.microsoft.com/User/Login>), and log into your account.

5. Navigate to CANCOM 2026 page

The CANCOM2026 on CMT can be found via this link:
<https://cmt3.research.microsoft.com/CANCOM2026>

Or alternatively:

- After logging in, click on “All Conferences”:



The screenshot shows the 'Conferences' page in the CMT interface. At the top, there are tabs for 'My Conferences (3)' and 'All Conferences', with 'All Conferences' circled in red. Below the tabs is a search bar labeled 'type to filter...'. A table lists three conferences:

Name	Start Date	Location	External URL	Contact
Welcome to the CMT Site Request Submission System	1/1/2025			✉ Email Chairs
The 14th Canadian-International Conference on Composites	8/10/2026	Vancouver, Canada	https://cancom2026.ca/	✉ Email Chairs
14th CANCOM INTERNATIONAL CONFERENCE ON COMPOSITES	8/6/2024	Waterloo, Canada	https://cancom2024.ca/	✉ Email Chairs

- Search for CANCOM 2026 in ‘Type to filter...’ field:



The screenshot shows the same 'Conferences' page, but with 'CANCOM2026' entered in the search filter. The table now only displays one conference:

Name	Start Date	Location	External URL
The 14th Canadian-International Conference on Composites	8/10/2026	Vancouver, Canada	https://cancom2026.ca/

- Find [The 14th Canadian-International Conference on Composites](https://cancom2026.ca/) in the list.

6. Submit manuscript and the waiver form

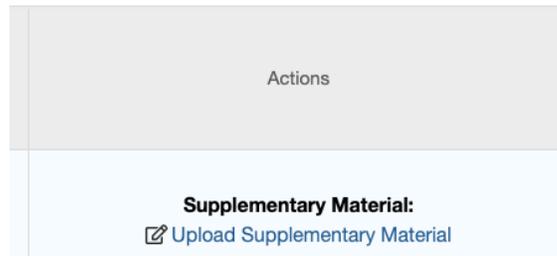
- In the Author Console, you will see your submitted abstract and the relevant information:

Author Console

1 - 1 of 1 1 Show: 25 50 100 All Clear All Filters

Paper ID	Title	Track	Files	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<p>Submission files:</p> <p><input type="text"/></p> <p>Supplementary File Not Uploaded</p>	<p>Supplementary Material:</p> <p><input checked="" type="checkbox"/> Upload Supplementary Material</p>

- Under “Actions”, click on “Upload Supplementary Material”:



- Then click on “Upload from Computer” and upload the manuscript file and the CACSMA waiver form. Please note that the only acceptable format is PDF, and you will not be able to submit the manuscript without including the signed waiver form.

Maximum file size is 500 Mb. We accept pdf formats.

Drop files here

-or-

- Then click on “Save”.

7. Confirmation of submission

Authors will not receive a confirmation email after submitting full paper. To make sure that your submission was successful, please make sure that you see your submission files (full paper and the signed waiver form) under “Supplementary files” in the Author console.