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**PROSTHETICS, ORTHOTICS, ROBOTICS IN  
PHYSIOTHERAPY AND HEALTHCARE**

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## **Author's Guide to Microsoft Conference Management Toolkit (CMT) – paper submission**

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## 1. Accessing the Submission Site

Click [here](#) to go to the POR2026 submission platform or use the following URL:

<https://cmt3.research.microsoft.com/POR2026>

If you already have an account with the Microsoft Conference Management Toolkit (CMT), please enter your credential to login.

If not, please register by clicking the “register” button. Your login information and password will be emailed to you.

Note: It is important that you use your **institution’s official email address** when registering on Microsoft CMT.

Microsoft CMT

Email \*

Email

Email is required

Password \*

Password

Password is required

Log In

[Forgot your password?](#) | [New to CMT? Register](#)

## 2. Creating new submission

Once logged in, you will be taken to the Author Console. All your submissions will be listed on this page. Click [+ Create new submission](#) on the top-left corner of your screen to create a new submission as your intention-to-submit. ***You will NOT be able create a new submission after the intention-to-submit deadline.***

Submissions

Contact Chairs Help Center Select Your Role: Author

Author Console

+ Create new submission

0 - 0 of 0 « « 1 » » Show: 25 50 100 All Clear All Filters

Paper ID	Title	Files	Actions
<input type="text"/>	<input type="text"/>		

### 3. Completing the Submission Form

You will be asked to fill in the title of your paper, the abstract and several other details. All fields can be modified up until the submission deadline.

For your intention-to-submit, we require the **title, a complete author list, paper subject areas, and an abstract of the paper**. **DO NOT** upload your abstract as a PDF file. Paste your abstract into the box provided. **Make sure to complete ALL required fields or your submission will not be saved.** All successful submissions will be listed on your author console.

#### Create New Submission

Dear Author/s, Please make sure to complete all required fields, otherwise your submission will not be saved. The deadline for full paper submission is May 15, 2026. Please note: Only authors listed in the paper submission before review will be accepted. Changes to the list of authors will not be permitted at later stages. Thank you for your contribution. Best regards, Organizational Committee International Conference "Prosthetics, Orthotics, Robotics in Physiotherapy and Nursing Care" Šibenik University of Applied Sciences Trg Andrije Hebranga 11 22000 Šibenik E: por@vus.hr

##### TITLE AND ABSTRACT

\* Title

\* Abstract

Paste the abstract (up to 250 words)

5000 characters left

##### AUTHORS \*

You may add your coauthors.

Primary Contact	Email	First Name	Last Name	Organization	Country/Region
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+ Add

Add (co)authors

- SUBJECT AREAS\*
- Contemporary economic and legal aspects of health tourism
  - Education and clinical mentorship in nursing
  - Evidence-based nursing
  - Healthcare management and health tourism
  - Neuroscience and advanced therapeutic interventions in rehabilitation
  - Nursing in the contemporary healthcare system: professional challenges and opportunities for improving clinical practice
  - Prosthetics, orthotics, and rehabilitation robotics in clinical practice
  - Sports medicine and injury prevention

Choose the thematic field

See sections 7 to 9 below on adding co-authors. Make sure you click the **“Submit”** button at the bottom of the submission form.

## 4. Upload or Update Your Manuscript File

Upload your .doc or .docx file by either dragging your file to the box under the FILES section or by clicking the “Upload from Computer” button. Once the upload is completed, your file name, size of your file, and the date and time of your upload will appear on the left above the box.

To update your file with a new version, delete the old file first by clicking the “x” beside the filename then upload a new one. Use the timestamp beside the filename as an indication of whether the last upload was successful. Make sure you click the “Save Changes” button at the bottom of the submission form.

The screenshot displays the submission interface. At the top, there is a 'FILES' section with a dashed border and the text 'Drop files here' and 'Upload from Computer'. Below this is the 'ADDITIONAL QUESTIONS' section. The first question is '1. Keywords \*' with a text input field and '125 characters left' below it. The second question is '2. Planirate li predati cijeli rad?/Do you plan to submit the full paper? \*' with radio buttons for 'Da / Yes' and 'Ne / No'. At the bottom of the form, there are two buttons: 'Submit' and 'Cancel'. A red arrow points to the 'Submit' button. Another red arrow points from a red-bordered box containing the text 'Upload/Edit Submission' to the 'Upload from Computer' button in the FILES section.

## 5. Submission Summary and Confirmation

Once you have clicked the “Submit” or “Save Changes” button, you will be taken to the Submission Summary page. A submission report will be automatically generated and emailed to all authors of your manuscript each time you updated your submission. You may return to the Author console to submit another paper by clicking “Back to Author Console” button or edit your submission by clicking “Edit Submission” at the bottom of the page.

**All communications will be sent via CMT**, please do not select the “Do not send me conference email” option in your User Profile setting to avoid missing important messages. An official confirmation email will be sent to the primary author of each paper via CMT **the day after the intention-to-submit deadline** confirming your paper registration. A final confirmation will be sent to all authors **the day after the submission deadline** to confirm your paper submission.

## 6. Adding Co-authors

You must enter all co-authors of the paper by the submission deadline. Note: Co-author with a registered CMT account can edit your submission. Only the primary author can delete a submission.

Order the list of authors using the arrows on the right. **You will not be able to change the order or add co-authors after the submission deadline. Adding a new co-author to your manuscript after acceptance requires permission from the program chairs and may be declined.** Any changes to the author list after acceptance (including changing the order, adding co-authors, or removing co-authors) also requires written permission from all co-authors.

If your co-author's email address is not in the CMT database, CMT will prompt you to enter personal information on the co-author's behalf. If you believe that your co-author already has a CMT account but they are not found in the database then it may be because they have registered using a different email address. **Make sure the names entered on CMT are spelled correctly. Data entered on CMT will be used to creating the final program and in the Conference Proceedings.** If you have misspelled your co-author's details, you can remove the mistyped entry by clicking the "x" and re-add the co-author.

Note: Co-authors are not required to register for a CMT account to receive your submission report. However, if your co-author wishes to access or edit your submission, your co-author must register for an account.

Primary Contact	Email	First Name	Last Name	Organization	Country/Region
<input checked="" type="radio"/>	[REDACTED]	[REDACTED]	[REDACTED]	Šibenik University of Applied Sciences	<input type="button" value="x"/> <input type="button" value="↑"/> <input type="button" value="↓"/>

Email

Enter email to add new author.



## 7. Editing your co-author's name and details

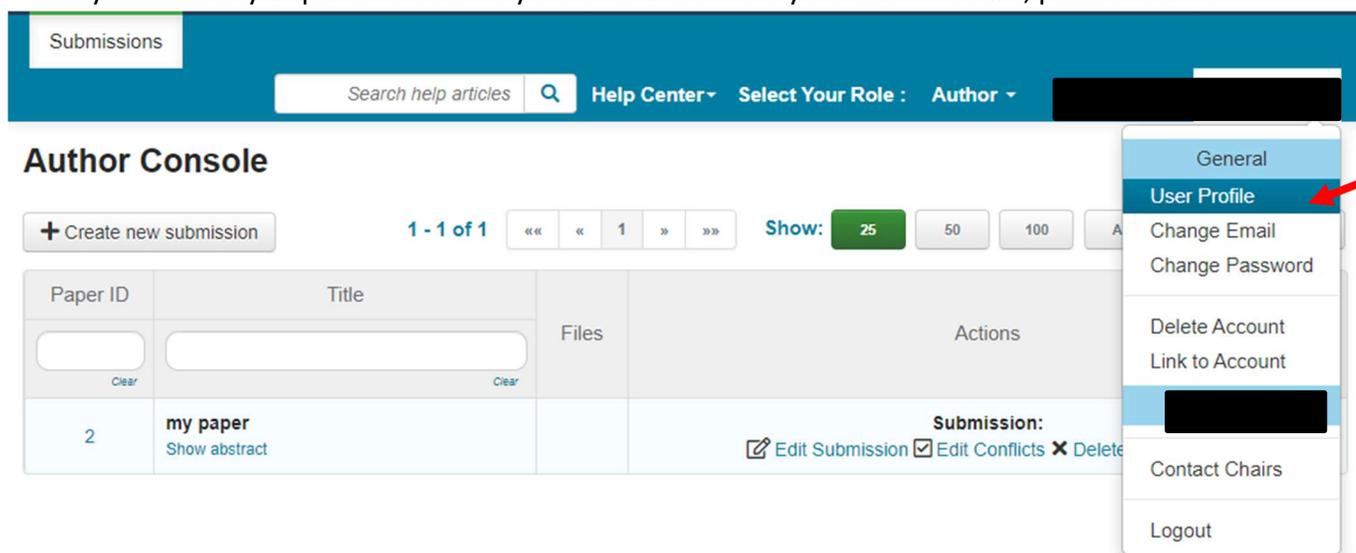
If your co-author has an account with CMT, your co-author must login to their own CMT account to make those changes. Once logged in, use the arrow beside the username to access the menu shown below to update personal information.

## 8. Google Scholar ID and Semantic Scholar Id

If you are a reviewer, please add your Google Scholar ID and/or your Semantic Scholar ID to your userprofile. This is to aid Area chairs when suggesting reviewers for papers.

## 9. Contact Us

If you have any inquires related to your submission and your CMT account, please contact



The screenshot shows the 'Author Console' interface. At the top, there is a navigation bar with 'Submissions' selected, a search bar for help articles, and a 'Help Center' link. The user's role is set to 'Author'. Below the navigation bar, the 'Author Console' title is displayed. A '+ Create new submission' button is on the left. The main content area shows a table with one submission. The table has columns for Paper ID, Title, Files, and Actions. The submission has a Paper ID of 2 and a title 'my paper'. The Actions column shows 'Edit Submission', 'Edit Conflicts', and 'Delete'. A dropdown menu is open over the submission, showing options: General, User Profile (highlighted with a red arrow), Change Email, Change Password, Delete Account, Link to Account, Contact Chairs, and Logout.

Paper ID	Title	Files	Actions
2	my paper <a href="#">Show abstract</a>		Submission: <a href="#">Edit Submission</a> <input checked="" type="checkbox"/> <a href="#">Edit Conflicts</a> <input checked="" type="checkbox"/> <a href="#">Delete</a>

Submission Platform Manager at [por@vus.hr](mailto:por@vus.hr). Make sure you include your paper ID in your subject line.