UKACM 2027 — Abstract Submission and Review Guide

Microsoft CMT instructions for authors, mini-symposium (track) chairs and reviewers

UKACM 2027 Organising Committee

2 November 2026

Abstracts for UKACM 2027 are submitted and reviewed in **Microsoft CMT** at

https://cmt3.research.microsoft.com/UKACM2027

Each mini-symposium (S1–S25) is a separate **track** in CMT, run by its **track chairs** (the mini-symposium organisers); CMT calls an abstract a **submission**. Please read the section for your role:

- **authors** → Section 1;
- **track chairs** → Section 2;
- **reviewers** → Section 3.

`@msr-cmt.org` address: check your spam folder and, if necessary, ask your IT service to allow **msr-cmt.org**.

Table 1: Key dates for UKACM 2027 (07-09 April 2027, University of Glasgow, Glasgow).

Milestone	Date
Abstract submission opens	02 November 2026, 00:00 UK Time
Abstract submission deadline	**08 January 2027, 23:59 UK time**
Authors notified of the decision	31 January 2027

1 For authors: submitting an abstract

Step 1 — Account. If you have used CMT before, log in with that account. Otherwise register at https://cmt3.research.microsoft.com/User/Register with an institutional e-mail address you will keep, and confirm the verification e-mail.

Step 2 — Open the conference. Use the link **https://cmt3.research.microsoft.com/UKACM2027**. If CMT reports *"Trying to access resource not allowed"*, go to https://cmt3.research.microsoft.com, open **All Conferences**, type *UKACM 2027* slowly into the search box (do not press Enter) and click the conference name. You arrive at the **Author Console**.

Step 3 — Choose your track (mini-symposium or general session). Click **+ Create new submission...** and select your mini-symposium from the list (Figure 1). This decides which track chairs and reviewers handle your abstract. Note that the list is sorted alphabetically, so S10–S19 appear before S2. **Remark:** If you cannot find a suitable mini-symposium for your abstract, please check the general sessions.

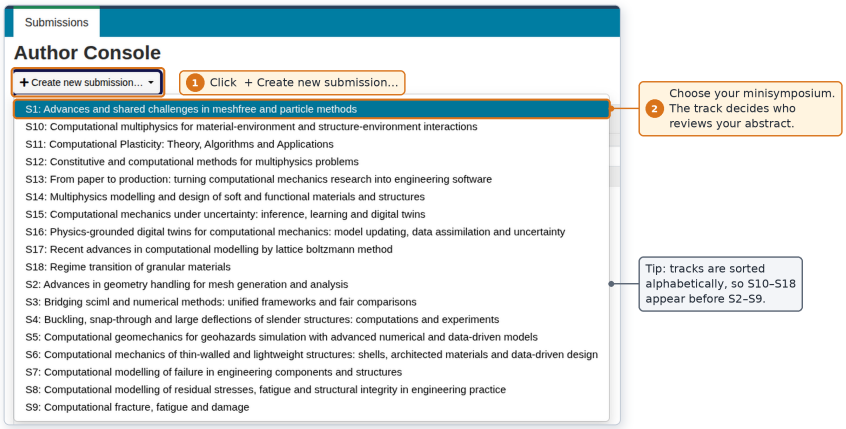


Figure 1: Author Console: open **Create new submission...** (1) and choose your mini-symposium (2).

Step 4 — Complete the form. The *Create New Submission* page shows the selected track at the top; check it before you continue (Figure 2). Fields marked with a red asterisk (*) are required.

- **Title and Abstract.** Enter the title of your talk and paste the abstract as plain text (at most 300 words; the counter below the box shows how many remain). Avoid LaTeX commands; write simple notation such as `u_h` or `E = 200 GPa`.

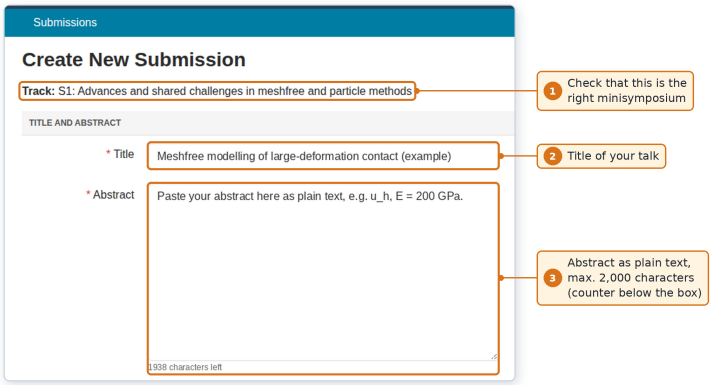


Figure 2: Title and abstract. The track (1) must be the mini-symposium you intend to submit to.

- **Authors** (Figure 3). You are listed as the *Primary Contact* (corresponding author). For each co-author, enter e-mail, first name, last name, organisation and country, then click **+ Add**. Use the e-mail address of the co-author's own CMT account: CMT does not check it, and co-authors who never register under that address receive no conference e-mails. Use × and ↑↓ to remove or reorder authors.

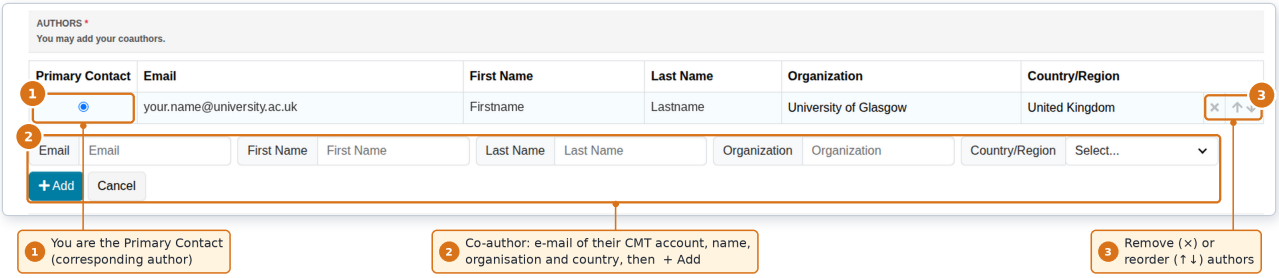


Figure 3: Authors section. The first row is pre-filled with your profile.

- **Other sections** (if shown) — for example *Domain Conflicts* (the e-mail domains of your institutions, such as `gla.ac.uk`, but not `gmail.com`), *Subject Areas* or *Additional Questions*. Answer all required ones.

- **Files and Submit** (Figure 4). Upload your abstract prepared with the abstract template on the conference website: up to 3 files, 10 MB each, PDF, DOC or DOCX. Drag the file into the dashed box or click **Upload from Computer**, then click **Submit**. Nothing, including uploaded files, is saved until you click **Submit**.

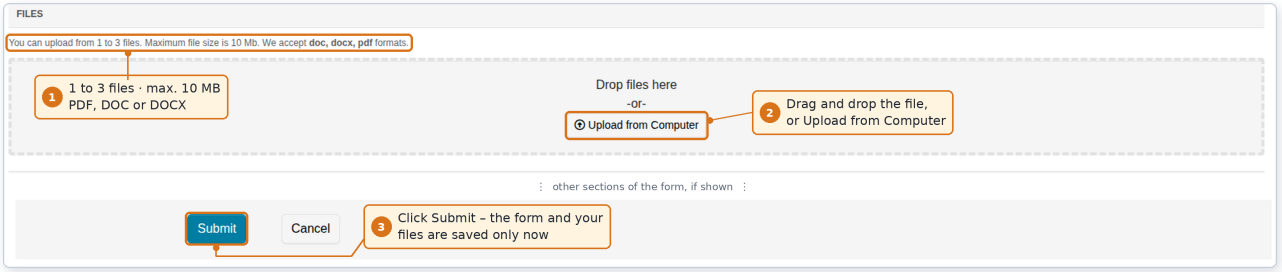


Figure 4: Files section and the Submit button at the bottom of the form.

Step 5 — After submitting. CMT shows your **Paper ID** and e-mails a confirmation to all authors; the abstract now appears in your Author Console. Until the deadline you can use **Edit Submission** or **Delete Submission** in the *Actions* column. If these links are missing, the phase is closed; write to ukacm2027@glasgow.ac.uk (not to Microsoft CMT support).

2 For mini-symposium organiser (track chair)

2.1 Important

As soon as you have created your CMT account, please let us know by email so that we can assign your role as **Track Chair**. As a track chair, you can invite reviewers (including mini-symposium co-organisers) and also act as a reviewer yourself.

2.2 Getting started

Make sure you have a CMT account (Step 1 above) and send the exact e-mail address you use for your account to ukacm2027@glasgow.ac.uk; we will give it the *Track Chair* role for your mini-symposium. Log in, open UKACM 2027 and choose **Track Chair** in **Select Your Role** (Figure 5, 1). The blue bar then shows the track you manage (2), and the **Track Chair Console** lists only the abstracts of that track. Reviewers are managed under **Users › Reviewers** (3).

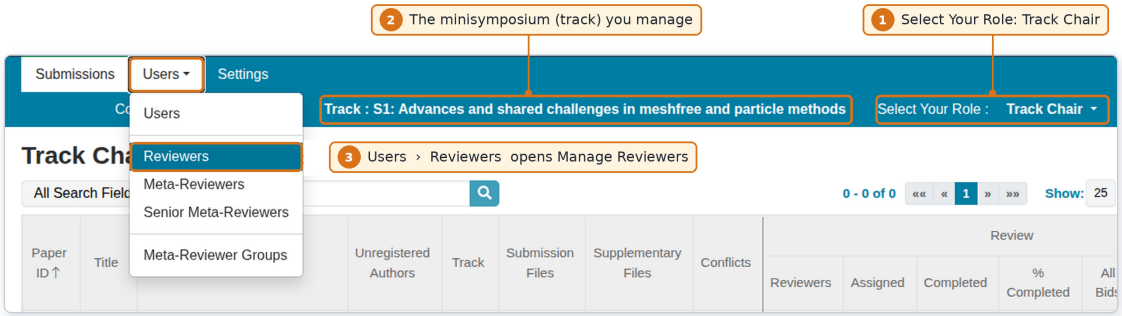


Figure 5: Track Chair view: role (1), your track (2) and the route to Manage Reviewers (3).

Invite or assign? *Invite* people who are not yet reviewers in your track; they join only after accepting. Anyone already listed on your **Manage Reviewers** page must not be invited again — just *assign* abstracts to them. Invitations are per track. Only invite people who would expect to hear from you: CMT's terms forbid unsolicited bulk e-mail.

2.3 Invite one reviewer

1. On **Manage Reviewers**, open **Actions › Invite** (Figure 6).

2. Type the reviewer's e-mail address and click **Search** (Figure 7). If the person already has a CMT account, CMT shows their name and organisation. If not, enter first name, last name and organisation and click **Create Invite**; the reviewer will register when accepting. Click **Next**.
3. Edit the invitation (Figure 8). The message is sent by CMT under your name and asks reviewers to contact your e-mail address. Add a short personal paragraph, sign with your name, click **Preview** and then **Send**.

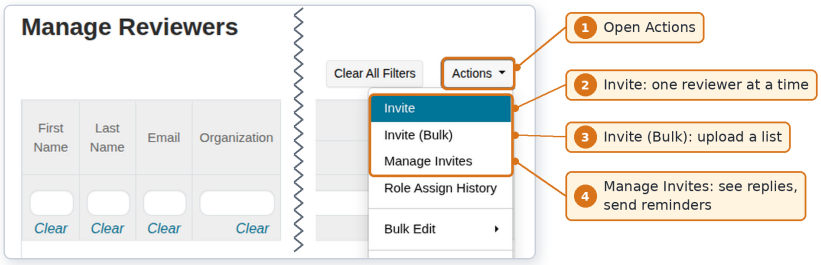


Figure 6: Manage Reviewers: the **Actions** menu holds all invitation tools.

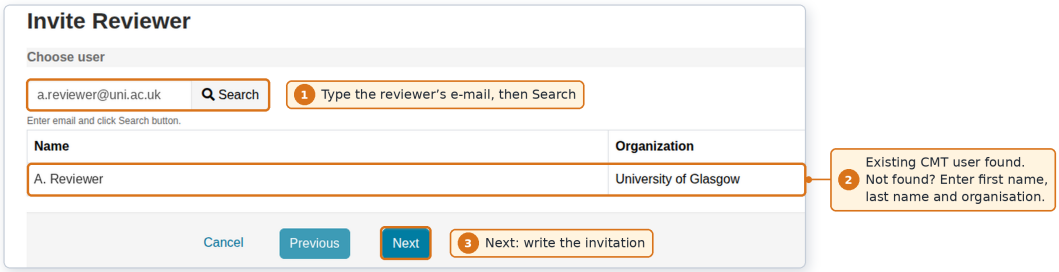


Figure 7: Search for the reviewer by e-mail address, then click **Next**.

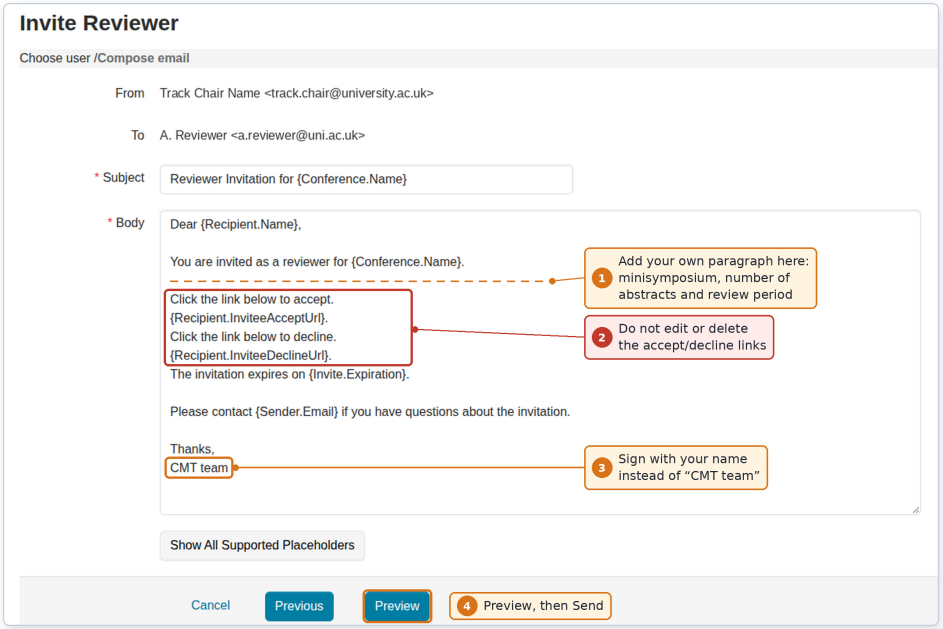


Figure 8: Composing the invitation. Keep the text in red unchanged; it carries the personal accept and decline links.

Suggested paragraph (paste below "You are invited as a reviewer…")

I am organising the mini-symposium "‹title›" at UKACM 2027 (07-09 April 2027, University of Glasgow, Glasgow). Would you review about ‹L› short abstracts between ‹date› and ‹date›? Each review takes about 15 minutes. If you have no Microsoft CMT account yet, please register with *this* e-mail address before clicking the accept link.

Words in curly brackets such as `{Recipient.Name}` are placeholders that CMT fills in for each reviewer (**Show All Supported Placeholders** lists them). Never edit or delete `{Recipient.InviteeAcceptUrl}` or `{Recipient.InviteeDeclineUrl}`, otherwise the reviewer cannot respond. The invitation text cannot be saved as a template, so keep your paragraph in a separate file.

2.4 Invite many reviewers at once

Choose **Actions › Invite (Bulk)** and upload a plain-text list (Figure 9).

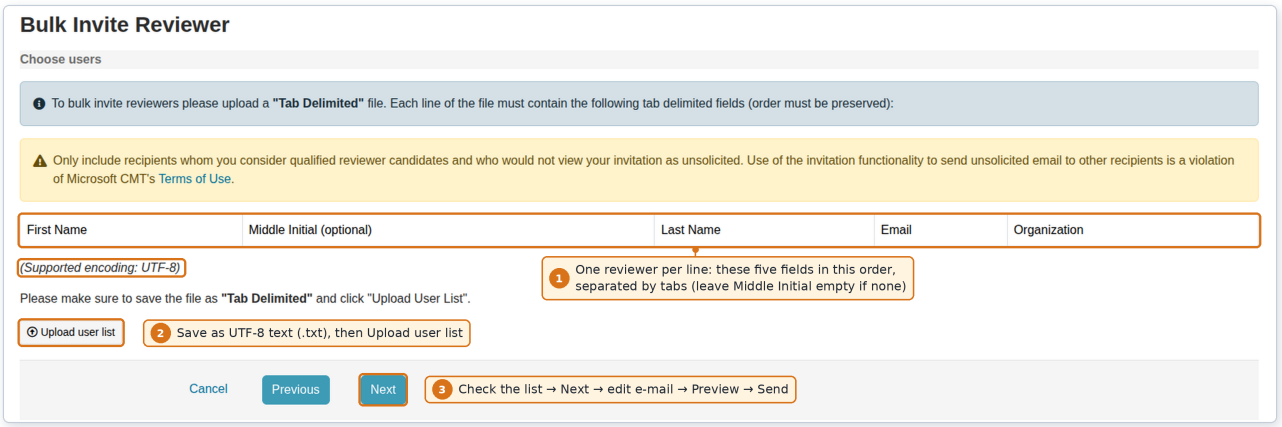


Figure 9: Bulk invitation: the required fields and their order are shown on the page.

Prepare one line per reviewer with exactly these five fields, separated by tabs and **without a header row**; leave *Middle Initial* empty if there is none:

Table 2: Example rows for the bulk-invitation file (columns A–E of a spreadsheet).

First Name	Middle Initial	Last Name	Email	Organization
Jane		Smith	jane.smith@uni.ac.uk	University of Example
Rui	M	Costa	r.costa@inst.edu	Example Institute

The file must be **UTF-8** text. The simplest route is a Google Sheet exported with **File › Download › Tab-separated values (.tsv)**; rename the file to `.txt` if the upload dialog does not accept `.tsv`. Excel's *Text (Tab delimited)* format is fine for names without accents but may corrupt names such as *Müller* or *Łukasz*. Click **Upload user list**, check the parsed names, click **Next**, edit the message as for a single invitation, **Preview** each e-mail and **Send**.

2.5 Follow up on invitations

Open **Actions › Manage Invites** to see the status of every invitation.

- *Accepted* reviewers appear on **Manage Reviewers** and can receive abstracts. For *Declined* ones, invite a replacement.
- **Reminders:** filter the *Status* column for *Not Responded*, then use **Actions › Email**. Do **not** use **Bulk Resend Invites**: resending voids the earlier links and resets accepted reviewers to *Not Responded*.

- If *Not Responded* is not shown as a blue link, the person has no CMT account yet. They must register with **exactly** the invited address and then click the accept link again. Invitations expire on the date stated in the e-mail.

2.6 Assign abstracts and follow the reviews

After the abstract deadline, give every abstract at least 1 reviewer:

- **Per abstract:** in the Track Chair Console, **More › Edit Assignments › Reviewer** at the end of the abstract's row, then tick reviewers in the *Assign* column.
- **Per reviewer:** on **Manage Reviewers**, **More › Edit Assignments** at the end of the reviewer's row, then tick abstracts. The *Assigned* column shows each reviewer's load.
- **Automatic: Actions › Automatic Assignment › Reviewer** in the Track Chair Console; check the proposal and click **Save assignments**.

CMT hides reviewers who have a domain conflict with an author. If a **Notify Assignment?** pop-up appears, click **Yes**; otherwise filter **Manage Reviewers** for *Assigned* >0 and use **Actions › Email**, e.g. with this template:

```
Dear {Recipient.FirstName},
You have been assigned the following abstract(s) for {Conference.Name}:
{Review.AssignedDetail}
Please log in at https://cmt3.research.microsoft.com, choose the role
"Reviewer" and submit your reviews by <review deadline>.
Best wishes, {Sender.Name}
```

Tell ukacm2027@glasgow.ac.uk when your assignments are complete: reviewers see their abstracts only once we open the reviewing phase. Chase late reviewers with **Actions › Email › Reviewers (Not Completed)** in the console.

3 For reviewers

Accepting the invitation. Click the accept link in the invitation e-mail. If you do not yet have a CMT account, first register at https://cmt3.research.microsoft.com/User/Register with the **same e-mail address** the invitation was sent to, verify it, and click the accept link again. When asked, enter the e-mail domains of your institutions as *domain conflicts*. Accepting gives you the Reviewer role; your console stays empty until abstracts are assigned and reviewing opens.

Writing your reviews. When the track chair tells you that reviewing is open:

1. Log in at https://cmt3.research.microsoft.com, open UKACM 2027 and choose **Reviewer** in **Select Your Role**.
2. The **Reviewer Console** lists your assigned abstracts. Download the file(s) of each abstract from its row.
3. Click **Enter Review**, answer the questions of the review form and click **Submit**. You can change it with **Edit Review**.

4 Contact

If you need any support during the process, please contact us via **ukacm2027@glasgow.ac.uk**.

Conference website: https://sites.google.com/view/ukacm2027conference.