

# INSTRUCTIONS

## for submitting an application and uploading a paper to participate in the AIMS-2026 **scientific track**

### **1. Submission of applications in the CMT system – p. 1**

### **2. Uploading the paper file and editing the application in the CMT system – p. 4**

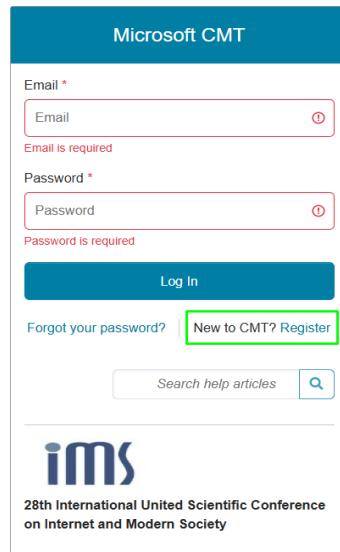
**NB!**

The scientific track of the AIMS seminar is part of the Internet and Modern Society (IMS 2026) conference. Please note that the link name and surrounding conference context may refer to IMS and should not cause confusion.

### **1. Submission of applications in Microsoft's Conference Management Toolkit (CMT)**

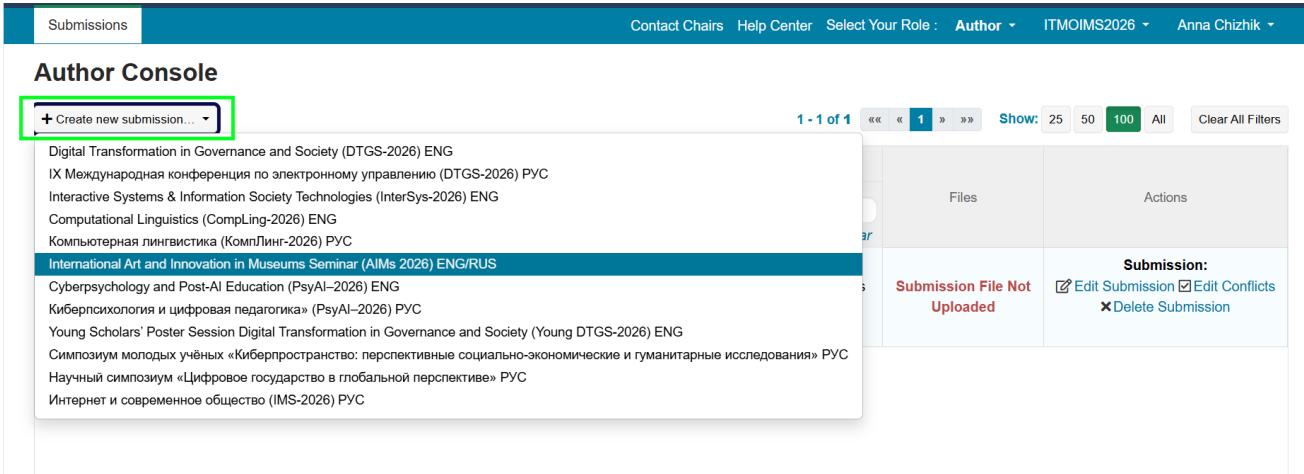
To submit an application, you need to go to the IMS page (the operator of the seminar's scientific track) in the CMT system via the link provided on the current year's conference website. If you encounter technical issues when following the link, please try switching to a different browser.

If you already have a personal account in the CMT system, log in. If you have not used the CMT system before, you need to register by clicking **Register**.



After registration, a confirmation email will be sent to the email address you provided to verify the creation of your personal account.

To submit an application, click **Create new submission** in the upper-left corner, then select the track of our seminar (**International Art and Innovation in Museums Seminar (AIMs-2026)**).

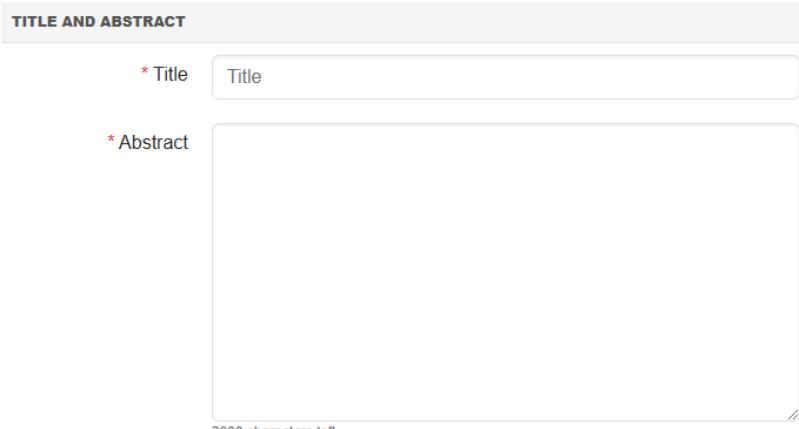


The screenshot shows the 'Author Console' interface. At the top, there is a navigation bar with 'Submissions', 'Contact Chairs', 'Help Center', 'Select Your Role : Author', 'ITMOIMS2026', and 'Anna Chizik'. Below the navigation bar, a button labeled '+ Create new submission...' is highlighted with a green box. The main content area displays a list of seminar tracks. The 'International Art and Innovation in Museums Seminar (AIMs 2026) ENG/RUS' track is selected and highlighted with a blue box. The list includes: 'Digital Transformation in Governance and Society (DTGS-2026) ENG', 'IX Международная конференция по электронному управлению (DTGS-2026) РУС', 'Interactive Systems & Information Society Technologies (InterSys-2026) ENG', 'Computational Linguistics (CompLing-2026) ENG', 'Компьютерная лингвистика (КомпЛинг-2026) РУС', 'Cyberpsychology and Post-AI Education (PsyAI-2026) ENG', 'Киберпсихология и цифровая педагогика» (PsyAI-2026) РУС', 'Young Scholars' Poster Session Digital Transformation in Governance and Society (Young DTGS-2026) ENG', 'Симпозиум молодых учёных «Киберпространство: перспективные социально-экономические и гуманитарные исследования» РУС', 'Научный симпозиум «Цифровое государство в глобальной перспективе» РУС', and 'Интернет и современное общество (IMS-2026) РУС'. To the right of the list, there is a table with columns 'Files' and 'Actions'. The 'Actions' column for the selected track shows: 'Submission File Not Uploaded', 'Edit Submission' (with a pencil icon), 'Edit Conflicts' (with a checkmark icon), and 'Delete Submission' (with a delete icon).

After selecting the track, a form for entering the submission information will open.

Please fill in all submission fields in English.

First, you need to enter the title and abstract of your paper.



The screenshot shows the 'TITLE AND ABSTRACT' form. It has two fields: 'Title' and 'Abstract'. The 'Title' field is highlighted with a green box. Below the 'Title' field, there is a note: '2000 characters left'.

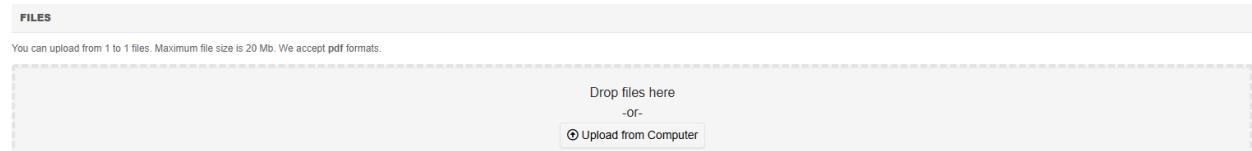
Next, you need to enter information about all authors of the paper.

Your details will be automatically loaded from your personal account. You can add co-authors by clicking **Add**.



The screenshot shows the 'AUTHORS' form. It has a table with columns: 'Primary Contact', 'Email', 'First Name', 'Last Name', 'Organization', and 'Country/Region'. The 'Email' column is highlighted with a green box. At the bottom left of the form, there is a button labeled '+Add'.

The paper text for review must be uploaded in PDF format in the **FILES** section at the bottom of the submission page.



The screenshot shows the 'FILES' section. It has a note: 'You can upload from 1 to 1 files. Maximum file size is 20 Mb. We accept pdf formats.' Below the note is a dashed box labeled 'Drop files here' with a small note '-Or-' and a button labeled 'Upload from Computer'.

The text must be formatted in accordance with the template and must not contain any references

**to the authors, their affiliations, or projects carried out by the authors.** This information is added to the final version of the paper after it has been accepted.

The formatting template is available on the seminar website:

[https://aims-seminar.space/springer\\_template.docm](https://aims-seminar.space/springer_template.docm)

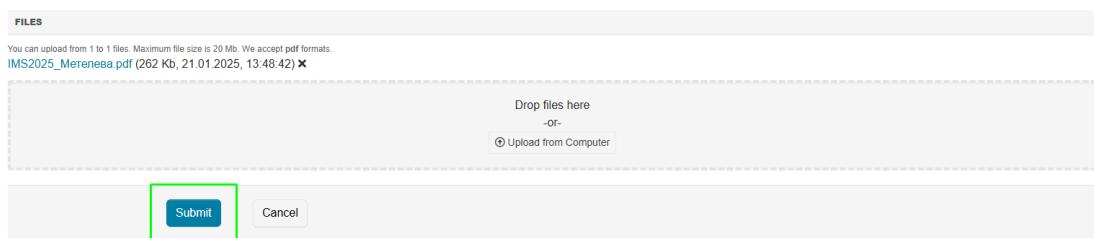
If you plan to participate in the conference with a presentation but without subsequent publication of the paper, please include the phrase “**Presentation only**” in your file.

Abstracts for presentations without subsequent publication may be prepared in a free format with a length of 2,000-5,000 characters (including spaces).

**Please note:** you do not have to upload the paper file immediately; you may attach it to your submission later (up to the application deadline).

After this step, you will be asked to answer two mandatory questions: the city where you plan to join the seminar and your preferred language for the presentation. This information is required for organizational and logistical planning.

After completing the form, please review the information and click the **Submit** button.



FILES

You can upload from 1 to 1 files. Maximum file size is 20 Mb. We accept pdf formats.

IMS2025\_Mereneea.pdf (262 Kb, 21.01.2025, 13:48:42) X

Drop files here  
-or-

Submit Cancel

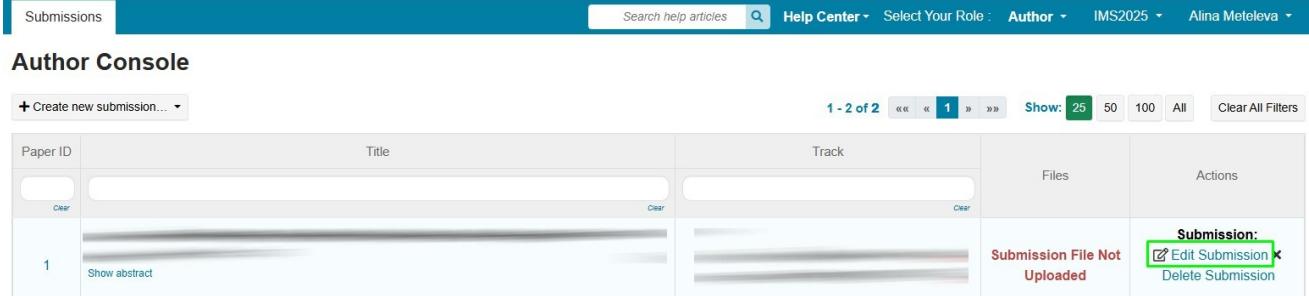
If the form is completed correctly, a page with information about your submission will open.

You can also track the status of your submitted applications (review results and the final decision on acceptance or rejection of the paper) through your personal account in the CMT system.

## 2. Uploading the paper file and editing the submission in the system

If you have already created a submission in the CMT system and need to edit it or add a paper file, please follow the steps below.

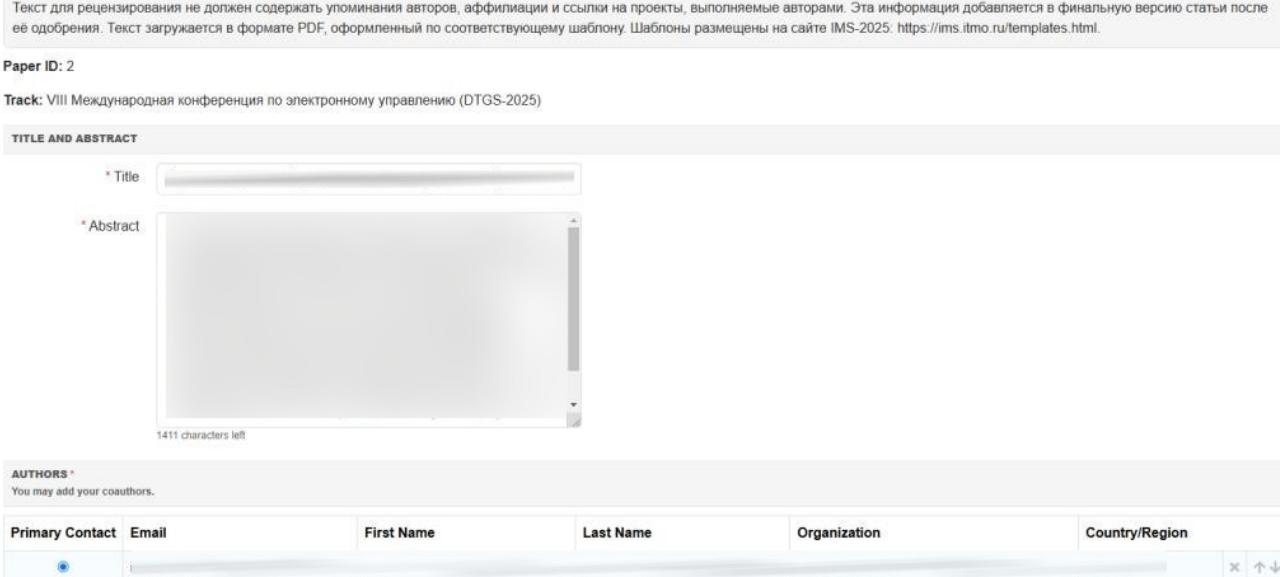
Log in to your CMT personal account as the author of an IMS conference submission. On the page that opens, select the submission you want to edit and click **Edit Submission**.



The screenshot shows the 'Author Console' interface of the CMT system. At the top, there are navigation links for 'Submissions', 'Search help articles', 'Help Center', 'Select Your Role: Author', 'IMS2025', and a user profile for 'Alina Meteleva'. Below this is a search bar and a 'Create new submission...' button. The main area displays a table of submissions. The first row, representing Paper ID 1, has a 'Title' column with a blurred content, a 'Track' column with a blurred content, and an 'Actions' column. The 'Actions' column contains a link 'Submission File Not Uploaded' and two buttons: 'Edit Submission' (highlighted with a green box) and 'Delete Submission'.

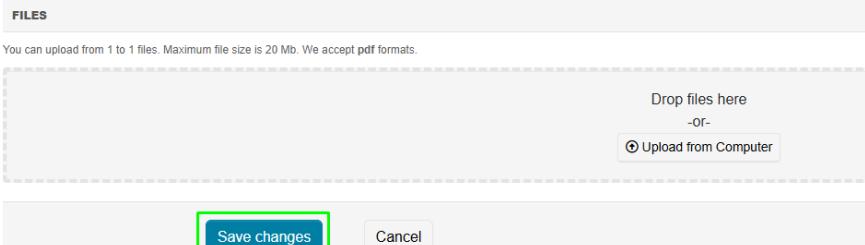
After that, a form similar to the one you filled out when submitting the application will open. You can edit the submission details, author information, and also delete and/or upload a file for the submission.

### Edit Submission



The screenshot shows the 'Edit Submission' form. It includes a note about the text for review not containing author names, affiliations, or project links. The 'Paper ID' is 2, and the 'Track' is 'VIII Международная конференция по электронному управлению (DTGS-2025)'. The 'TITLE AND ABSTRACT' section contains fields for 'Title' and 'Abstract'. The 'AUTHORS' section allows adding co-authors, with a table for 'Primary Contact' and 'Email', and columns for 'First Name', 'Last Name', 'Organization', and 'Country/Region'. The 'FILES' section at the bottom allows uploading files with a maximum size of 20 Mb, accepting PDF formats. It includes a 'Save changes' button highlighted with a green box.

After making all changes, click **Save changes** to save them.



The screenshot shows the 'FILES' section of the 'Edit Submission' form. It includes a note about file upload rules and a file upload interface with a 'Drop files here' area, an 'Upload from Computer' button, and a 'Save changes' button highlighted with a green box.