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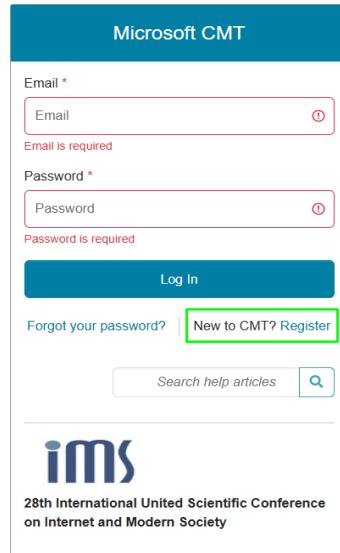
NB!
The scientific track of the AIMS seminar is part of the Internet and Modern Society (IMS 2026) conference. Please note that the link name and surrounding conference context may refer to IMS and should not cause confusion.

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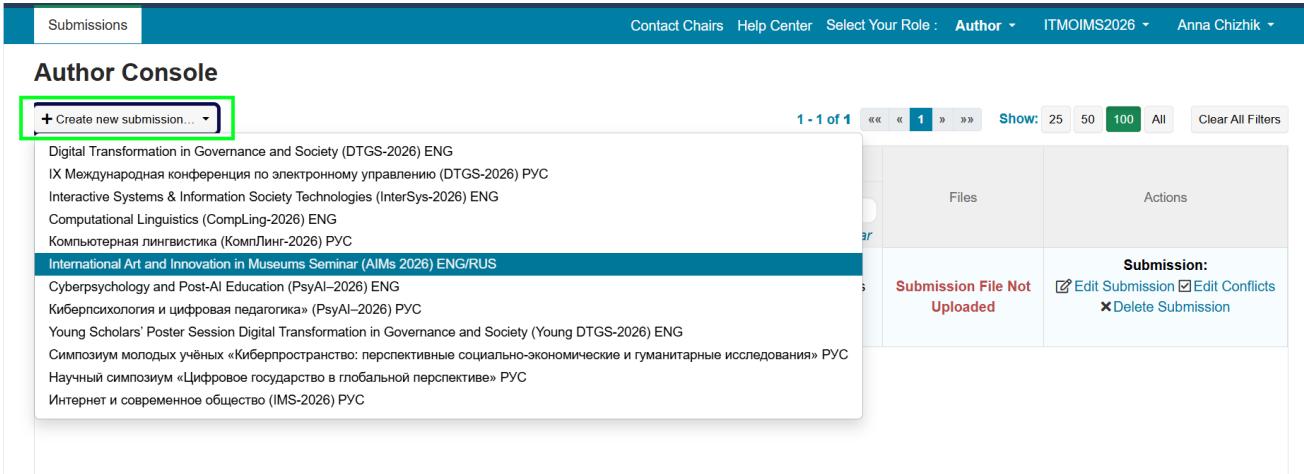
If you already have a personal account in the CMT system, log in. If you have not used the CMT system before, you need to register by clicking **Register**.

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)**).

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.
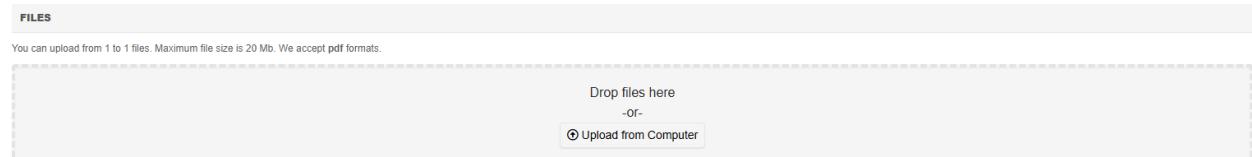
Next, you need to enter information about all authors of the paper.
Your details will be automatically loaded from your personal account. You can add co-authors by clicking **Add**.

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

The text must be formatted in accordance **with the template and must not contain any references**
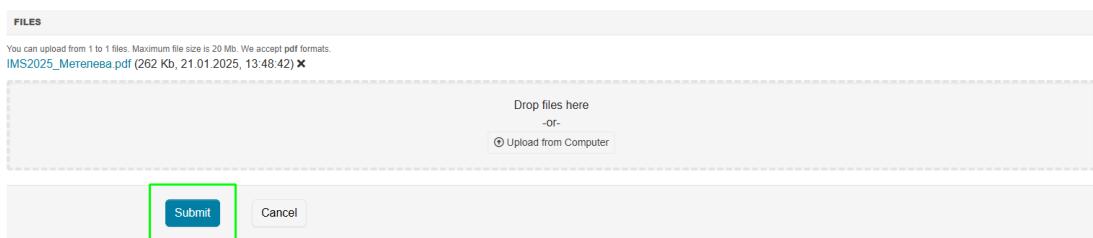
to the authors, their affiliations, or projects carried out by the authors. This information is added to the final version of the paper after it has been accepted.
The formatting template is available on the seminar website:
https://aims-seminar.space/springer_template.docm

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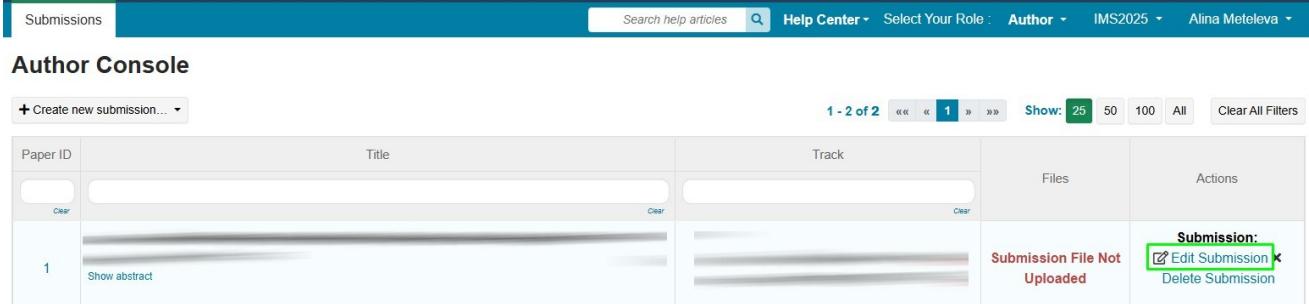
If the form is completed correctly, a page with information about your submission will open.

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.
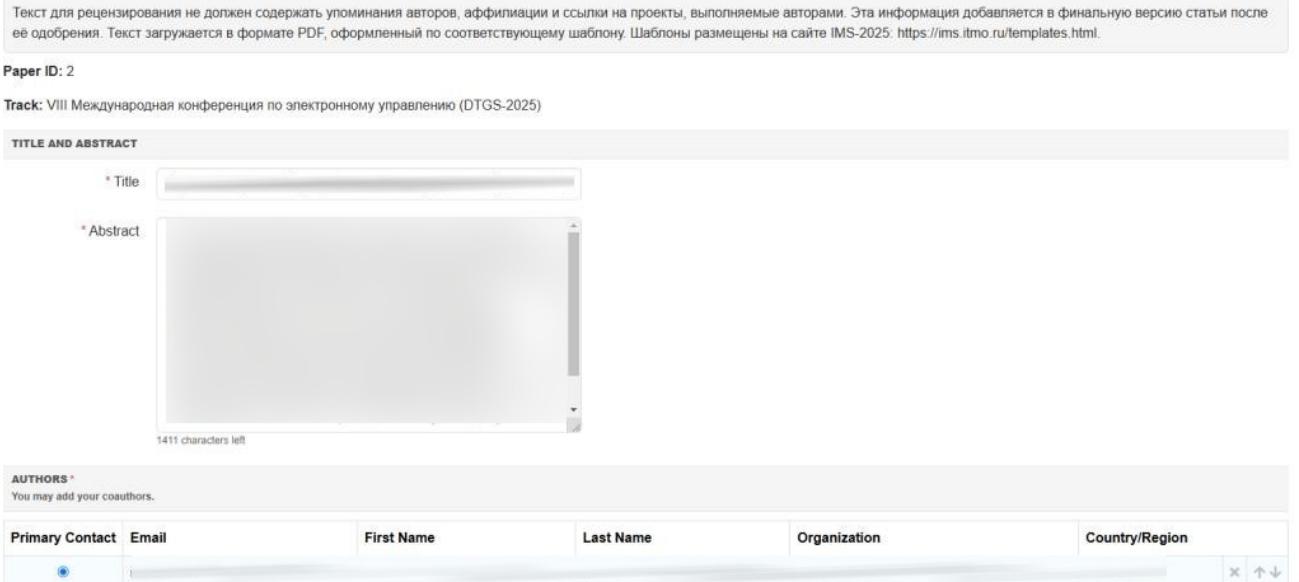
Log in to your CMT personal account as the author of an IMS conference submission.
On the page that opens, select the submission you want to edit and click **Edit Submission**.
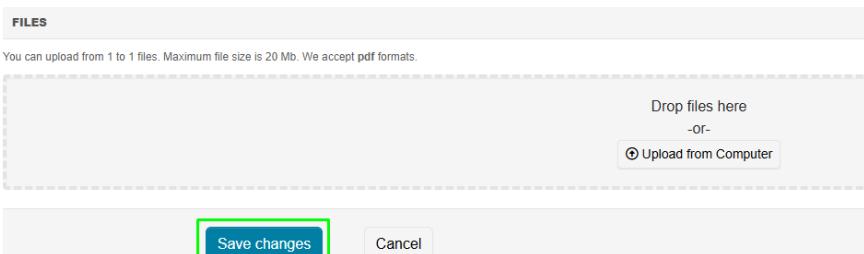
After that, a form similar to the one you filled out when submitting the application will open. You can edit the submission details, author information, and also delete and/or upload a file for the submission.

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