CMT Instructions for Area Chairs – Reviewer suggestions

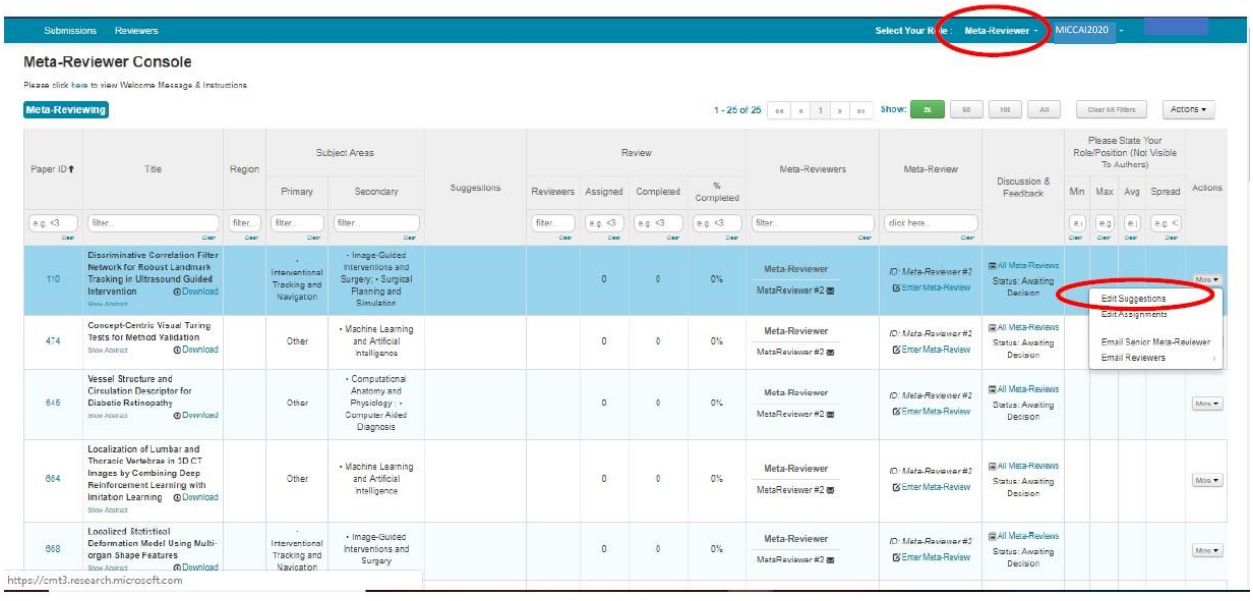
1. Log in to CMT (https://cmt3.research.microsoft.com/MICCAI2020/) using your user ID (the email address with "Meta-reviewer status") and selecting your role as "Meta-Reviewer", to check the papers allocated to you. (See Screenshot #1 below).

2. You can view the titles, abstracts, download individual papers or, under "Actions", select "Download files" to download all papers including supplemental materials as a single archive. Please note there may be a small number of papers in your batch that may not be a perfect match, but the allocation has been optimized under the constraints of TPMS scores, subject areas, conflicts, overall numbers of papers and area chairs.

3. Ignore the Review, Meta-reviewers, Meta-review, Discussion & Feedback columns for now. You can click on the Paper ID to get a summary of the paper, or download from the link in the Title column.

4. For each paper, select on the far right the "more" -> "Edit suggestions" menu to see the list of non-conflicting reviewers for the paper. DO NOT CLICK "Edit Assignments".

Screen-shot #1

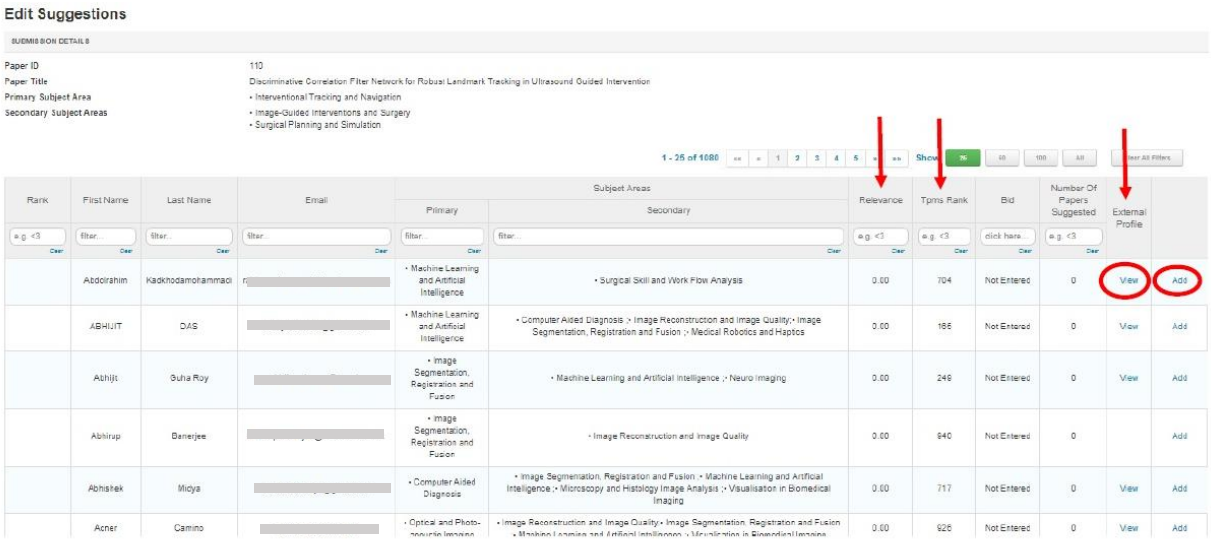


The list of reviewers is sorted in alphabetical order by default. You can sort the list of reviewers according to their Relevance or their TPMS score. Relevance is determined by the overlaps of the subject areas between the paper and the reviewer. This number ranges from 0 to 1, with 0 being least relevant and 1 being most relevant. TPMS rank is determined by overlap of the keyword profiles extracted from the paper and the reviewer's previous publications, with 1 being the highest rank (best match) and 1815 being the worst.

To sort all reviewers by Relevance, click on "Relevance" two times to sort in decreasing order (most to least relevant). To sort all reviewers by TPMS rank, click on "TPMS rank" once to sort in an increasing order (best match (1) to least (1815)).
Note that the results from the two sorting criteria may not always agree.

We suggest that you place more emphasis on the TPMS ranking, noting however that not all reviewers have completed their TPMS profiles (<5% still missing). You can also click on "View" in the External Profile Column to view the Google Scholar profile of the reviewer (if they have uploaded it), or use the reviewer information files (URLs of these files are in the email instructions sent on March 23rd.). Since these are the reviewers that you will potentially manage, it is important that you select the most appropriate reviewers for each paper.

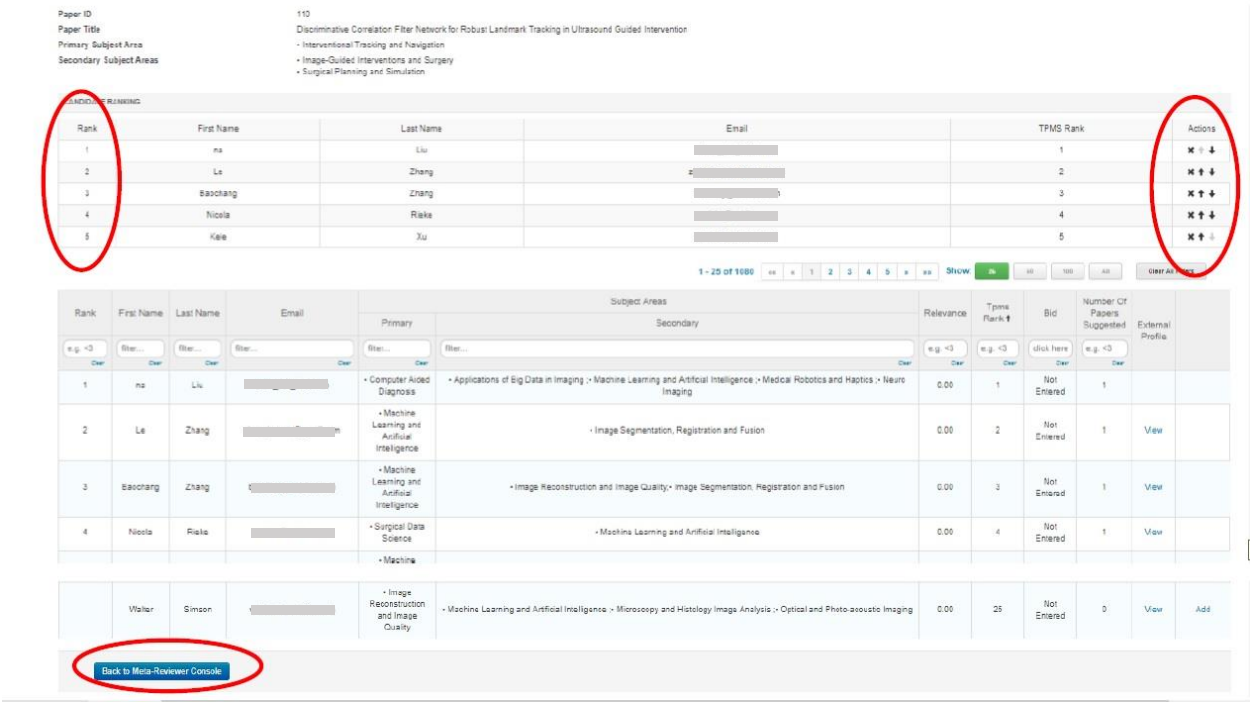
Screen-shot #2



5. Please at least read the abstract of the paper to help you determine the best fit with reviewers, and suggest *at least* 9 potential reviewers for each paper, in a ranked order. Use the “Add” link on the right-hand column to add the reviewer to your list. These will appear in a list at the top of your page according to the order of your selection. You can reorder your selected list by using the arrow buttons in the right-hand column (Screen-shot #3 below). This final list should reflect how you rank each reviewer (most highly recommended reviewer to least). You can also search for reviewers by name.

6. When you have completed the selection above, you can return to the main “Meta-reviewer” page by clicking on the “Back to Meta-Reviewer Console” button at the bottom of the page. At this point you will see your list of suggestions in the “Suggestions” column.

Screen-shot #3



7. Repeat this process for each of the papers you have been assigned.

8. We ask you to complete the above steps by ***Monday, March 30 23:59 PST***, so that reviewers can bid for papers on April 2nd.

Please let us know if anything of the above is not clear to you, and if there is anything we can do to help and assist you in this process.

With best wishes,

MICCAI 2020 Program Executive