

## CMT Instructions for Area Chairs – Reviewer suggestions

1. Log in to [CMT](https://cmt3.research.microsoft.com/MICCAI2020/) (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

Paper ID	Title	Region	Subject Areas		Suggestions	Review			Meta-Reviewers	Meta-Review	Discussion & Feedback	Please State Your Role/Position (Not Visible To Authors)				Actions
			Primary	Secondary		Reviewers Assigned	Completed	% Completed				Min	Max	Avg	Spread	
110	Discriminative Correlation Filter Network for Robust Landmark Tracking in Ultrasound Guided Intervention		Interventional Tracking and Navigation	Image-Guided Interventions and Surgery - Surgical Planning and Simulation		0	0	0%	Meta-Reviewer MetaReviewer #2	ID: Meta-Reviewer #2 Enter Meta-Review	All Meta-Reviews Status: Awaiting Decision					More
474	Concept-Centric Visual Turing Tests for Method Validation		Other	Machine Learning and Artificial Intelligence		0	0	0%	Meta-Reviewer MetaReviewer #2	ID: Meta-Reviewer #2 Enter Meta-Review	All Meta-Reviews Status: Awaiting Decision					More
616	Vessel Structure and Circulation Descriptor for Diabetic Retinopathy		Other	Computational Anatomy and Physiology - Computer Aided Diagnosis		0	0	0%	Meta-Reviewer MetaReviewer #2	ID: Meta-Reviewer #2 Enter Meta-Review	All Meta-Reviews Status: Awaiting Decision					More
604	Localization of Lumbar and Thoracic Vertebrae in 1D CT Images by Combining Deep Reinforcement Learning with Instance Learning		Other	Machine Learning and Artificial Intelligence		0	0	0%	Meta-Reviewer MetaReviewer #2	ID: Meta-Reviewer #2 Enter Meta-Review	All Meta-Reviews Status: Awaiting Decision					More
688	Localized Statistical Deformation Model Using Multi-organ Shape Features		Interventional Tracking and Navigation	Image-Guided Interventions and Surgery		0	0	0%	Meta-Reviewer MetaReviewer #2	ID: Meta-Reviewer #2 Enter Meta-Review	All Meta-Reviews Status: Awaiting Decision					More

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 23<sup>rd</sup>). 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

### Edit Suggestions

110  
Discriminative Correlation Filter Network for Robust Landmark Tracking in Ultrasound Guided Intervention

Primary Subject Area  
Interventional Tracking and Navigation

Secondary Subject Areas  
Image-Guided Interventions and Surgery  
Surgical Planning and Simulation

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Rank	First Name	Last Name	Email	Primary	Secondary	Relevance	Tpms Rank	Bid	Number Of Papers Suggested	External Profile
	Abdoirahim	Kakhodamolammadi		Machine Learning and Artificial Intelligence	Surgical Skill and Work Flow Analysis	0.00	704	Not Entered	0	View Add
	ABHJIT	DAS		Machine Learning and Artificial Intelligence	Computer Aided Diagnosis Image Reconstruction and Image Quality Image Segmentation, Registration and Fusion Medical Robotics and Haptics	0.00	186	Not Entered	0	View Add
	Abhijit	Suha Roy		Image Segmentation, Registration and Fusion	Machine Learning and Artificial Intelligence Neuro Imaging	0.00	246	Not Entered	0	View Add
	Abhirup	Banerjee		Image Segmentation, Registration and Fusion	Image Reconstruction and Image Quality	0.00	640	Not Entered	0	Add
	Abhishek	Mishra		Computer Aided Diagnosis	Image Segmentation, Registration and Fusion Machine Learning and Artificial Intelligence Microscopy and Histology Image Analysis Visualisation in Biomedical Imaging	0.00	717	Not Entered	0	View Add
	Adner	Camino		Optical and Photoacoustic Imaging	Image Reconstruction and Image Quality Image Segmentation, Registration and Fusion Medical Robotics and Haptics Microscopy and Histology Image Analysis Visualisation in Biomedical Imaging	0.00	626	Not Entered	0	View Add

- 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.
- 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

Paper ID: 113  
 Paper Title: Discriminative Correlator Filter Network for Robust Landmark Tracking in Ultrasound Guided Intervention  
 Primary Subject Area: Intentional Training and Navigation  
 Secondary Subject Areas: Image-Guided Interventions and Surgery, Surgical Planning and Simulation

Rank	First Name	Last Name	Email	TPMS Rank	Actions
1	na	Liu		1	X ↑ ↓
2	Li	Zhang		2	X ↑ ↓
3	Baochang	Zhang		3	X ↑ ↓
4	Nicola	Riaka		4	X ↑ ↓
5	Kai	Ju		5	X ↑ ↓

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Rank	First Name	Last Name	Email	Primary	Secondary	Relevance	TPMS Rank	Bid	Number of Papers Suggested	External Profile
1	na	Liu		• Computer Aided Diagnosis	• Applications of Big Data in Imaging • Machine Learning and Artificial Intelligence • Medical Robotics and Haptics • Neurs Imaging	0.00	1	Not Entered	1	
2	Li	Zhang		• Machine Learning and Artificial Intelligence	• Image Segmentation, Registration and Fusion	0.00	2	Not Entered	1	View
3	Baochang	Zhang		• Machine Learning and Artificial Intelligence	• Image Reconstruction and Image Quality • Image Segmentation, Registration and Fusion	0.00	3	Not Entered	1	View
4	Nicola	Riaka		• Surgical Data Science	• Machine Learning and Artificial Intelligence	0.00	4	Not Entered	1	View
	Walter	Simon		• Image Reconstruction and Image Quality	• Machine Learning and Artificial Intelligence • Microscopy and Histology Image Analysis • Optical and Photo-acoustic Imaging	0.00	25	Not Entered	0	View Add

[Back to Meta-Reviewer Console](#)

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

The screenshot shows the 'Meta-Reviewer Console' interface. At the top, there are navigation tabs for 'Submissions' and 'Reviewers', and a user profile section for 'Meta-Reviewer' in the 'MICCAI2020' system. Below the navigation is a 'Meta-Reviewing' section with a table of papers. The table has columns for Paper ID, Title, Region, Subject Areas (Primary and Secondary), Suggestions, Review (Reviewers, Assigned, Completed, % Completed), Meta-Reviewers, Meta-Review, Discussion & Feedback, and Actions. A red circle highlights the 'Suggestions' column for the first row (Paper ID 110), which lists five suggestions: 1 - na Liu, 2 - Le Zhang, 3 - Baochang Zhang, 4 - Nicola Reke, and 5 - Hele Xu. The 'Review' column for this row shows 0 assigned reviewers and 0% completion. The 'Meta-Reviewers' column shows 'Meta-Reviewer #2' and 'MetaReviewer #2'. The 'Meta-Review' column shows 'ID: Meta-Reviewer #2' and 'Enter Meta-Review'. The 'Discussion & Feedback' column shows 'All Meta-Reviews Status: Awaiting Decision'. The 'Actions' column has a 'More' button.

Paper ID	Title	Region	Subject Areas		Suggestions	Review				Meta-Reviewers	Meta-Review	Discussion & Feedback	Please State Your Role/Position (Not Visible To Authors)				Actions
			Primary	Secondary		Reviewers	Assigned	Completed	% Completed				Min	Max	Avg	Spread	
110	Discriminative Correlation Filter Network for Robust Landmark Tracking in Ultrasound Guided Intervention	Interventional Tracking and Navigation		Image Guided Interventions and Surgery - Surgical Planning and Simulation	1 - na Liu 2 - Le Zhang 3 - Baochang Zhang 4 - Nicola Reke 5 - Hele Xu	0	0	0	0%	Meta-Reviewer #2 MetaReviewer #2	ID: Meta-Reviewer #2 Enter Meta-Review	All Meta-Reviews Status: Awaiting Decision					More
474	Concept-Centric Visual Turing Tests for Method Validation	Other		Machine Learning and Artificial Intelligence		0	0	0	0%	Meta-Reviewer #2 MetaReviewer #2	ID: Meta-Reviewer #2 Enter Meta-Review	All Meta-Reviews Status: Awaiting Decision					More
546	Vessel Structure and Circulation Descriptor for Diabetic Retinopathy	Other		Computational Anatomy and Physiology - Computer Aided Diagnosis		0	0	0	0%	Meta-Reviewer #2 MetaReviewer #2	ID: Meta-Reviewer #2 Enter Meta-Review	All Meta-Reviews Status: Awaiting Decision					More
554	Localization of Lumbar and Thoracic Vertebrae in 3D CT Images by Combining Deep Reinforcement Learning with	Other		Machine Learning and Artificial Intelligence		0	0	0	0%	Meta-Reviewer #2 MetaReviewer #2	ID: Meta-Reviewer #2 Enter Meta-Review	All Meta-Reviews Status: Awaiting Decision					More