CMT Instructions for Area Chairs – Reviewer suggestions

1. Log in to CMT (https://cmt3.research.microsoft.com/MICCAI2022/Submission/Index) 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. You can click on the Paper ID to view the submission summary of the paper, including the statement of Novelty/Impact, and their response to the reproducibility checklist.

4. Ignore the Meta-review and Review Rating columns for now. For each paper, select on the far right the "more" -> "Edit suggestions" menu to see the list of non-conflicting reviewers for the paper.
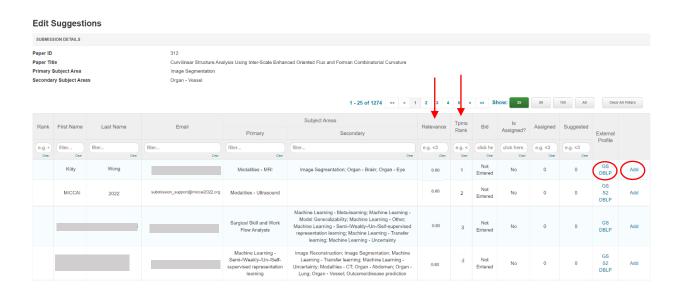
Screen-shot #1

The list of reviewers is sorted in alphabetical order by default. You can search for reviewers by name. You can sort the list of reviewers according to their Relevance or their TPMS score (See Screenshot #2 below). 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 publications uploaded to TPMS, with **1 being the highest rank (best match)** and 1270 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 (1270)).
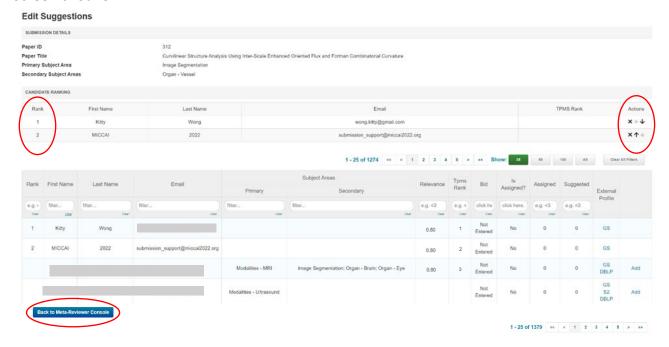Note that the results from the two sorting criteria may not always agree. **We suggest that you place more emphasis on the TPMS ranking**, noting however that not all reviewers have completed their TPMS profiles (<5% still missing). You can also click the link in the External Profile Column to view the Google Scholar or other profiles of the reviewer. 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

SUBMISSION DETAILS

Paper ID	312
Paper Title	Curvilinear Structure Analysis Using Inter-Scale Enhanced Oriented Flux and Forman Combinatorial Curvature
Primary Subject Area	Image Segmentation
Secondary Subject Areas	Organ - Vessel

1 - 25 of 1274   «« « 1 2 3 4 5 » »»   Show: 25 50 100 All   Clear All Filters

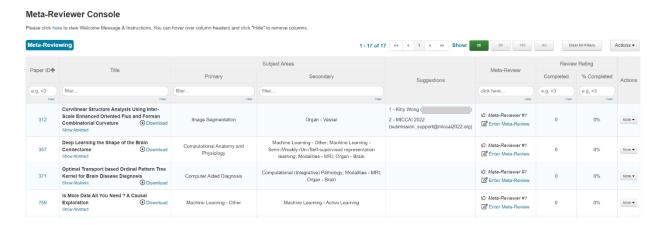| Rank	First Name	Last Name	Email	Subject Areas Primary	Subject Areas Secondary	Relevance	Tpms Rank	Bid	Is Assigned?	Assigned	Suggested	External Profile	
e.g. < Clear	filter... Clear	filter... Clear	filter... Clear	filter... Clear	filter... Clear	e.g. <3 Clear	e.g. < Clear	click he Clear	click here. Clear	e.g. <3 Clear	e.g. <3 Clear		
	Kitty	Wong		Modalities - MRI	Image Segmentation; Organ - Brain; Organ - Eye	0.80	1	Not Entered	No	0	0	GS DBLP	Add
	MICCAI	2022	submission_support@miccai2022.org	Modalities - Ultrasound		0.80	2	Not Entered	No	0	0	GS S2 DBLP	Add
				Surgical Skill and Work Flow Analysis	Machine Learning - Meta-learning; Machine Learning - Model Generalizability; Machine Learning - Other; Machine Learning - Semi-/Weakly-/Un-/Self-supervised representation learning; Machine Learning - Transfer learning; Machine Learning - Uncertainty	0.80	3	Not Entered	No	0	0	GS DBLP	Add
				Machine Learning - Semi-/Weakly-/Un-/Self-supervised representation learning	Image Reconstruction; Image Segmentation; Machine Learning - Transfer learning; Machine Learning - Uncertainty; Modalities - CT; Organ - Abdomen; Organ - Lung; Organ - Vessel; Outcome/disease prediction	0.80	4	Not Entered	No	0	0	GS S2 DBLP	Add

5. Please at least read the abstract of the paper to help you determine the best fit with reviewers, and suggest *at least* 10 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 recommended).

Screen-shot #3

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.

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

8. We ask you to complete the above steps by ***Tuesday, March 15 23:59 PST***, so that reviewers can bid for papers on March 18.

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 2022 Program Chairs