MICCAI 2023 Area Chairs: Reviewer assignment, Reviewer monitoring, and Meta-review

Dear Area Chairs:

Reviewers have received their assignments last Thursday (April 6th). Thanks for your help in this process! We have matched reviewers to papers with a large weight on your suggestions and the reviewer bids. You may notice that in some cases, your papers were assigned to reviewers that you did not select or to reviewers who did not rank highly in your selection. This is unavoidable as some reviewers were not willing to review the suggested paper, and many reviewers were overloaded with 25 or more suggested papers each. We have also avoided assigning reviewers from the same institution to the same paper. Please also note that we had to reshuffle a small number of papers amongst ACs due to detected conflicts.

Please note that a few papers were assigned to 4 reviewers – we were trying to ensure that two similar papers submitted by the same research group have 2 common reviewers and it was easier to add a reviewer to these papers than to make a series of changes.

Reviewers were given the first three days to submit reassignment requests and these requests have all been handled. From this point on, we are asking you, the AC, to handle paper reassignment should the need arise.

Your tasks for the next few weeks are:
1. Handle reassignment requests should the need arise and follow the rules below:
    a. Please only do reassignments when you receive a legitimate reviewer request for reassignment.
    b. When reassigning a paper to a new reviewer, you must send an email (by clicking the envelope icon) to the said reviewer to make sure the reviewer agrees to take on the additional paper.
    c. When unassigning the older reviewer, send an email to the said reviewer that he/she must abide by the confidentiality agreement and delete the paper immediately and not share the paper with anyone.
    d. Do not add a paper to a reviewer who already has 5 assigned papers unless you know this reviewer personally and this reviewer has agreed to take on 6 papers.
    e. During reassignment, make sure each paper has no more than 3 reviewers.
    f. If the reassignment request came around the review deadline, you can offer the new reviewer a few extra days to complete the review.   Although the official review deadline is April 27th, a significant number of reviews will come in late. The unannounced internal review deadline is May 1st.
    g. To assign/unassign a reviewer: locate the paper, click "more" -> "edit assignments". From there, you will be able to see the list of non-conflicting reviewers, their TPMS scores, their bid, your rank, and the number of papers assigned. Check the box in the last "assigned" column to add a reviewer. Uncheck the box to remove a reviewer. The change will be saved automatically. You can type "<5" under the "assigned" field to filter reviewers with 4 or fewer papers assigned.

2. Monitor the quality of the reviews of the papers that have been assigned to you.   If you see reviews that are uninformative and/or inappropriate, then please use the mail icon beside the reviewer's name to email the individual reviewer and request changes. If the review is positive then it needs to provide information about what the contributions are, if they are negative then it should provide guidance to the authors on how to improve their papers; all comments should be supported by evidence.
3. You must give each review a rating (Exceeded Expectations; Met expectations; Failed to meet expectations – see screen 3 below. This helps us identify bad reviewers and to improve the selection of reviewers for future meetings.
4. After the review deadline, you will need to complete your meta-review by **May 18th**. Information on overall review score distribution and approximate # papers to be accepted/rejected/sent for rebuttal will be sent out shortly after the review deadline has passed.
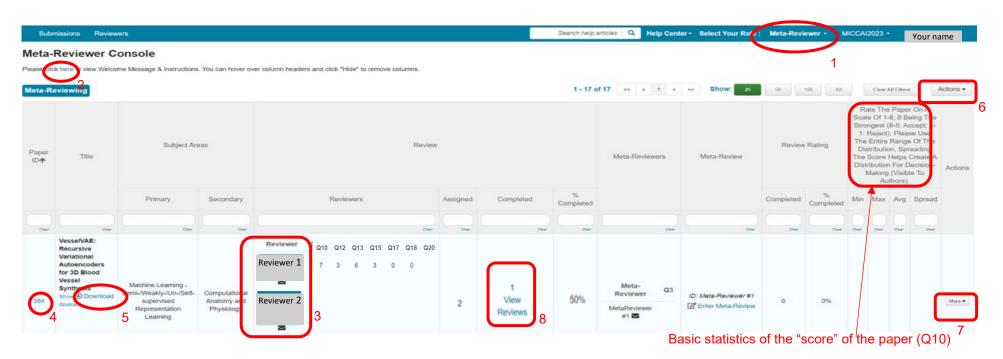
Please Note:
1. If your reviewer has identified a paper that may have violated the submission guidelines, please flag the issue to Kitty and the program chairs but ask the reviewer to continue to review the paper based on the scientific content of the paper. The decision to desk-reject a paper resides with the program committee.
2. The meta-reviewer number on your meta-review console **IS NOT** an indication the number of ACs assigned to the paper. It is for internal use. Each paper has **ONLY ONE AC** at this stage.
3. The official review deadline is **April 27th** whereas the actual internal review due day is **May 1st**. Emails to remind reviewers to submit will be sent out centrally by Kitty, one week, 3 days, and the day before the due day.
4. On May 2nd, papers with missing reviews will be assigned to emergency reviewers by Kitty. In the past, we have had emergency reviewers not submitting reviews due to assigned paper being poorly matched. If you have an external reviewer in mind for a specific paper in your batch to perform an emergency review, please i) Obtain consent from this person. Please do not share the full paper but only the paper title and the abstract with the potential reviewer. Conflict of interest must be checked (by Kitty) before releasing the paper to the external reviewer. ii) Send Kitty the name, email address, affiliation, and the list of domain conflicts of the new reviewer. We will contact this person with review instructions.

Useful CMT Tips and screenshots:

1. For papers where you have not yet entered meta-review, you will only see the "Enter Meta-Review" option in the meta-review column. You must click the "submit" button at the end of the form when you are done entering your meta-review. For papers where you have already entered meta-reviews, you will see two options: "Edit Meta-Review" and "View Meta-Review" in the meta-review column.
2. For your convenience, your recommendation for each paper (provisional accept, rebuttal, provisional reject) will be displayed in the meta-reviewer column. (see item 11 in screenshot #2)
3. We have displayed the reviewer responses to a few important questions (Q10, 12, 13, 15, 17, 18 and 20) numerically in the reviewer column. You may use these values to help you weigh the scores from the various reviewers, as you arrive at an overall assessment of the paper.

Screen 1

1. Change your role to Meta-Reviewer.
2. Read the guidelines
3. Look at the reviewers who have been assigned to the paper.
4. View the submission summary of the paper, including the statement of Novelty/Impact, and response to the reproducibility checklist
5. Individual paper download.
6. "Actions" button:
   a. Download: download all papers at once. You can choose to download just the papers or with the supplementary materials.
   b. View All reviewers: to view all reviews in a side-by-side mode or a printer-friendly view. See screen #4.
   c. Import Meta-reviewer: You have the option to perform your meta-review offline and upload your meta-reviews in a single XML file.
   d. Email Reviewers: To email all reviewers or to email reviewers who have not yet submitted their reviews
7. "More" button:
   a. Email Reviewers: to email reviewers of a specific paper
   b. Assign and Unassign Reviewers of a specific paper
8. When reviews are being submitted you can click "View Reviews" to see them. You must rate each individual review (See screen #3).
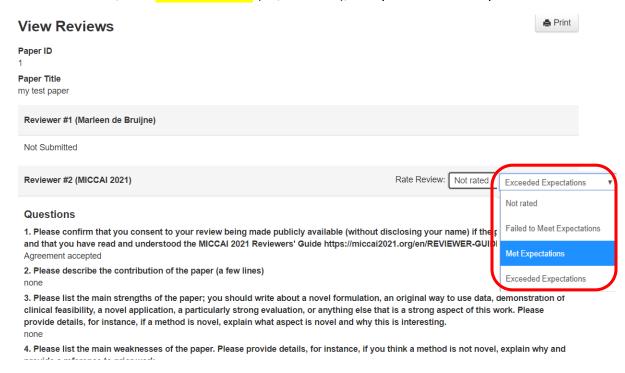

Basic statistics of the "score" of the paper (Q10)

To identify your top scored papers, click "Avg" twice.

Screen 2

		Subject Areas		Review					Meta-Reviewers	Meta-Review	Review Rating	
Paper ID↑	Title	Primary	Secondary	Reviewers	Assigned	Completed	% Completed				Completed	% Completed
e.g. Clear	filter... Clear	filter... Clear	filter... Clear	filter... Clear	e.g. <3 Clear	e.g. <3 Clear	e.g. <3 Clear	filter... Clear	click here... Clear		e.g. <3 Clear	e.g. <3 Clear
199	A Sense of Direction in Biomedical Neural Networks ⊕ Download Show Abstract	Image Segmentation	Machine Learning - Interpretability / Explainability; Organ - Eye; Organ - Vessel	**Reviewer** Q10 Q12 Q13 Q15 Q17 Q18 Q20 Adrian Reviewer 1 ✉ Reviewer 2 ✉ 7 3 6 3 0 0 ⟶9	2	1 View Reviews	50%	Meta-Reviewer Q4 MetaReviewer #2 ✉ -1 ⟶11	ID: Meta-Reviewer #2 ✏ Enter Meta-Review ⟶10		0 ⟶12	0%

9. Reviewer's responses to a few important questions are displayed here for your convenience:
   - Q10: Overall Opinion ranging from 1 (lowest) to 8 (highest)
   - Q12: rank of the paper in the reviewer's stack
   - Q13: total number of papers in reviewer's stack
   - Q15: reviewer's expertise values ranging from 1 (lowest) to 4 (highest)
   - Q17: oral presentation recommendation – 1 (Yes) and 0 (No)
   - Q18: young scientist award recommendation – 1 (Yes) and 0 (No)
   - Q20: Post-rebuttal opinion ranging from 1 (lowest) to 8 (highest)
10. Submit or edit or view your meta-review here. For papers where you have not yet entered meta-review, you will only see the "Enter Meta-Review" option in the meta-review column. You must click the "submit" button at the end of the form when you are done to submit your meta-review. For papers where you have already entered meta-reviews, you will see two options: "Edit Meta-Review" and "View Meta-Review" in the meta-review column.
11. Your recommendation of the paper (accept (1) /reject (-1) /rebuttal (0)) is displayed here.
12. If you have finished rating your reviewers, your progress will be shown here. See screen #3 on how to rate reviewers.

Screen 3

To rate reviews, click <mark>"view reviews"</mark> (#8, screen 1), and you will see an option to rate each review at the top right-hand corner of each review.

View Reviews

📄 Print

Paper ID
1

Paper Title
my test paper

Reviewer #1 (Marleen de Bruijne)

Not Submitted

Reviewer #2 (MICCAI 2021)   Rate Review: | Not rated | Exceeded Expectations ▼ |

| Not rated |
| Failed to Meet Expectations |
| **Met Expectations** |
| Exceeded Expectations |

Questions

1. Please confirm that you consent to your review being made publicly available (without disclosing your name) if the p... and that you have read and understood the MICCAI 2021 Reviewers' Guide https://miccai2021.org/en/REVIEWER-GUI D...
Agreement accepted

2. Please describe the contribution of the paper (a few lines)
none

3. Please list the main strengths of the paper; you should write about a novel formulation, an original way to use data, demonstration of clinical feasibility, a novel application, a particularly strong evaluation, or anything else that is a strong aspect of this work. Please provide details, for instance, if a method is novel, explain what aspect is novel and why this is interesting.
none

4. Please list the main weaknesses of the paper. Please provide details, for instance, if you think a method is not novel, explain why and provide a reference to prior work:

Screen 4

You have the option to view all reviews in a side-by-side mode or a printer-friendly view by clicking the <mark>"Action"</mark> button and selecting <mark>"View All Reviewers"</mark> (#6, screen 1).

View All Reviews

Paper ID	1
Paper Title	my test paper

	Reviewer #1 Marleen de Bruijne (Erasmus MC Rotterdam / University of Copenhagen)	Reviewer #2 MICCAI 2021 (MICCAI Society)
1. Please confirm that you consent to your review being made publicly available (without disclosing your name) if the paper is accepted and that you have read and understood the MICCAI 2021 Reviewers' Guide https://miccai2021.org/en/REVIEWER-GUIDELINES.html		Agreement accepted
2. Please describe the contribution of the paper (a few lines)		none
3. Please list the main strengths of the paper; you should write about a novel formulation, an original way to use data, demonstration of clinical feasibility, a novel application, a particularly strong evaluation, or anything else that is a strong aspect of this work. Please provide details, for instance, if a method is novel, explain what aspect is novel and why this is interesting.		none
4. Please list the main weaknesses of the paper. Please provide details, for instance, if you think a method is not novel, explain why and provide a		none