



## Instructions for Reviewers

### Login, Conflict Management, Research Profile Update

**Task to be completed by Reviewers no later than Feb 23<sup>th</sup>, 2023**

In your CMT account:

1. Enter Domain Conflicts, including the email domain of your current affiliation
2. In your User Profile, enter your
  - a. Google Scholar ID
  - b. Semantic Scholar ID
  - c. DBLP ID
  - d. Publication email addresses
  - e. Make sure your name and your affiliation are correct
3. Select Subject Areas

In TPMS:

4. Update your profile by uploading 2 or more, preferably 5, of your recent publications relevant to MICCAI. You have the option to remove any papers that are no longer relevant.
- ❖ Make sure the email address of your CMT account with reviewer credential and your TPMS account is an **EXACT** match.
  - ❖ For those with multiple accounts in CMT: linking two accounts in CMT **DOES NOT MERGE** two accounts into one, it simply allows you to switch between two accounts without having to log in and out. The email address of your TPMS account **MUST match the CMT account with Reviewer credential**.
  - ❖ Any questions or issues with your CMT or your TPMS account, please contact Kitty Wong [submission@miccai2023.org](mailto:submission@miccai2023.org)

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# 1. Accessing the Submission Platform (CMT) and the Reviewer Console

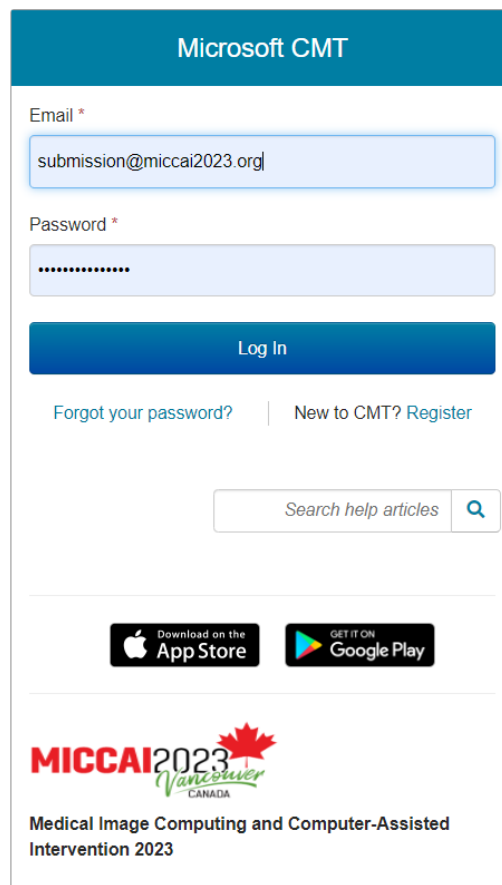
Click [here](#) to go to the MICCAI2023 submission platform or use the following URL:

<https://cmt3.research.microsoft.com/MICCAI2023/Submission/Rvw>

Log-in to your CMT account using the **email address with Reviewer credential**.

Once logged in, select “Reviewer” as your role to go to the Reviewer Console. If you cannot change your role to Reviewer, check that you have logged in using the email address with reviewer credential.

Papers assigned to you will be visible to you in the review console once they have been released to you.



The screenshot shows the Microsoft CMT login interface. At the top, there is a teal header with the text "Microsoft CMT". Below the header, there is a form with two input fields: "Email \*" containing "submission@miccai2023.org" and "Password \*" with masked characters. A blue "Log In" button is positioned below the password field. Underneath the button, there are two links: "Forgot your password?" and "New to CMT? Register". A search bar with the placeholder text "Search help articles" and a magnifying glass icon is located below the links. At the bottom of the form, there are two app store download buttons: "Download on the App Store" and "GET IT ON Google Play". The footer of the page features the "MICCAI2023 Vancouver CANADA" logo, which includes a red maple leaf, and the text "Medical Image Computing and Computer-Assisted Intervention 2023".

## 2. Selecting Subject Areas and Conflict Management

Your domain conflicts and subject areas must be entered in order to properly match submissions to you. You can access the domain conflicts and subject areas pages by either clicking the “click here” links in the red message box shown below or via the dropdown menu by clicking the arrow beside your name.

A complete domain conflicts list includes not only your current email domain but also all institutions you have had a close relationship with in the past 3 years. This information is vital to avoid conflict of interest between you and the authors of papers assigned to you. **You MUST include the email domain of your current affiliation as CMT does not automatically extract your domain from your user email address.**

**(NEW)** To help us better manage conflicts, please enter your DBLP ID and publication email address(es) in your User Profile. See [here](#) on how to identify your DBLP ID.

Examples:

URL	DBLP ID
<a href="https://dblp.org/pid/16/6138">https://dblp.org/pid/16/6138</a>	16/6138
<a href="https://dblp.org/pid/d/JohnDoe2">https://dblp.org/pid/d/JohnDoe2</a>	d/JohnDoe2

The screenshot shows the Reviewer Console interface. At the top, there is a navigation bar with a search box, "Help Center", "Select Your Role : Reviewer", "MICCAI2023", and the user name "Kitty Wong". A red message box contains the following text:

- Chairs have requested users to enter domain conflicts. Please [click here](#) to enter your conflict domains.
- Chairs have requested reviewers to select subject areas. Please [click here](#) to select your subject areas.

Below the message box, a red arrow points to the text: **This message box will disappear once domain conflicts and subject areas are entered into the system.**

On the right side, a dropdown menu is open, showing options: General, User Profile (highlighted with a red box), Change Email, Change Password, Link to Account, Delete Account, MICCAI2023, Domain Conflicts (highlighted with a red box), My Subject Areas (highlighted with a red box), Contact Chairs, and Logout.

The main content area is titled "Reviewer Console" and includes a link to view the Welcome Message & Instructions. Below this is a table with columns for Paper ID, Title, and Track. The table is currently empty, with "0 - 0 of 0" rows. There are search and filter options for each column.

### 3. Google Scholar ID and Semantic Scholar ID

Please also add your Google Scholar ID and/or your Semantic Scholar ID to your user profile. This is to aid Area chairs when suggesting reviewers for papers. See [here](#) on how to identify these IDs.

Examples:

URL	ID
<a href="https://scholar.google.ca/citations?user=bAMKmKAAAAAJ&amp;hl=en">https://scholar.google.ca/citations?user=bAMKmKAAAAAJ&amp;hl=en</a>	bAMKmKAAAAAJ
<a href="https://www.semanticscholar.org/author/Kitty-K.-Y.-Wong/1944500">https://www.semanticscholar.org/author/Kitty-K.-Y.-Wong/1944500</a>	Kitty-K.-Y.-Wong/1944500

### 4. Update your research profile with the Toronto Paper Matching System (TPMS)

Login to your TPMS account or create a TPMS account if you don't already have one:

<http://torontopapermatching.org/webapp/profileBrowser/login/>

Login | Register

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#### Welcome to the Toronto Paper Matching System

The service will let you keep a permanent publication profile which will be used by conferences in matching papers to reviewers. [More info](#)

Please log in below or [register](#) if you do not yet have an account.

Username:  (username is an email)

Password:

[Password reset](#)

Once logged in, you can view the list of papers you have uploaded to your account. Make sure you have at least 2 papers, preferably 5, in your TPMS account. You can upload new papers to your account or remove irrelevant papers from your account. MICCAI will be assigning submissions to you based on your research profile generated using the papers you have in your TPMS account.

You can update your user information, including changing your email address, by clicking the "Update account info." link on the left panel. **The email address for your CMT account with reviewer credential and your TPMS account must be an EXACT match.**

Actions	Currently selected papers:
name@mydomain.com	Paper1.pdf 495.8 KB
Selected Papers	Paper2.pdf 656.8 KB
Upload papers	Paper3.pdf 1.1 MB
Update account info.	Paper4.pdf 1.1 MB
Logout	Paper5.pdf 845.2 KB

## 5. Mismatch TPMS and CMT User Email Addresses, Multiple CMT Accounts

If the email addresses of your CMT account and your TPMS account do not match, you have the following options:

- 1) Change the email address of your TPMS account to match that of your CMT account.
- 2) Change the email address of your CMT account to match that of your TPMS account. This only works if your alternate email address is not already in the CMT database.
- 3) Transfer reviewer credential to your other CMT account matching the email address used for TPMS. Please contact Submission Platform Manager Kitty Wong [submission@miccai2023.org](mailto:submission@miccai2023.org).

### **For those with multiple accounts with CMT:**

Note that by linking two accounts in CMT **DOES NOT MERGE** two accounts into one, it simply allows you to switch between two accounts without having to log in and out. The email address of your TPMS account **MUST match** the CMT account **with Reviewer credential**. If not, please contact Submission Platform Manager Kitty Wong at [submission@miccai2023.org](mailto:submission@miccai2023.org) to transfer your reviewer credential to your other account.