

## **CMT Tips for Meta-review of rebuttal papers:**

Please also refer to detailed instructions in the email.

1. You will now see, once logged into the CMT system, both the original ~20 papers that were assigned to you as Primary Meta-reviewer and an additional ~10 papers assigned to you as Secondary Meta-reviewer. Use the filter function in the “Chair Note/Status” column to filter papers based on their status. For example, type “Rebuttal” to select only papers invited for rebuttal. **(Item 1 in screenshot#1)**
2. In the “My Tag” column, you are tagged as the “Primary Meta-reviewer” for papers that were originally assigned to you. If you are tagged as “Secondary Meta-reviewer”, then this paper is assigned to you after the rebuttal phase for which you are now serving as the secondary AC. **(Item 2 and 3 in screenshot #1)**. Note that the meta-reviewer ID number shown in the meta-review column is irrelevant.
3. Rebuttal is submitted as “Author Feedback” in CMT. Click the “**View Author Feedback**” link in the “Discussion & Feedback” column to view. **(Item 4 in screenshot #1)**.
4. We have invited authors of accepted papers to **optionally** respond to the reviews and meta-review. You can view these responses via the “Author feedback” as well.
5. The meta-review from the primary AC is visible to you. Click “**all meta-reviews**” **(item 5)** to view.
6. Reviewers are given an opportunity (**not mandatory**) to access the rebuttal and revise their scores between May 21 to May 27th.
7. If you would like to contact the other Meta-reviewer assigned to the same paper, use the email feature to send an email via CMT. Your identity will remain anonymous as long as you do not sign your name at the bottom of the email.
8. If you want to send an email to one of the reviewers, you can do so by clicking the envelope icon beside the reviewer to send an email.
9. Enter your final decision via “**Edit Meta-review**” link **(item 6)** if you are the primary AC of this paper. Use “**Enter Meta-review**” **(item 7)** if you are the secondary AC. Please note that you will not be able to modify the answers for questions 3 to 4 in the meta-review form. **Accept the agreements in questions 1 and 2, then scroll down to submit your response for questions 5 to 17.** Make sure you save your meta-review when you are done.
10. Please rate the quality of the reviews. This is important to help us acknowledge outstanding reviewers and to improve our reviewer pool for next year. When you have clicked on “View Reviews”, use the “Rate Review” option in the top right corner to do so.

Screenshot #1

Paper ID ↑	Title	Chair Note		Subject Areas		Review				Meta-Reviewers	My Tags	Meta-Review	Discussion & Feedback
		Notes To The Authors From The Program Committee	Status	Primary	Secondary	Reviewers	Assigned	Completed	% Completed				

Rebuttal paper, assess review, rebuttal, submit meta-review.

Accepted paper, check optional author feedback.

Rejected paper, no action is required.

Rebuttal paper, assess review, rebuttal, submit meta-review.

1

2

6

5

4

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