



MICCAI 2024

Area Chair Orientation

March 15, 2024:

Program Chairs:

Marius George Linguraru, Children's National Hospital
Qi Dou, The Chinese University of Hong Kong
Aasa Feragen, Technical University of Denmark
Matina Giannarou, Imperial College London
Ben Glocker, Imperial College London

Submission Platform Manager:

Kitty Wong, The MICCAI Society

Thanks for Your Service for
MICCAI 2024!

Goals

- Orientation of process, timelines, and expectations
- Collection of feedback
- Q & A

MICCAI 2024 STATISTICS

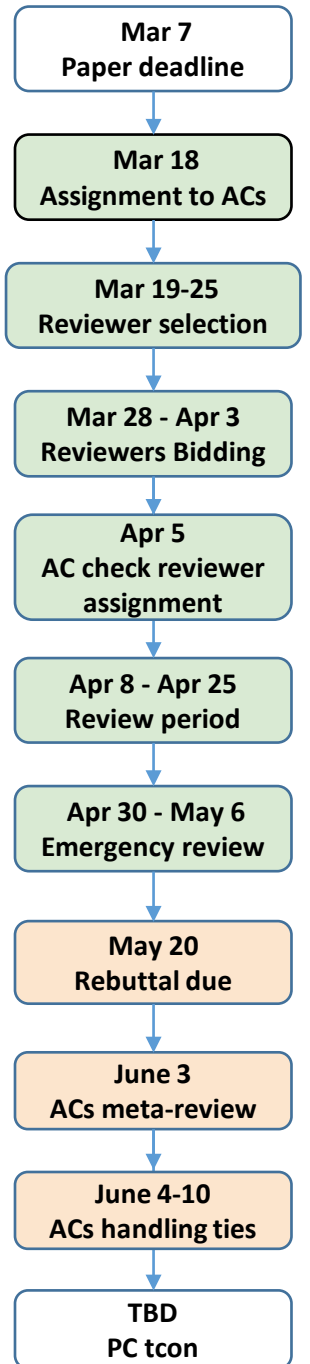
- 4515 intent to submit, 2876 full paper submissions (nearly 22% increase vs 2365 on 2023)
- Papers were screened for anonymity, page length, template issues. ~130 will be desk rejected
- 153 ACs
- ~2100 reviewers

Process Overview

**Phase I: Primary AC on all papers
(~20 papers per AC)**

**Phase II: Secondary AC on additional
rebuttal papers (~10 papers per AC)**

**Phase III: Ternary AC on select
papers with ties**



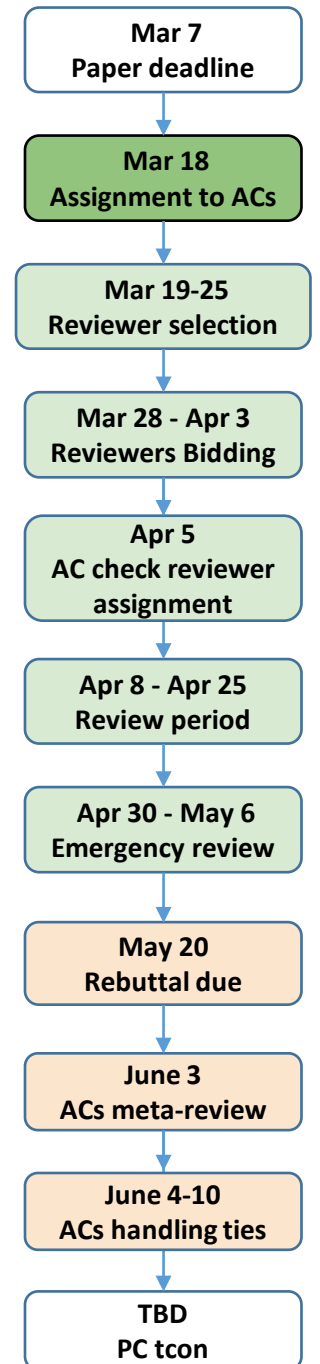
Key Responsibilities for Area Chairs

- **Primary AC for ~20-25 papers:**
 - Check paper formatting, suggest reviewers, shepherd review process, monitor review quality
 - **NEW THIS YEAR:** No metareview/AC selection of rebuttal papers
 - Early accept and early reject decisions will be based solely on the reviewer scores.
 - ACs must provide a lightweight quality and sanity check on the reviews and flag any concerns with reviewers' decisions.
 - Identify Oral papers and Award candidates from the accepted batch and categorize them (for sessions)
 - Rate reviews
- **Secondary AC for an additional ~10 papers**
 - *Encourage reviewers to finalize their ratings after rebuttal*
 - Make initial recommendations and complete meta-reviews for rejects (optionally for accepts)
 - **NEW THIS YEAR:** Meta-reviews are optional for accepts
 - Identify Oral papers and Award candidates from the papers you are recommending accepts and categorize them (for sessions)
 - Rate reviews
- **Ternary AC for select papers**
 - Help handle ties

Primary AC Assignments

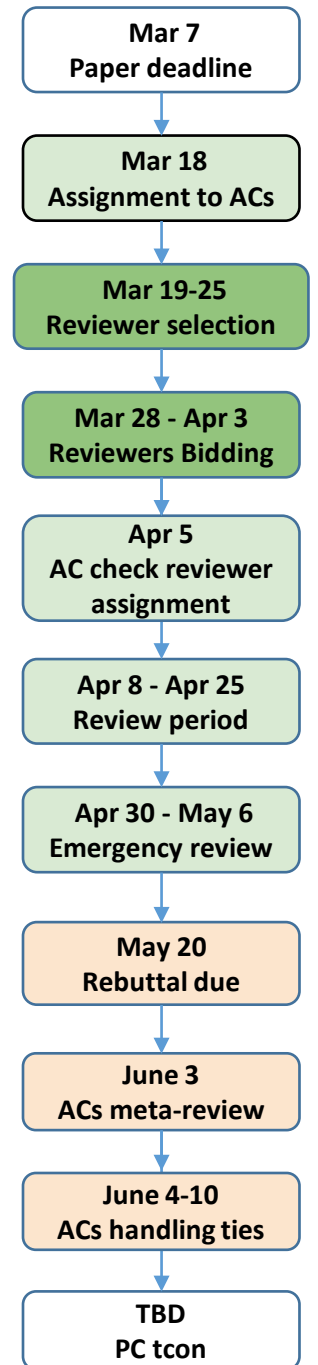
- Receive primary paper assignments on March 19
 - Based on TPMS, subject areas (keywords), & conflicts of interest
- Screen paper for the following issues & notify PCs
 - Anonymization
 - Overlength
 - **Formatting**
 - **Overlapping submissions**

**Authors are also allowed to put their MICCAI submission on ArXiv*



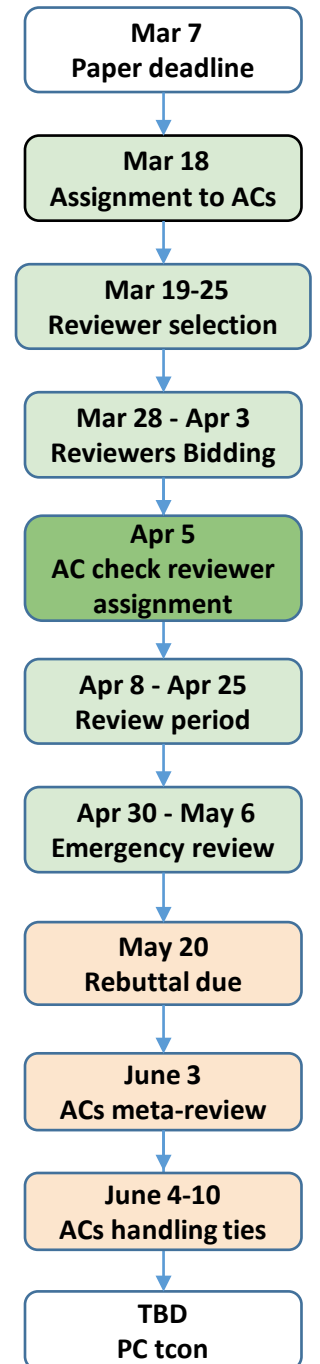
Reviewer Suggestions

- Suggest 10-15 reviewers for each paper in ranked order, considering
 - TPMS ()
 - **Reviewer profile** (expertise, publications, etc) ***important, do not rely just on TPMS**
 - Subject areas (),
 - Scores of subject area matching are less informative
 - Reviewer load
 - Avoid reviewers already with >20 suggestions
- Detailed instructions will be sent later
- Final reviewer assignment considers a combination of automatic TPMS, keyword matching, AC suggestions, and reviewer bidding



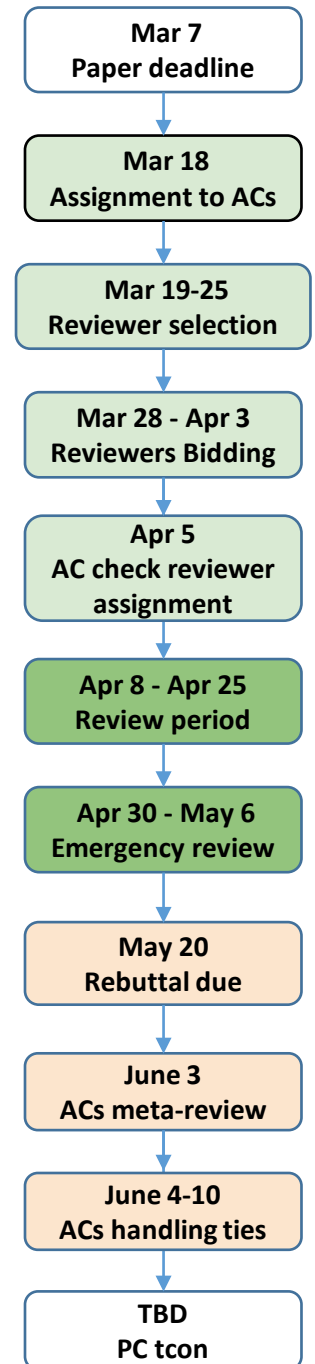
Assignment to reviewers (revised by Kitty)

- April 4 (paper assignment to reviewers, manual adjustments)
- April 5
 - ACs check for issues in reviewer assignment and reassignment (*e.g.*, COIs, reviewers from the same institute)
- April 8
 - Paper release to reviewers.
 - **NEW THIS YEAR:** ACs handle all reassignment requests.
 - When assigning a paper to a new reviewer, must email new reviewer to ensure they are willing to take on an additional paper.
 - **DO NOT add a reviewer to a paper without asking.**
 - **DO NOT abuse this by adding additional reviewers to your papers!!!**



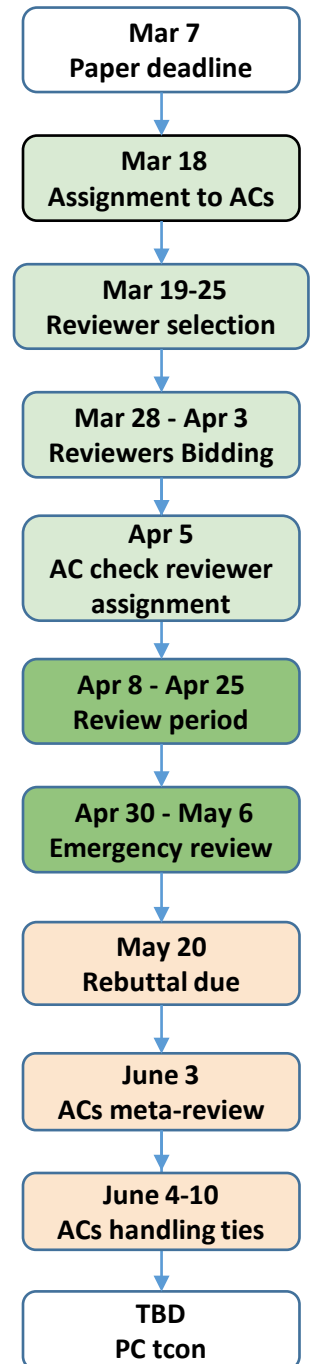
Review Period

- Review Period (Officially Apr 8 - 25)
 - Shepherd review process
 - Monitor review quality as they come in.
 - Communicate with the reviewers if review quality is low (email through CMT)
- Deadlines
 - Official review deadline (Thursday, April 25)
 - Unofficial internal deadline (Monday, April 29)
 - Reminders of deadline will be sent centrally by Kitty
 - Emergency review period: April 30 - May 6
- Early accept/reject and rebuttal decisions:
 - **NEW THIS YEAR:** Early accept and early reject decisions will be based solely on the reviewer scores. ACs are not required to provide a meta-review on early accepted or early rejected papers but ACs **must provide a lightweight quality and sanity check** on the reviews. AC must flag any concerns with reviewers' decisions
 - AC should review early accepted papers in their batch and identify Oral papers and Award candidates
 - Categorize accepted paper (for sessions)
 - ACs must rate reviews



Monitor Review Quality

- **Reviews of accepted papers will be made public.**
- Communicate with reviewers for improving review quality when..
 - The review is short and uninformative
 - There is no justification of the score
 - The review has only positive comments but recommends reject
 - The review has only negative comments but recommends accept
 - The reviewer states that the work is not novel without providing evidence (eg citations to prior work)
 - The reviewer asks to cite their own paper(s) without good reason
 - The language is inappropriate
 -
- NB! Reviewers should not ask for additional experiments in rebuttal – step in if they do
- NB! Formatting/identifying authors/not sharing code or data are not reasons for rejection; instead flag or raise as a concern



Application vs. Methodological Studies

- See [MICCAI 2024 submission guidelines](#)
- **Methodological studies**
 - Demonstrate clear innovations and contributions over the state of the art methodologies.
 - Evaluation and performance assessment is potentially limited to proof of concepts or small-size validation studies.
- **Application studies including clinical translation**
 - Demonstrate clear clinical value of existing techniques, or adoption of state-of-the-art methods to a new problem or context, with appropriate and rigorous evaluation design
 - Do not necessarily need to involve fundamental methodological innovations
- *Examine how authors and reviewers have considered, argued, and justified paper contributions according to its categories.*

CAI vs. MIC Papers

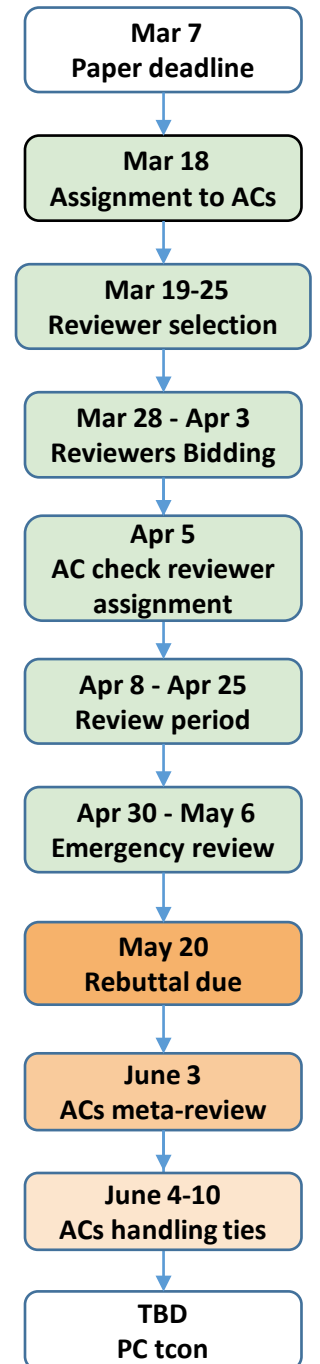
- **Significance/Innovation** of CAI works can include:
 - Novel clinical applications
 - Demonstration of clinical feasibility even on a single subject/animal/phantom
 - Novel MIC approach to solving a CAI need
 - Proposal of a cost-effective approach
- **Experimental evaluations** of CAI works are typically much more challenging (than MIC studies) in
 - Clinical evaluation on patients
 - Achieving a large sample size
 - Comparison with existing systems

Special sessions on Clinical Translation and Health Equity

- **Clinical translation papers**
 - Translation of methodology with impact on clinical workflow and evaluation
 - Novel insights into clinical challenges
- **Health Equity**
 - New methods and applications that are attuned to diverse healthcare settings, in terms of data, infrastructure, resources, and costs, especially to address challenges in limited-resource settings

Secondary AC Assignments

- Each rebuttal paper will be assigned a secondary AC in addition to the primary AC
- Each AC will receive ~10 additional secondary paper assignments
- **NEW THIS YEAR:** after rebuttals are in
 - Reviewers are only asked to revise their reviews (by May 27)
 - There is no reviewer discussion period
- Primary and secondary AC can still discuss via CMT email

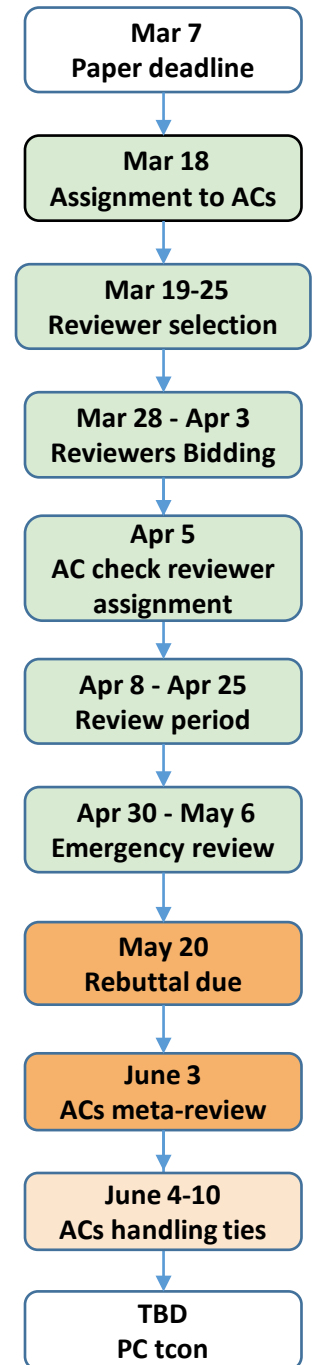


Polling Time

Would you find it beneficial to be able to see your fellow AC's identities during post-rebuttal discussion? (only for ACs; remain anonymous to reviewers)

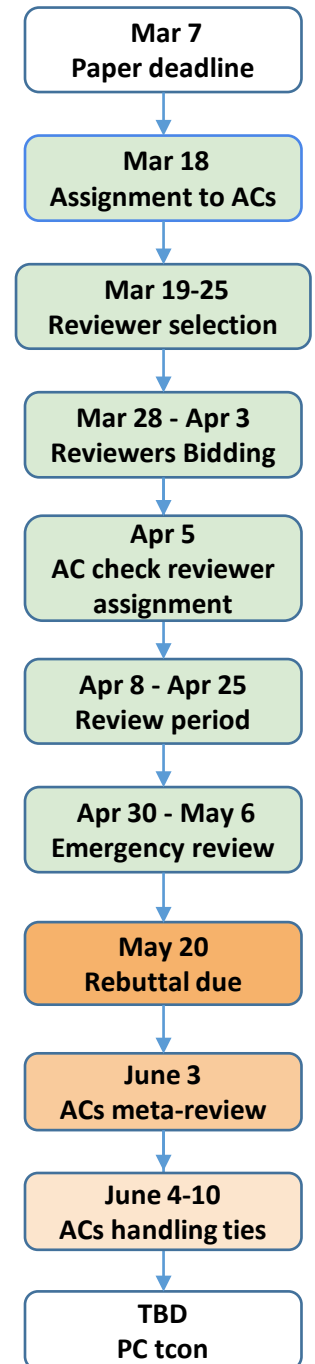
AC Final Meta-Reviews

- Recommendations & meta-reviews for rebuttal papers (primary & secondary)
 - **NEW THIS YEAR:** Meta-review is only mandatory when recommending rejection, optional for acceptance
 - consider reviews, rebuttals and how well authors' rebuttal address the reviewers' concerns
 - **Avoid raising new critiques unless they can be justified to be fatal flaws overlooked**
 - position all rebuttal papers
- **Recommendations:**
 - Ranking of rebuttal papers
 - Rejection & Acceptance
 - Recommend additional Oral papers and award candidates from the accepted rebuttal papers and categorize them (for sessions)
 - Rate reviews



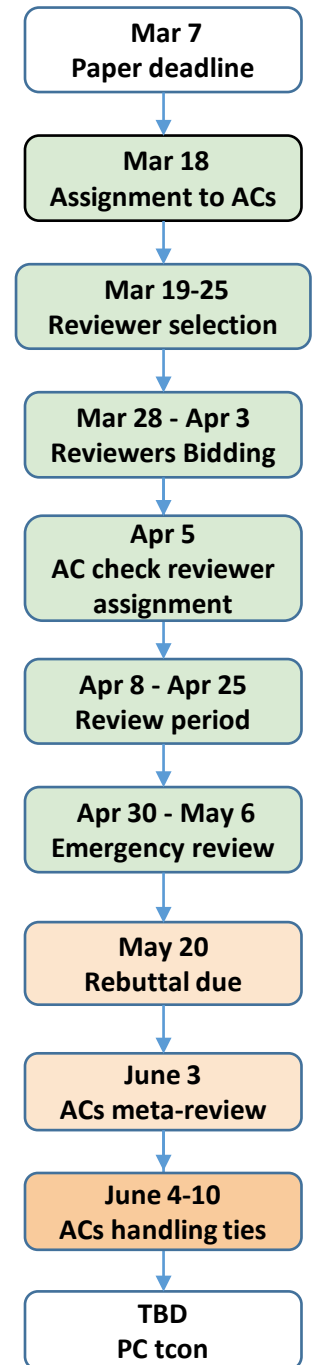
AC Final Meta-Reviews

- **Meta-reviews are required for papers where you recommend rejection**
- **Meta-reviews are optional for accepted papers – these will be made public**
- A rejected paper's metareview should provide a brief but informative justification of your recommendation.
 - Do not simply rely on average of scores
- In case of deviation from the reviewers' recommendations, provide concrete justifications



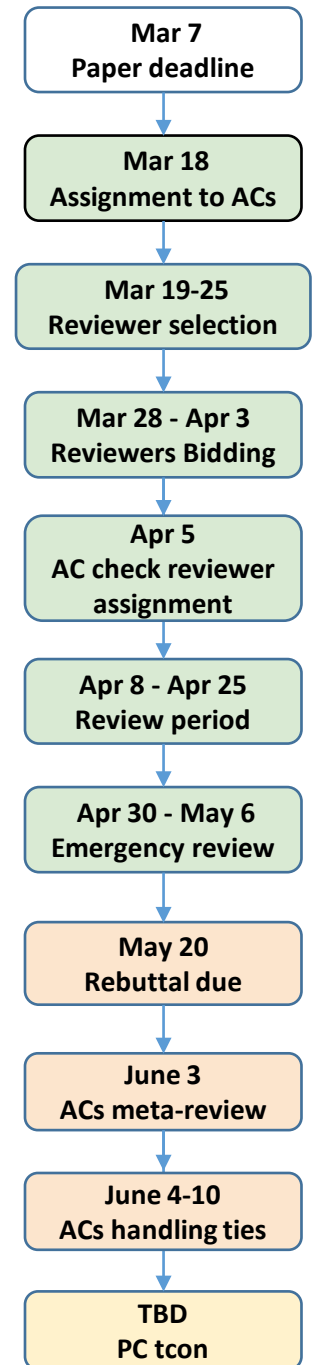
Ternary AC period

- Handle ties



Final AC Meeting

- Report summary of paper statistics
- Discuss oral programs
- Gather feedback and suggestions for next year



General remarks

- **Reviews and meta-reviews of accepted papers will be public**
- **Reviewers will be back in the loop after rebuttal, but only to update reviews**
- **New this year: No discussion period**
- Reserve time for the two phases: **Mar 18 – May 6** and **May 28 - June 10**
- CMT emails can be flagged as spam. Check the AC information on the website <https://conferences.miccai.org/2024/en/INSTRUCTIONS-TO-AREA-CHAIRS.html> and keep an eye on unresponsive reviewers
- Throughout the process
 - Please check the [MICCAI Review Process](#) and [AC guidelines](#) (website)
 - For questions on CMT, ask Kitty Wong submission@miccai2024.org
 - Contact Program Chairs at program_chairs@miccai2024.org (or via CMT)

Q&A