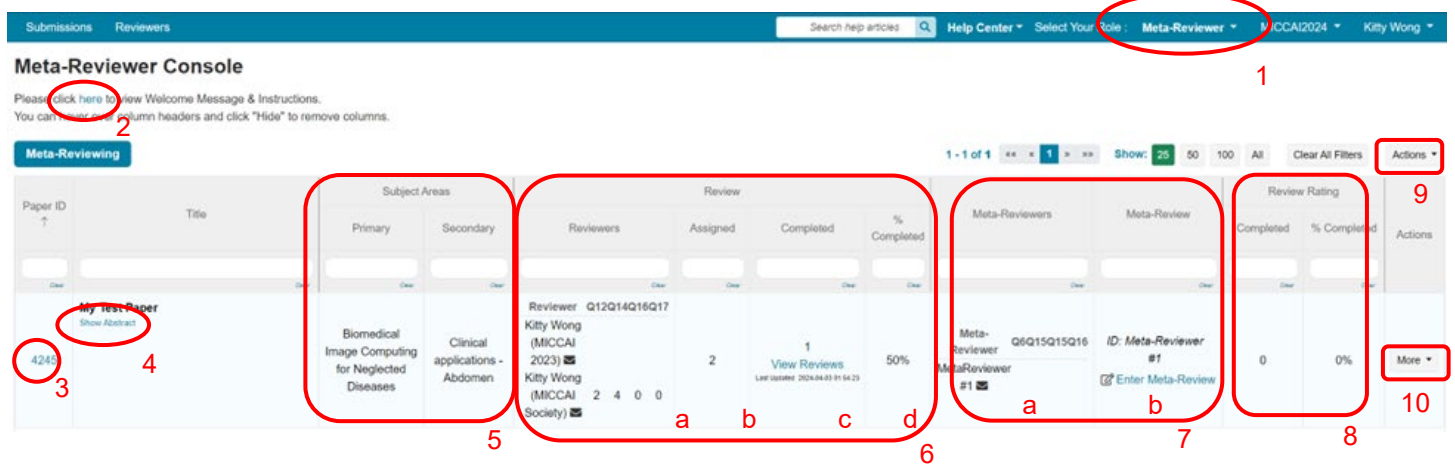# AC's Guide to Microsoft Conference Management Toolkit (CMT)

Reviewer Reassignment, Reviewer Monitoring, Emergency Review Period Logistics, Meta-review Submission

Contents

I. Meta-Reviewer Console Basics

Please refer the numbering in the above screenshot.

1. You may have multiple roles in the platform. When acting as an AC, change your role to "meta-reviewer". All you assigned papers will be listed on your meta-reviewer console.
2. Read the guidelines and instructions.
3. Click to view type of the paper (Methodology | Application studies | Both), category (MIC | CAI | Clinical Translation | Health Equity) and the contribution of the paper.
4. Click to display the abstract of the paper.
5. Subject areas of the paper selected by the author.
6. Status of Review:
    a. Reviewers assigned to the paper and answers to selected questions on the review form.
    b. Number of reviewers currently assigned to the paper.
    c. Number of completed reviews and to view the submitted reviews.
    d. Completion status.
7. Status of Meta-review:
    a. Meta-reviewer assigned to the paper and answers to selected questions on the meta-review form. Note that you are the **only** AC assigned to the paper at this stage. The meta-review ID in this column is **irrelevant** and is **NOT** an indication of the number of ACs assigned to the paper.
    b. Status of your meta-review submission.
8. Status of Review Rating: indicate if you have rated the reviews or not.
9. "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.
    c. Import Meta-reviews: You have the option to perform your meta-review offline and upload your meta-reviews in a single XML file.
    d. Email Reviewers of all papers
10. "More" button: select "Edit Assignment" to unassign/assign a reviewer to the paper. Select "Email Reviewers" to send email to all reviewers to this specific paper.

II. Reassign a Paper to a New Reviewer

Do not change the assigned reviewers of a paper unless you receive a legitimate request from the reviewer or if two reviewers of the same paper are from the same institute.

Step 1.   If you received a reassignment request, notify the old reviewer that the paper has been unassigned and remind the reviewer to destroy the paper and not share it with anyone as per the confidentiality policy.

If two reviewers of the same papers are from the same institute and it is identified before April 8th. No need to contact the reviewers since papers will not be release to reviewers until April 8th.

Locate the paper entry in your meta-review console. Use the envelope icon beside the reviewer's name to email the reviewer. This email will be sent via CMT anonymously, i.e, your name and email address will not be disclosed unless you sign your name in the email.

See the Sample Emails section on page 6.

Step 2.   Unassign the old reviewer from the paper and reassign to a new reviewer.

Click "more" -> "edit assignments" to make changes. From there, you will be able to see the list of non-conflicting reviewers, their TPMS scores, their bid, your rank, and their current number of papers assigned.

To unassign a reviewer, "Uncheck" the box in the last "assigned" column, the change will be saved automatically.

Find a suitable replacement reviewer based on their TPMS score, relevance score, their bid. Check the box in the last "assigned" column to assign.

Note that you will not be able to select a reviewer with more than 5 papers assigned. Do not assign the paper to a reviewer who had previously bid unwilling to review the paper. Do not assign more than 3 reviewers to each paper.

Click "Back to Meta-Reviewer Console" to return to the meta-review console when you are done.

Step 3.   Notify the new reviewer.

Click the envelop icon next to the new reviewer's name to notify the new reviewer of the additional paper. Make sure the new reviewer is willing to take the paper on.

See the Sample Emails section on page 6.

Note: 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 25th, a significant number of reviews will come in late. The unannounced internal review deadline is April 29th. If you have given a reviewer an extension, please let Kitty know.

III. Papers with Format, Anonymity, or Other Issues

If you or 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.

IV. Review Monitoring

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.

Please also note that the different evaluation criteria for different types of papers (Application vs. Methodological Studies, MIC vs CAI vs Translation vs Health Equity). See AC orientation Slides on Application vs. Methodological Studies and Reviewer Guidelines for MIC vs CAI vs Translation vs Health Equity papers

For your convenience, we have displayed the reviewer responses to a few important questions:
- Q11: Overall Score ranging from 1 (lowest) to 6 (highest)
- Q14: reviewer's expertise values ranging from 1 (lowest) to 4 (highest)
- Q16: oral presentation recommendation – 1 (Yes) and 0 (No)
- Q17: young scientist award recommendation – 1 (Yes) and 0 (No)
- Q19: Post-rebuttal Scores (will be available after the rebuttal period)

V. Rate Reviews

You must give each review a rating (Exceeded Expectations; Met expectations; Failed to meet expectations – see screenshot below. This helps us identify bad reviewers and to improve the selection of reviewers for future meetings.

To rate reviews, click "view reviews", and you will see an option to rate each review at the top right-hand corner of each review.

View Reviews

Paper ID
1
Paper Title
my test paper

Reviewer #1 (Marleen de Bruijne)

Not Submitted

Reviewer #2 (MICCAI 2021)   Rate Review: [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 r
and that you have read and understood the MICCAI 2021 Reviewers' Guide https://miccai2021.org/en/REVI
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:

VI. Review Deadline, Reminder Emails

The official review submission deadline is Thursday (April 25th). Reminder emails will be sent centrally by us (Kitty) via CMT. There is NO need for ACs to send reminders or overdue emails.   Based on experience from previous years, we have set aside some cushion time in anticipation of late reviews (~30%). The real, unannounced review deadline is Monday, April 29th.

VII. Extension, Emergency review period

We (Kitty) will assign papers with unresponsive reviewers to our pool of emergency reviewers on April 30 (Tuesday). The emergency reviewers will be asked to submit their reviews as soon as possible and by May 5th at the latest.   Please keep in mind that the pool of emergency reviewers is usually small, we have had emergency reviewers not submitting reviews due to assigned papers being poorly matched, therefore, instead of relying on the emergency reviewers, it is better to grant an extension if the original reviewer is willing to complete the review but need extra time.   ACs can decide the length of the extension. Meta-reviews are due on May 6th.   Please also let Kitty know if you have given any of your reviewers an extension beyond April 30 so that we know not to look for replacement reviewers.

VIII. External Reviewer

If you have an external reviewer (someone not in the reviewer pool) in mind for a specific paper in your batch to perform an emergency review,

1. Obtain consent from this reviewer. 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.

2. Send us the name, email address, affiliation, and list of domain conflicts of the new reviewer, and Kitty will check for conflicts , add this person to the reviewer roster, and assign the paper.

IX. Submit and Edit Meta-reviews

After the review deadline, you will need to complete your meta-review by May 6th.

Note: 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. Information on cut off scores will be sent out shortly after the review deadline has passed.

Identify Oral papers and Award candidates from the accepted batch and categorize them (for sessions)

Tips:

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. All "required" questions must be answered or the meta-review will not be submitted. You can edit your meta-review up until the deadline.

For your convenience, we will displayed your responses to a few important questions:
- Q5: Accept or Reject decision for rebuttal paper – Accept (1) and Reject (0)
- Q14: oral presentation recommendation – 1 (Yes) and 0 (No)
- Q15: young scientist award recommendation – 1 (Yes) and 0 (No)
- Q16: Potentially inspirational paper – 1 (Yes) and 0 (No)

X. Sample Emails

You can use the following sample emails if you wish.

Sample email 1: To notify a reviewer a paper is unassigned and asked the reviewer to abide by the confidentiality agreement.

Subject: [MICCAI 2024 Reviewer] paper #XXX unassigned

Dear Name:

I am writing to let you know that paper #XXX entitled "paper title" has been unassigned from you and reassigned to another reviewer due to "reason". If you have downloaded a copy of the paper, please destroy it and not share it with anyone, as per our confidentiality policy.

Thank you for your understanding.

Best,

Area Chair of paper XXX

Sample email 2: To notify a reviewer a new paper is added and ask for confirmation.

Subject: [MICCAI 2024 Reviewer] Additional paper #XXX assigned – please confirm

Dear Name:

I am writing to let you know that an additional paper #XXX titled "Paper Title" has been reassigned to you. We are currently redistributing a small number of mismatched papers and we are hoping that you can take this on. Please let me know if this is an issue.

If you have any questions, please do not hesitate to contact me. You can contact me via the "Email meta-reviewer" button in CMT.

Thank you for your understanding. Your help is much appreciated.

Best regards,

Area Chair of paper #XXXX