



## Instructions for Area Chairs

### Login, Conflict Management, Research Profile Update

**Task to be completed by Area Chairs no later than Feb 22, 2024**

In your CMT account:

1. Enter Domain Conflicts, **including the email domain of your current affiliation**
2. Enter your DBLP ID in your User Profile
3. Select Subject Areas
  1. Select User Type (**NEW**)
4. Make sure your name and your affiliation are correct

In TPMS:

5. Update your profile by uploading 5 or more 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 meta-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 Meta-Reviewer credential.**
  - ❖ Any questions or issues with your CMT or your TPMS account, please contact Kitty Wong [submission@miccai2024.org](mailto:submission@miccai2024.org)

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

Click [here](#) to go to the MICCAI2024 paper review platform or use the following URL:  
<https://cmt3.research.microsoft.com/MICCAI2024/Submission/MetaReview>

Log-in to your CMT account using the **email address with Meta-Reviewer (Area Chair) credential**.

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

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

Microsoft CMT


Email \*

Password \*

Log In

[Forgot your password?](#) | [New to CMT? Register](#)

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**MICCAI2024**  
Morocco  
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## 2. Selecting Subject Areas, Adding Domain Conflicts and DBLP ID

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.**

If you have a DBLP ID (and you most likely have if you have published a paper before), please enter it via your User Profile to help us better manage conflicts. See <https://cmt3.research.microsoft.com/docs/help/general/external-profile.html> 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 Meta-Reviewer Console interface. At the top, there is a navigation bar with a search box, a 'Help Center' dropdown, and user information for 'Kitty Wong'. A red message box is overlaid on the page, containing three bullet points: 'Chairs have requested users to enter domain conflicts. Please click here to enter your conflict domains.', 'Chairs have requested users to select user type. Please click here to select your user type.', and 'Chairs have requested meta-reviewers to select subject areas. Please click here to select your subject areas.' Below the message box, the 'Meta-Reviewer Console' title is visible, followed by instructions: 'Please click here to view Welcome Message & Instructions. You can hover over column headers and click "Hide" to remove columns.' A pagination bar shows '0 - 0 of 0' items, with 'Show: 25, 50, 100, All' options. On the right side, a user profile dropdown menu is open, listing options such as 'General', 'User Profile', 'Change Email', 'Change Password', 'Delete Account', 'Link to Account', 'MICCAI2024', 'My Settings', 'Domain Conflicts', 'My User Type', 'My Subject Areas', 'My Email History', 'Contact Chairs', and 'Logout'. Red boxes highlight the 'User Profile' and 'Domain Conflicts' options in the dropdown menu. A red arrow points from the text 'This message box will disappear once all required data are entered into the system.' to the message box.

### 3. 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 5 papers 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 meta-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

## 4. 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 meta-reviewer credential to your other CMT account matching the email address used for TPMS. Please contact Submission Platform Manager Kitty Wong [submission@miccai2024.org](mailto:submission@miccai2024.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 Meta-Reviewer credential**. If not, please contact Submission Platform Manager Kitty Wong at [submission@miccai2024.org](mailto:submission@miccai2024.org) to transfer your meta-reviewer credential to your other account.