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

## Review Phase

## Contents

# I.    Reviewer Console Basics



1.  You may have multiple roles in the platform.  When acting as a reviewer, change your role to "reviewer".  All you assigned papers will be listed on your reviewer console.   If you cannot change your role to reviewer, check the login email address and make sure it is the one with reviewer credential.  If you do not see any papers listed, try log out and log in again.  Try clearing your browser cache also.
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:  For papers where you have not yet entered review, you will only see the "Enter Review" option in the Review & Discussion column.  You must click the "submit" button at the end of the form when you are done to submit your review.  All "required" questions must be answered or the review will not be submitted.  For papers where you have already entered reviews, you will see two options: "Edit Review" and "View Review".  You can make changes to your review until the deadline.
7.  Email Meta-reviewer:  Use the email Meta-reviewer link to send an email to the Area Chair of the paper.
8.  "Actions" button:
    a.  Download: download all papers at once.  You can choose to download just the papers or with the supplementary materials.
    b.  Import reviews: You have the option to perform your meta-review offline and upload your meta-reviews in a single XML file.

## II. Reassignment Request and Confidentiality Agreement

If you cannot review a specific paper, please contact the Area Chair of the paper as early as possible. Please ask for reassignment sparingly and only do so if you absolutely cannot review the assigned paper. You should not ask to reassign a paper you have previously bid wiling or eager to review. We may assign you a replacement paper should the need arise.

If you asked to be unassigned from a paper, you must destroy any copy you made of the paper, and not share it with anyone, as per our confidentiality policy.

## III. Papers with Format, Anonymity, or Other Issues

If you have identified a paper that may have violated the submission guidelines, please flag the issue to the submission platform Manager and the Area Chair of the paper but 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 Quality

The area chair may contact you to revise your review if they find your reviews uninformative and/or inappropriate. If your review is positive then it needs to provide information about what the contributions are, if your review is negative then it should provide guidance to the authors on how to improve their papers; all comments should be supported by evidence. See Reviewer orientation Slides on how to write a good review. Note that ACs will be asked to rate each review (Exceeded Expectations; Met expectations; Failed to meet expectations). This helps us identify bad reviewers and to improve the selection of reviewers for future meetings.

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 Reviewer orientation Slides and Reviewer Guidelines for detailed evaluation criteria.

## V. Post Rebuttal Review Update

After the rebuttal period, you will be able to view author's rebuttal and revise your scores with justification by editing your review.