CMT Instructions for Area Chairs – Reviewer suggestions

1. Log in to CMT (https://cmt3.research.microsoft.com/MICCAI2025/Submission/MetaReview) using your user ID (the email address with "Meta-reviewer status") and selecting your role as "Meta-Reviewer", to check the papers allocated to you. (See Screenshot #1 below).

2. You can view the titles, abstracts, download individual papers or, under "Actions", select "Download files" to download all papers including supplemental materials as a single archive. Please note there may be a small number of papers in your batch that may not be a perfect match, but the allocation has been optimized under the constraints of TPMS scores, subject areas, conflicts, overall numbers of papers and area chairs.

3. You can click on the Paper ID to view the submission summary of the paper, including the statement of Novelty/Impact.

4. Ignore the Meta-review and Review Rating columns for now. For each paper, select on the far right the "more" -> "Edit suggestions" menu to see the list of non-conflicting reviewers for the paper.

Screen-shot #1

The list of reviewers is sorted in alphabetical order by default. You can search a reviewer by name. You can sort the list of reviewers according to their Relevance or their TPMS score (See Screenshot #2 below).

TPMS rank is determined by overlap of the keyword profiles extracted from the paper and the reviewer's publications uploaded to TPMS, with **1 being the highest rank (best match)** and ~2500 being the worst.

Relevance Score is determined by the overlaps of the subject areas between the paper and the reviewer with zero being the least relevant (no overlaps). CMT heavily favors matching of "primary" topic area by assigning a score of 0.8 to the total (as compared to a score of 0.16 when the "primary" matches a "secondary" topic). It adds 0.04 for each matching "secondary" topic, and it does not penalize mismatched topics, nor does it weight according to the number of topics listed.

New this year, we have asked authors and reviewers to choose either "MIC" or "CAI" as the primary subject area and at least one topic in each of the following three categories: "Body", "Modality", and "Application". We hope that this approach will better utilize the relevance scores. If the authors and reviewers followed the guidelines, the relevance score will be calculated as:

0.8 + (# of matching "secondary" topics)*0.04

To sort all reviewers by Relevance, click on "Relevance" two times to sort in decreasing order (most to least relevant). To sort all reviewers by TPMS rank, click on "TPMS rank" once to sort in an increasing order (best match (1) to least (~2500)).

Note that the results from the two sorting criteria may not always agree. **We suggest that you place more emphasis on the TPMS ranking**, noting however that not all reviewers have completed their TPMS profiles (<5% still missing). You can also click the link in the External Profile Column to view the Google Scholar or other profiles of the reviewer. Since these are the reviewers that you will potentially manage, it is important that you select the most appropriate reviewers for each paper.

Screen-shot #2

5. Please at least read the abstract of the paper to help you determine the best fit with reviewers, and suggest ***at least*** 10 - 15 potential reviewers for each paper, in a ranked order. Use the "Add" link on the right-hand column to add the reviewer to your list. These will appear in a list at the top of your page according to the order of your selection. You can reorder your selected list by using the arrow buttons in the right-hand column (Screen-shot #3 below). This final list should reflect how you rank each reviewer (most highly recommended reviewer to least recommended).

Screen-shot #3

6. When you have completed the selection above, you can return to the main "Meta-reviewer" page by clicking on the "Back to Meta-Reviewer Console" button at the top of the reviewer list. At this point you will see your list of suggestions in the "Suggestions" column.

7. Repeat this process for each of the papers you have been assigned.

8. We ask you to complete the above steps by ***Monday, March 17 23:59 PDT***.

Note: The metareview ID number shown is irrelevant and is **NOT** an indication of the number of ACs assigned to the paper. At this stage, you are the primary AC of ALL your assigned papers.