MICCAI 2025
Area Chair Orientation

March 6, 2025**:**

Program Chairs: James Gee, University of Pennsylvania
Daniel Alexander, University College London
Juan Eugenio Iglesias Gonzalez, MGH Martinos Center
Jaesung Hong, DGIST
Carole Sudre, University College London
Archana Venkataraman, Boston University

Submission Platform Manager: Kitty Wong, The MICCAI Society

Thanks for Your Service for MICCAI 2025!

Goals

- Orientation of process, timelines, and expectations

- Collection of feedback

- Q & A

MICCAI 2025 STATISTICS

- **5245** intent to submit, **3669** full paper submissions (about **28**% increase vs **2876** on 2024)

- Papers were screened for anonymity, page length, template issues. ~**150** will be desk rejected
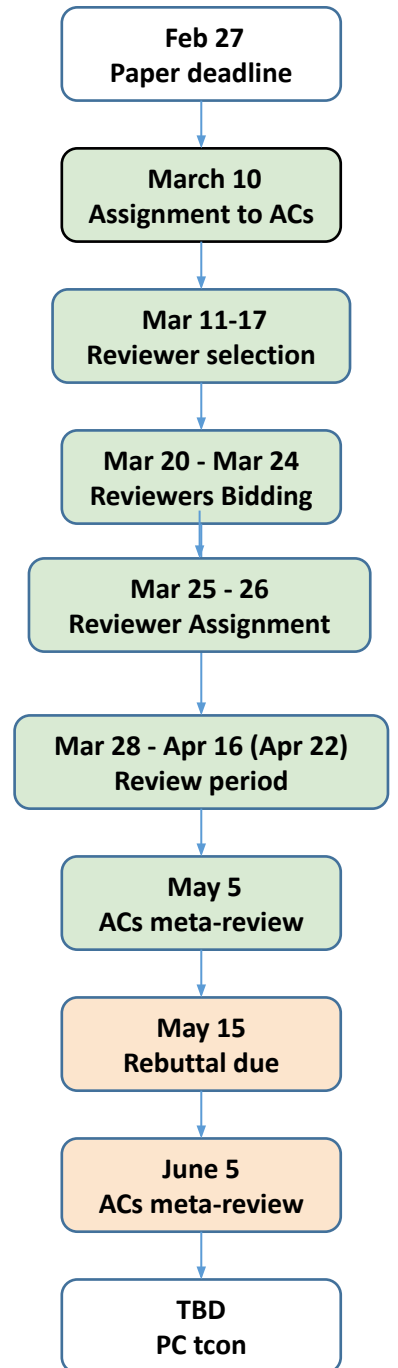
- **188** ACs

- ~**2585** reviewers

Key Responsibilities for Area Chairs

- **Primary AC for ~20-25 papers**:

  - Check paper formatting, suggest reviewers, shepherd review process, monitor review quality, complete meta-reviews & make initial recommendations
  - **NEW THIS YEAR:** Initial decisions are not automated!! ACs will make them.
  - **NEW THIS YEAR:** Justifications are only required for **REJECT RECOMMENDATIONS**

- **Secondary AC for an additional ~15 papers**

  - *Encourage reviewers to participate in discussions & finalize their decision after rebuttal*
  - Make final recommendations
  - **NEW THIS YEAR:** Justifications are only required for **REJECT RECOMMENDATIONS**

- Recommend Oral papers and award candidates
- Identify papers suitable for sessions on clinical translation and Pan-Asia challenges
- Rate the quality of each review

Process Overview

Phase I: Primary AC on all papers (~20-25 papers per AC)

Phase II: Secondary AC on rebuttal papers (~15 papers per AC)

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Paper deadline

March 10
Assignment to ACs

Mar 11-17
Reviewer selection

Mar 20 - Mar 24
Reviewers Bidding

Mar 25 - 26
Reviewer Assignment

Mar 28 - Apr 16 (Apr 22)
Review period

May 5
ACs meta-review

May 15
Rebuttal due

June 5
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TBD
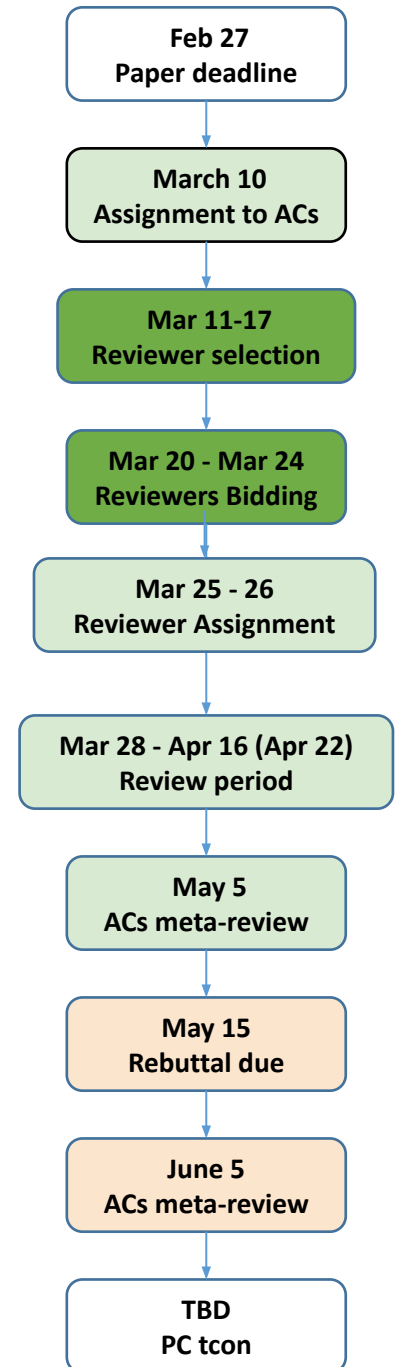PC tcon

Primary AC Assignments

- Receive primary assignments on March 10
  - Based on TPMS match score, subject areas (keywords), & conflicts of interest

- Screen paper for the following issues & notify PCs
  - Anonymization
  - Overlength
  - **Formatting**
  - **Overlapping submissions**
  - **NEW THIS YEAR: Only multimedia files and unpublished manuscripts are allowed as supplementary materials**

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

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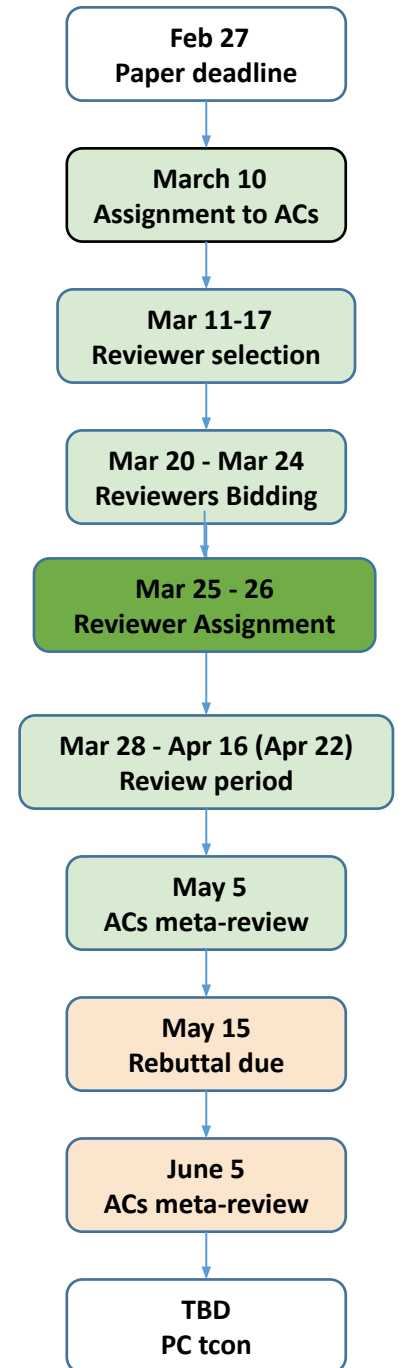
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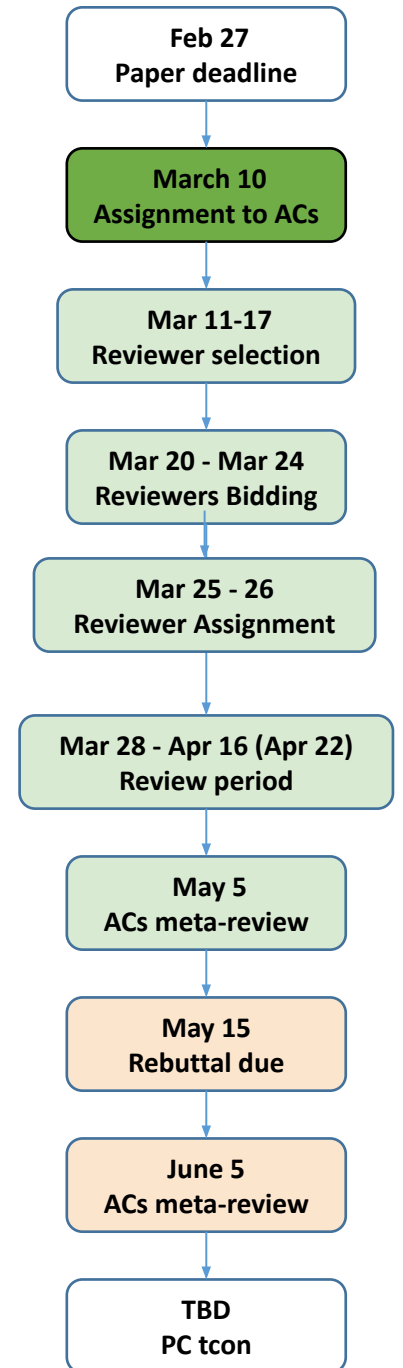
Reviewer Suggestions

- Suggest 10-15 reviewers for each paper in ranked order, considering

  - **TPMS** (↓) *important, this is NOT the only factor
  - **Reviewer profile** (expertise, publications, etc)
  - Subject areas (↑),
    - **NEW THIS YEAR:** Primary subject area is "MIC" or "CAI". Secondary subject area should include a body part (e.g., brain, heart) and modality (e.g., MRI)
  - Reviewer load
    - Avoid reviewers already with >20 suggestions
  - Paper difficulty
    - Suggest more reviewers for difficult papers
  - Do not only suggest reviewers in your personal network!!

- Detailed instructions will be sent later

- Final reviewer assignment considers a combination of automatic TPMS, keyword matching, AC suggestions, and reviewer bidding

- ACs will be asked to step in and review if we cannot match the paper!

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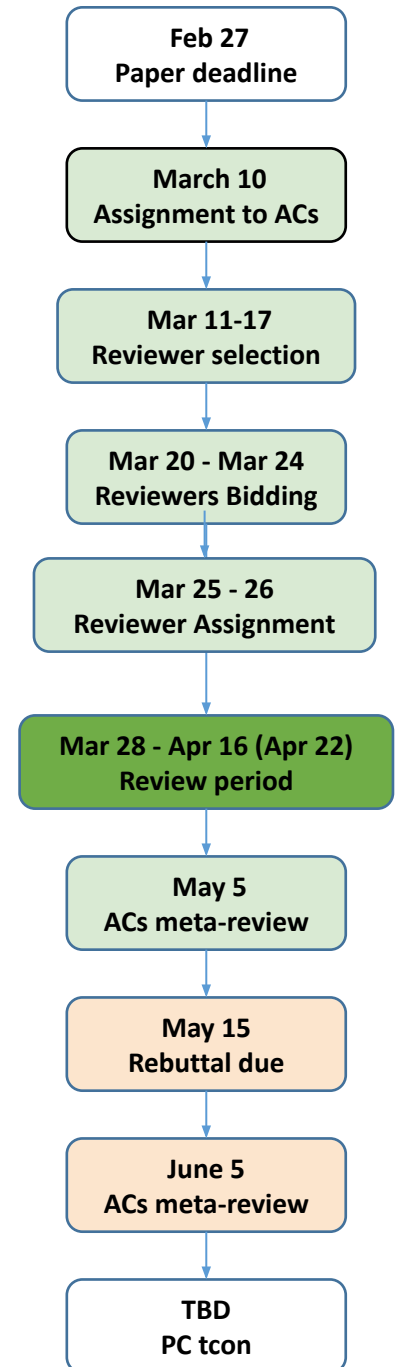ACs meta-review

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Assignment to reviewers

- March 25
  - Automated paper assignment to reviewers
  - General quality checking by Kitty
- March 26
  - ACs check for issues in reviewer assignment and reassignment (*e.g.,* COIs, reviewers from the same institute)

- March 28
  - Paper release to reviewers.
  - NEW THIS YEAR: ACs handle all reviewer reassignment requests. To be handled within 24h of request
  - 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 batch!!!

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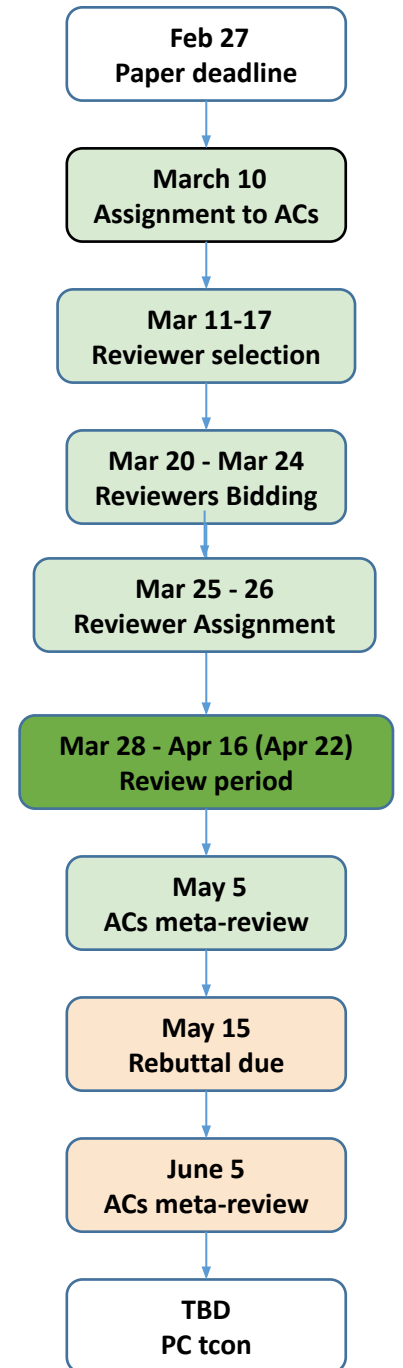
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Review Period

- Review Period (Officially March 28 - April 16)
  - 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: Wednesday, April 16
  - Unofficial internal deadline: Tuesday, April 22
  - Emergency review period: April 23 - May 1
  - Reminders of deadline will be sent centrally by Kitty

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Monitor Review Quality

- **Reviews of accepted papers will be made public.**

- Communicate with reviewers to improve 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
  - …..
- Rate review quality
  - Exceeded expectations / Met expectations / Failed to meet expectations
  - Important to assess ACs and reviewer applications next year
- Reviewers should not ask for more experiments in the rebuttal!

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Application *vs.* Methodological Studies

- See MICCAI 2025 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**
  - 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.*
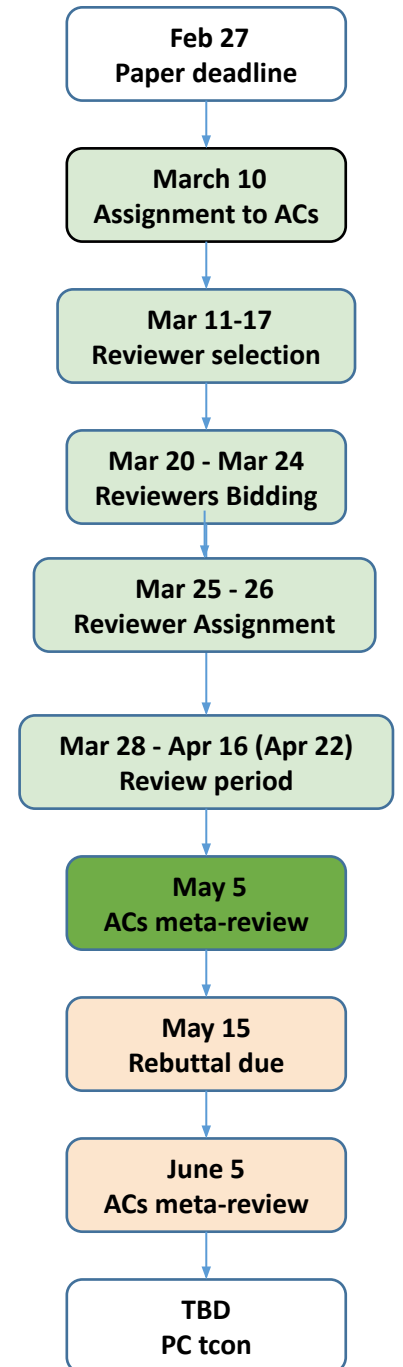
CAI vs. MIC Papers

- **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
- **Clinical papers** -
  - Translation of methodology with impact on clinical workflow and evaluation
  - Novel insights into clinical challenges

What to do if you encountered a "problematic" paper

- **During the reviewer suggestion phase**
  - Flag the issue (format, supplementary material) to Kitty (submissions@miccai.org) but continue to suggest reviewers to the paper

- **During the review period**
  - The reviewer suspects the author submitted work that was already published (double submission/self-plagiarism)
    - Instruct the reviewer to continue to review the paper. The reviewer can give a low score citing the lack of contribution w.r.t the already published paper.
    - Reviewer should include their suspicion in the "confidential comments to PCs and ACs" field on the review form.
    - If the AC agrees with the reviewer's finding, flag this to the program chair for an investigation.

  - Formatting issues (white space, wrapped around figures) and potential breaches of anonymity
    - Instruct reviewers to continue to review the paper based on the scientific content of the paper
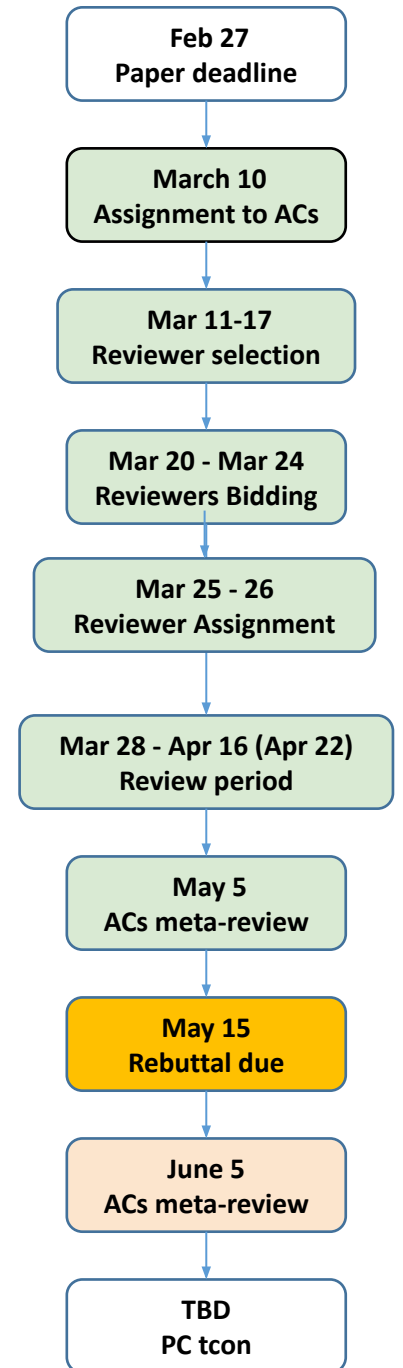   - Flag the issue to PCs if the AC deem the issue to be severe

AC Initial Meta-Reviews

- ACs will make an initial decisions for each paper
  - Early accept, early reject & invite for rebuttal

- PC will provide detailed guidelines and target statistics
  - Historical: ~15% accept, ~50% reject, ~35% rebuttal

- Base your decisions on the reviews (including quality) and your domain knowledge. *Do NOT simply take the average reviewer scores!*

- You may factor in reproducibility into the decision, as appropriate.

- You will be asked to complete a meta-review form for each paper:
  - **NEW FOR THIS YEAR:** Justifications are only required for **REJECT RECOMMENDATIONS** (*please be detailed, especially if your recommendation deviates from the reviewers*)
  - For accept recommendations, you will be asked to indicate whether a paper is suitable for special recognition (oral presentation, award, etc.) and justify why you recommend a paper.

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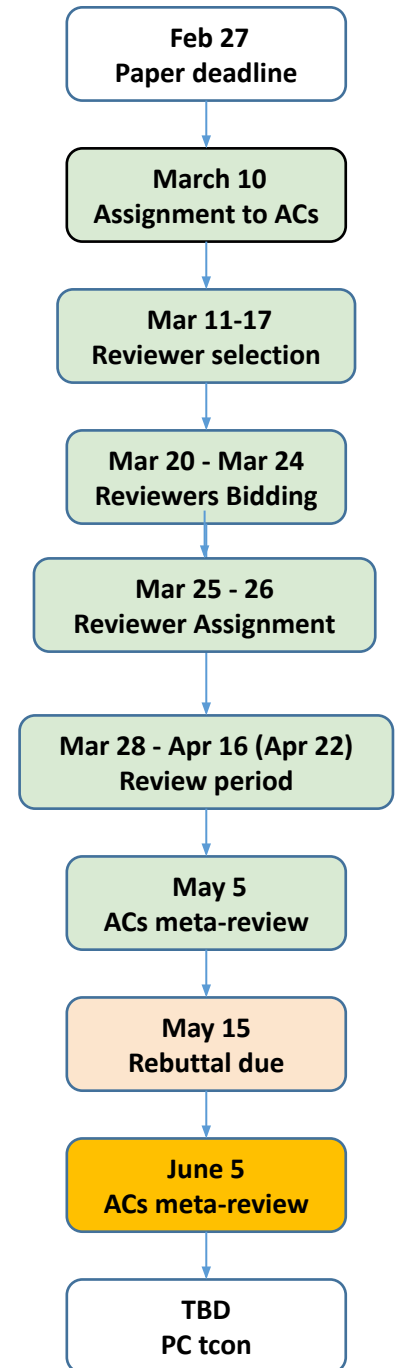ACs meta-review

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Secondary AC Assignments

- Each rebuttal paper will be assigned 2 secondary ACs

- Each AC will receive ~15 secondary paper assignments

- **NEW THIS YEAR:** after rebuttals are in
  - Reviewers will be asked to revise their reviews and make a decision (Accept vs Reject) (by May 26)
  - There is no reviewer discussion period!

- Primary and secondary ACs can still discuss via CMT email.

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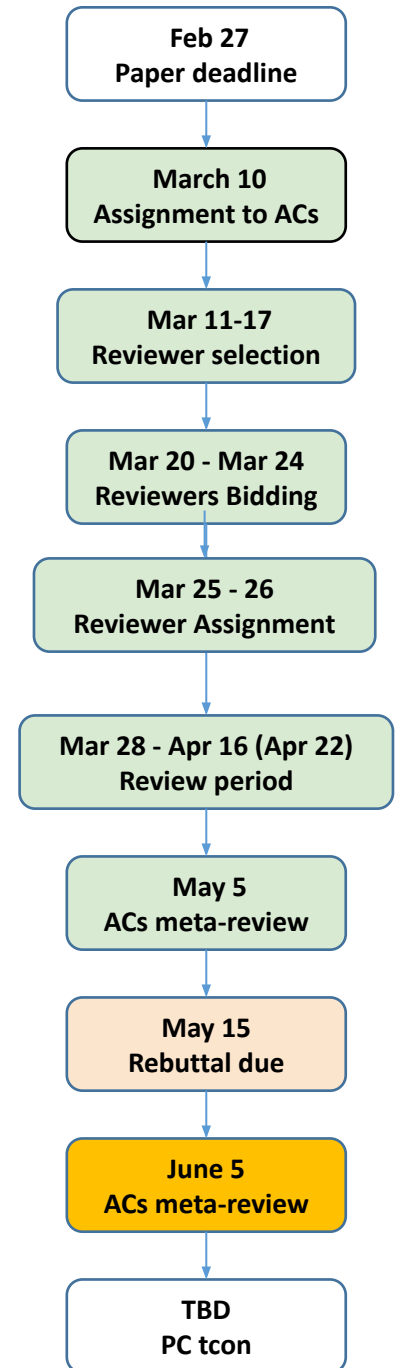
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AC Final Meta-Reviews

- Meta-reviews must be completed for *all primary & secondary assignments*
  - **NEW THIS YEAR:** Detailed justifications are only required for **REJECT RECOMMENDATIONS**
  - Consider the reviews and how well the authors' rebuttal addressed the reviewer critiques
  - *Avoid raising new critiques unless they can be justified to be fatal flaws overlooked*
  - You must make an ACCEPT or REJECT decision for all rebuttal papers - no borderline rankings

- Recommendations:
  - Accept vs. Reject
  - Suitability for special recognition (oral presentation, award, special issue invitation, …)
  - Categorize the papers to help with program construction
  - Rate the reviews

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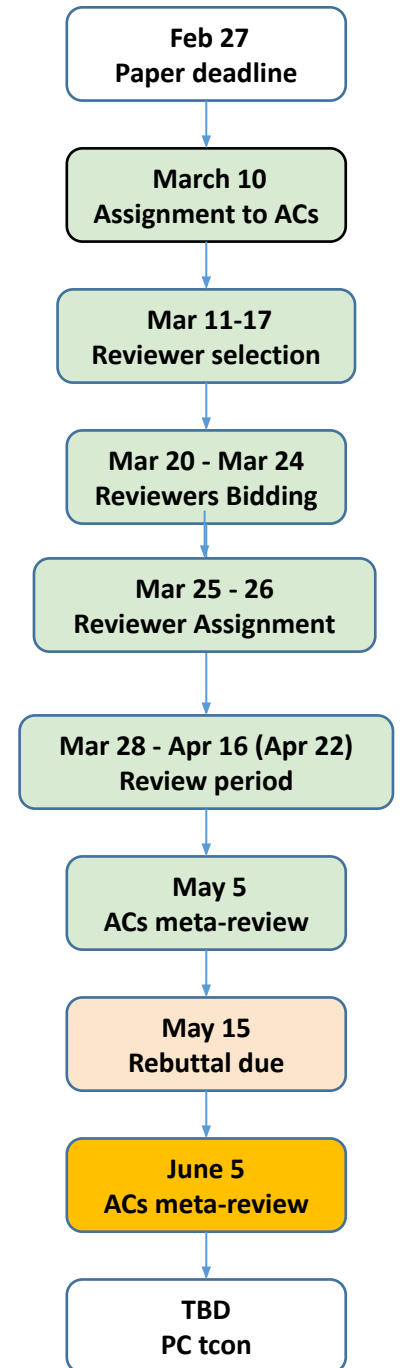June 5
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AC Final Meta-Reviews

- **Detailed justifications are required for papers where you recommend rejection**

  - You should provide concrete rationale for your decision - *do not simply cite the review scores!*

  - If your decision differs from the reviewer opinions, then you must provide reasons why

- **Justifications are optional for "accept" decisions – these will be made public if the paper is accepted**

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Final AC Meeting

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

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General remarks

- **Reviews and meta-reviews of accepted papers will be public**

- **Reviewers will be back in the loop after rebuttal**

- Reserve time for the two phases: **Mar 11 – May 5** and **May 15 - June 2**

- CMT emails can be flagged as spam. Check the AC information here: https://conferences.miccai.org/2025/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 submissions@miccai.org
  - Contact Program Chairs at program_chairs@miccai2025.org (or via CMT)

Q&A