



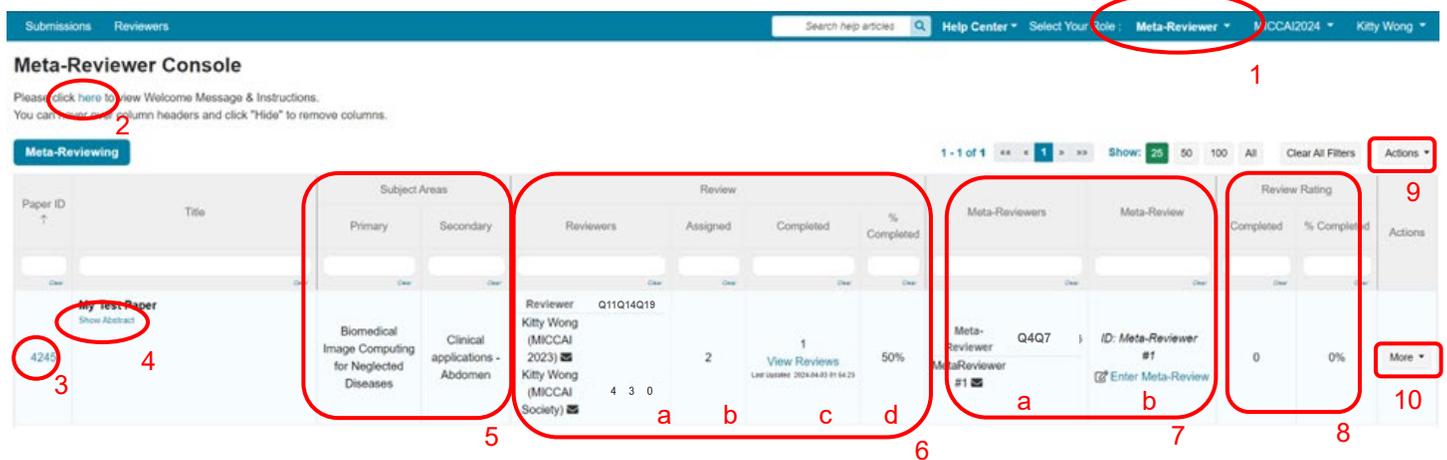
AC's Guide to Microsoft Conference Management Toolkit (CMT)

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

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I. Meta-Reviewer Console Basics



Please refer to the numbering in the above screenshot.

1. You may have multiple roles on the platform. When acting as an AC, change your role to “meta-reviewer”. All your assigned papers will be listed on your meta-reviewer console.
2. Click to read the guidelines and instructions.
3. Click to view the paper summary, which includes the type of paper (Methodology, Application studies, or both) and a statement of contribution. Please note the different evaluation criteria for various types of papers, including Application vs. Methodological Studies, MIC vs. CAI vs. Translation. Refer to the [AC Orientation Slides](#) and [Reviewer Guidelines](#) for detailed evaluation criteria.
4. Click to display the abstract of the paper.
5. Subject areas of the paper selected by the author.
6. Status of Review Submission:
 - a. Reviewers assigned to the paper and answers to selected questions on the review form.
 - b. The number of reviewers currently assigned to the paper.
 - c. The number of completed reviews and to view the submitted reviews.
 - d. Completion status.
7. Status of Meta-review submission:
 - a. Meta-reviewer assigned to the paper and answers to selected questions on the meta-review form. Please note that you are the only assigned AC for the paper at this stage. The meta-review ID in this column is **irrelevant** and does not indicate the number of ACs assigned to the paper.
 - b. Link(s) to submit/edit/view meta-review.
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 Reviews: to view all reviews in side-by-side mode or in 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 or assign a reviewer to the paper. Select “Email Reviewers” to send an email to all reviewers of this specific paper.

II. Reassign a Paper to a New Reviewer

Handle reassignment requests within **24 hours** should the need arise and follow the steps below.

Step 1. When you receive a reassignment request, acknowledge the request by sending an email to the reviewer via CMT. Remind them to destroy or delete the paper and not share it with anyone, as per our confidentiality policy. You can use the template provided on page 6 of this document.

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. It is your decision whether to disclose your identity to your reviewers.

Note: Send the email before you unassign the reviewer – the reviewer (along with the email button) will disappear from the entry as soon as you unassign.

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

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

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

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

When searching for a replacement reviewer, you can contact multiple reviewers and temporarily assign more than three reviewers to the paper until you receive confirmation from one of them. Once someone has confirmed to take on the additional paper, please inform the other candidates that you have found someone and unassign them from the paper.

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

Step 3. Notify the new potential reviewer(s).

Click the envelope icon next to the new reviewer's name to notify them of the additional paper and confirm that they are willing to take on the paper. You can use the template provided on page 6 of this document.

Note: If the reassignment request came around the review deadline (April 16), you can offer the replacement reviewer a few extra days to complete the review. Although the official review deadline is April 16th, a substantial number of reviews are expected to arrive late. The unannounced internal review deadline is April 22nd. If you have given a reviewer an extension, please notify Kitty.

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 reviewing the paper based on its scientific content. 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, it should provide information about the contributions; if it is negative, it should offer guidance to the authors on how to improve their papers; all comments should be supported by evidence.

Please also note the different evaluation criteria for various types of papers, including Application, Methodological Studies, MIC, CAI, and Translation. See [AC orientation Slides](#) on Application vs. Methodological Studies and [Reviewer Guidelines](#) for MIC vs CAI vs Translation 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)
- Q19: Post-rebuttal Scores (will be available after the rebuttal period): 1 (Accept) and 0 (Reject)

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 improve the selection of reviewers for future meetings.

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

View Reviews

Print

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 name) and that you have read and understood the MICCAI 2021 Reviewers' Guide <https://miccai2021.org/en/REVIEWERS>. 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

VI. Review Deadline, Reminder Emails

The official review submission deadline is Wednesday, April 16. 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 actual, unannounced review deadline is Tuesday, April 22.

VII. Extension, Emergency Review Period

Kitty will assign papers with unresponsive reviewers to our pool of emergency reviewers from April 23 to 25. The emergency reviewers will be asked to submit their reviews as soon as possible and by May 1st 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 5. Please also notify Kitty if you have granted any of your reviewers an extension beyond April 22, so 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 the external reviewer. Please do not share the full paper, but only the title and abstract, with the potential reviewer. Conflicts of interest must be checked (by Kitty) before releasing the paper to the external reviewer.
2. Send Kitty the name, email address, affiliation, and list of domain conflicts of the external reviewer. If there's no conflict, Kitty will 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 5.

Information on the overall review score distribution and the approximate number of papers to be accepted, rejected, or sent for rebuttal will be sent out shortly after the review deadline has passed.

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

Tips:

The platform displays “Enter Meta-Review” option in the meta-review column for papers you have not yet submitted meta-reviews. Click the link to access the meta-review form. You must click the “submit” button at the end of the form to submit your meta-review. For papers for which 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; otherwise, the meta-review will not be submitted. You can edit your meta-review up until the deadline.

For your convenience, your responses to a few important questions will be displayed:

- Q4: Your recommendation – Early Accept (1), Rebuttal (0), Early Reject (-1)
- Q7: Accept or Reject decision for rebuttal paper – Accept (1) and Reject (0)

X. Sample Emails

Sample Email 1: To notify a reviewer that a paper has been unassigned and request that the reviewer adhere to the confidentiality agreement.

Subject: [MICCAI 2025 Reviewer] paper #XXX unassigned

Dear Name:

We have received your reassignment request for paper #XXX entitled “paper title”. It will be removed from your reviewer console shortly. If you have downloaded a copy of the paper, please destroy it and not share it with anyone, as per our confidentiality policy.

We may reassign you a replacement paper on a later date.

Thank you for your contribution to MICCAI 2025.

Best,

Area Chair of paper XXX

Sample Email 2: To notify a reviewer that a new paper has been added and request confirmation.

Subject: [MICCAI 2025 Reviewer] Additional paper #XXX assigned – please confirm

Dear Name:

I am redistributing a small number of mismatched papers, and I am hoping that you can take on the following paper:

Paper ID:

Paper Title:

Please let me know if you are willing to take on this additional paper as soon as possible. This paper has already been added to your reviewer account. You can contact me via the “Email meta-reviewer” button in CMT.

Your help is much appreciated.

Best regards,

Area Chair of paper #XXXX