Login, Conflict Management, Publication Profile Update

for Area Chairs (Meta-reviewers)

ACs must update their CMT and TPMS accounts no later than Feb 1, 2025

In your CMT account:

1. Submit your publication profile, including **DBLP ID** and **publication email address(es).**
2. Submit **Domain Conflicts**, including the email domain of your current affiliation.
3. Select **Subject Areas** (see new guidelines below) and **User Type**.
4. Make sure your name and your affiliation are spelled correctly – We will extract your data from CMT. Your name and affiliation will be listed both on the conference website and in the proceedings.

In your TPMS account:

5. Update your profile by uploading five or more recent publications relevant to MICCAI. You have the option to remove any papers that are no longer relevant.

❖ Ensure that the email addresses of your CMT account with meta-reviewer credentials and your TPMS account are exactly the same.

❖ 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 logging in and out. The email address of your TPMS account **MUST match the CMT account with the Meta-Reviewer credential.**

❖ If you have any questions or issues, please get in touch with Kitty Wong at submissions@miccai.org

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1. Accessing the Submission Platform (CMT) and the *New* MICCAI2025 Information Page

Click here to go to the MICCAI2025 paper submission platform or use the following URL:
https://cmt3.research.microsoft.com/MICCAI2025/Submission/Index

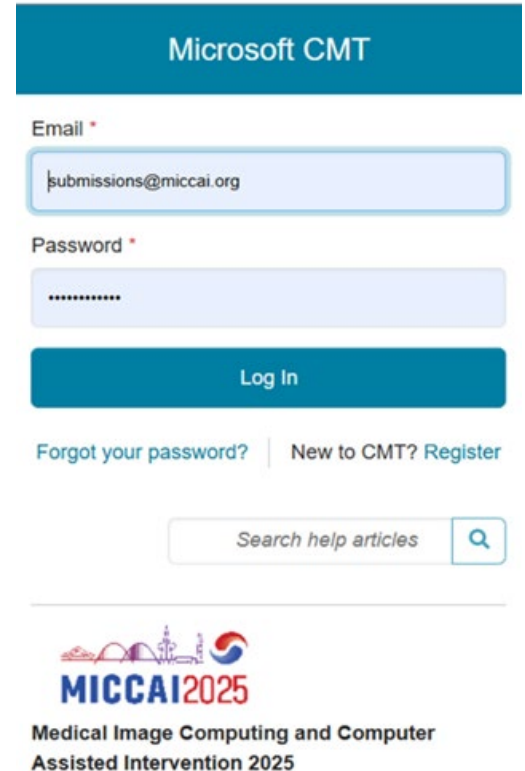Log in to your CMT account using the email address with the **Meta-Reviewer (Area Chair) credential.**

New The first time you access the MICCAI 2025 submission platform, you will be directed to the MICCAI2025 Information page. Please submit your publication data to help us better manage conflicts and paper matching.

Google Scholar or Semantic ID: You must submit at least one if you are a reviewer. Not required if you are an Area Chair.

DBLP ID: Required for all (authors, reviewers, ACs) unless you do not have one.

Publication PDF File Links: These are not required. Chairs will only use these if the AC's TPMS account is not in order.

Publication Email Addresses: Required if you have multiple email addresses for publications or CMT accounts.

Microsoft CMT

Email *

submissions@miccai.org

Password *

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Log In

Forgot your password?   New to CMT? Register

Search help articles

MICCAI2025

Medical Image Computing and Computer Assisted Intervention 2025

Your MICCAI2025 Information

Name

Email

You are requested by MICCAI2025 conference chairs to answer the following. Every author, program committee member and senior program committee member must fill out this form.

Google Scholar Id, Semantic Scholar Id, DBLP Id, Publication PDF File Links and Publication Emails *(Your responses will be used to update YOUR CMT profile)*

Google Scholar Id — Reviewer: must fill out at least one of them

| https://scholar.google.com/citations?user= | Google Scholar Id | Id Helper |

Semantic Scholar Id — AC: not required

| https://www.semanticscholar.org/author/ | Semantic Scholar Id | Id Helper |

DBLP Id — Required for all, if available

| https://dblp.org/pid/ | DBLP Id | Id Helper |

Your Publication PDF File Links, separated by new line *(used for matching)*

Enter links to paper pdfs you co-authored and that reflect your current expertise, one per line

Required, if you have multiple email addresses for publications

Your Publication Email Addresses, semicolon separated *(used for checking conflict)*

smith@gmail.com; smith@school.edu

Submit

2. Personal Domain Conflicts

After submitting your publication information, you will be asked to submit your domain conflicts. When finished, make sure you click the "Save" button. Alternatively, you can access the domain conflicts page via the dropdown menu by clicking the arrow beside your name. In addition to your current institution and collaborators' institutions, you should include the domains of your past collaborators within the past 3 years.

3. Selecting Subject Areas and User Type

You can access the subject areas selection page or the User Type page by clicking the appropriate "click here" links inside the red text box. Alternatively, you can access them via the dropdown menu by clicking the arrow beside your name. The red text box will disappear once you have submitted the required information.

NEW: When selecting Subject areas, you must first select either **MIC** or **CAI** as your **primary** subject area. You must then also select at least one secondary area in each of the following three categories: "Body," "Modalities," and "Application." Please pay attention to your selections and do not select the parent categories such as "0. Primary Subject Area" or "1. Body (Secondary Subject Area)".

When finished, click the "Save" button at the bottom of the page.

You must select a user type that best matches your role.

4. Accessing the Meta-Reviewer Console

Once you submit the required information, you can access the Meta-Reviewer Console by changing your role at the top right to "Meta-Reviewer." If you cannot change your role to Meta-Reviewer, check that you have logged in using the email address with the Meta-Reviewer credential. Your meta-reviewer console is currently empty. Papers assigned to you will be visible during the review period.

5. 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

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: [   ]

login Password reset

Once logged in, you can view the papers you uploaded to your account. Make sure you have at least five papers in your TPMS account. You can upload new papers to your account or remove irrelevant papers from your account. MICCAI will assign 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			
Selected Papers	Paper1.pdf	495.8 KB	✏️❌
Upload papers	Paper2.pdf	656.8 KB	✏️❌
Update account info.	Paper3.pdf	1.1 MB	✏️❌
Logout	Paper4.pdf	1.1 MB	✏️❌
	Paper5.pdf	845.2 KB	✏️❌

6. 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 the meta-reviewer credentials to your other CMT account, matching the email address used for TPMS. Please contact Submission Platform Manager Kitty Wong at submissions@miccai.org.

For those with multiple accounts with CMT:

Note that linking two accounts in CMT DOES NOT MERGE two accounts into one; it simply allows you to switch between two accounts without logging in and out. The email address of your TPMS account MUST match the CMT account with the Meta-Reviewer credential. If not, please get in touch with Submission Platform Manager Kitty Wong at submissions@miccai.org to transfer your meta-reviewer credential to your other account.

7. Communications

All communications and instructions from the program chairs will be sent to you via CMT. Please make sure you did not unsubscribe from receiving conference mail. If your institution blocked email via CMT, please get in touch with Kitty Wong for alternative arrangements. All instructions will also be posted on the conference website.

You can change your mail setting in two places:

1. Under "User profile," you can change your communications settings related to general emails and emails sent to you by Conference Chairs: Click the arrow beside your name at the top right-hand corner to bring up the dropdown menu, select "User Profile," and scroll to the bottom. **Make sure the box at the bottom is unchecked.**

Do not send me conference email *(check this option only if you don't want to be contacted by any conference)*

2. Under "My Settings," you can opt out from receiving notifications related to your reviewers. You may find the notification helpful at the late stage of the review period when you are expecting a reviewer to update a review.

My Settings

Meta-Reviewer Settings

NOTIFICATION

Do not receive notification when discussion is posted ☐

Do not receive notification when review is updated ☐

Save changes   Cancel

8. Review Timeline and Resources

Please familiarize yourself with the review timeline available [here](#) and reserve time in your calendar for your main AC tasks. You can also add the AC schedule to your calendar by clicking [here](#).

Other resources:

[The MICCAI review process](#)

[AC Guidelines](#)

[Instructions to Area Chairs](#) – all instructional files will be posted here when available

[Reviewer Guidelines](#)

[Submission Guidelines](#)