

## **CMT Tips for Meta-review of rebuttal papers:**

Please also refer to the detailed instructions in the email.

1. You will now see, once logged into the CMT system, both the original ~18 papers that were assigned to you as Primary Meta-reviewer and an additional ~16 papers assigned to you as Secondary Meta-reviewer. Use the filter function in the “Chair Note/Status” column to filter papers based on their status. For example, type “Rebuttal” to select only papers invited for rebuttal. (Item 1 in screenshot#1)
2. In the “My Tag” column, you are tagged as the “Primary Meta-reviewer” for papers that were originally assigned to you. If there is no tag, then this paper is assigned to you after the rebuttal phase for which you are now serving as the secondary AC. (Item 2 and 3 in screenshot #1). Note that the meta-reviewer ID number shown in the meta-review column is irrelevant and is **NOT** an indication of the number of Area Chairs assigned to the paper.
3. Rebuttal is submitted as “Author Feedback” in CMT. Click the “**View Author Feedback**” link in the “Discussion & Feedback” column to view. (Item 4 in screenshot #1).
4. We have invited authors of accepted papers to **optionally** respond to the reviews and meta-review. You can view these responses via the “Author feedback” as well.
5. Reviewers are given an opportunity (**not mandatory**) to access the rebuttal and recommendations between May 20 to May 26th.
6. You can engage in a discussion in CMT with the other Meta-reviewers and reviewers assigned to the same paper. Click the “Post message” link in the Discussion & Feedback to start a conversation. Once a new message is posted, an email notification will be sent to all meta-reviewers and reviewers of the paper. The “Post message” link will change to “View/Post messages (1)” to indicate one message has been posted. In this discussion phase, your name will not be visible to other meta-reviewers or reviewers. (Click item 5 in screenshot #1 to post message)
7. If you would like to contact the other Meta-reviewer assigned to the same paper, use the email feature to send an email via CMT. Your identity will remain anonymous as long as you do not sign your name at the bottom of the email.
8. If you want to send an email to one of the reviewers, you can do so by clicking the envelope icon beside the reviewer to send an email.
9. Enter your final decision via “**Edit Meta-review**” link (item 6) if you are the primary AC of this paper. Use “**Enter Meta-review**” (item 7) if you are the secondary AC. Please note that you will not be able to modify the answers for questions 3 to 6 in the meta-review form. **Accept the agreements in questions 1 and 2, then scroll down to submit your response for questions 7 to 13.** Make sure you save your meta-review when you are done.
10. Please rate the quality of the reviews. This is important to help us acknowledge outstanding reviewers and to improve our reviewer pool for next year. When you have clicked on “View Reviews”, use the “Rate Review” option in the top right corner to do so.

Screenshot #1

Paper ID ↑	Title	Chair Note	Subject Areas		Review				Meta-Reviewers	My Tags	Meta-Review	Discussion & Feedback
		Paper Status	Primary	Secondary	Reviewers	Assigned	Completed	% Completed				
<div>Clear</div>	<div>Clear</div>	<div>Clear</div>	<div>Clear</div>	<div>Clear</div>	<div>Clear</div>	<div>Clear</div>	<div>Clear</div>	<div>Clear</div>	<div>Clear</div>	<div>Clear</div>	<div>Clear</div>	
<div>1</div>	<div>Show Abstract</div> <div>Download</div>	Early Reject	0. Primary Subject Area -> MIC	1. Body -> Abdomen 1. Body -> Brain 1. Body -> Cardiac +7 more	Reviewer Reviewer 1 Reviewer 2 Reviewer 3	Q11Q14Q19 2 4 3 3 4 3	3 View Reviews Last Updated: 2025-04-15 14:01:17	100%	Meta-Reviewer MetaReviewer #1	Primary Meta-Reviewer	ID: Meta-Reviewer #1 View Meta-Review	Status: Early Reject
<div>2</div>	<div>Show Abstract</div> <div>Download</div>	Rebuttal	0. Primary Subject Area -> MIC	1. Body -> Abdomen 2. Modalities -> Endoscopy 3. Applications -> Computer ... +1 more	Reviewer Reviewer 1 Reviewer 2 Reviewer 3	Q11Q14Q19 4 3 4 3 3 2	3 View Reviews Last Updated: 2025-04-19 20:20:57	100%	Meta-Reviewer MetaReviewer #2 MetaReviewer #1 MetaReviewer #3	Primary Meta-Reviewer	ID: Meta-Reviewer #1 Edit Meta-Review View Meta-Review	Post Message(s) All Reviewing Details View Author Feedback Status: Rebuttal
<div>3</div>	<div>Show Abstract</div> <div>Download</div>	Rebuttal	0. Primary Subject Area -> MIC	1. Body -> Eye 2. Modalities -> Photograph / ... Machine Learning -> Valid...	Reviewer Reviewer 1 Reviewer 2 Reviewer 3	Q11Q14Q19 2 4 3 3 5 4	3 View Reviews Last Updated: 2025-04-17 18:56:15	100%	Meta-Reviewer MetaReviewer #1 MetaReviewer #2 MetaReviewer #3		ID: Meta-Reviewer #2 Enter Meta-Review	Post Message(s) All Reviewing Details View Author Feedback Status: Rebuttal
<div>4</div>	<div>Show Abstract</div> <div>Download</div>	Early Accept	0. Primary Subject Area -> MIC	1. Body -> other 2. Modalities -> Other 3. Applications -> Image Seg... +1 more	Reviewer Reviewer 1 Reviewer 2 Reviewer 3	Q11Q14Q19 5 3 4 3 5 3	3 View Reviews Last Updated: 2025-04-17 18:56:15	100%	Meta-Reviewer MetaReviewer #2	Primary Meta-Reviewer	ID: Meta-Reviewer #2 View Meta-Review	View Author Feedback Status: Provisional Accept