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

Review Phase

Contents

I. Reviewer Console Basics
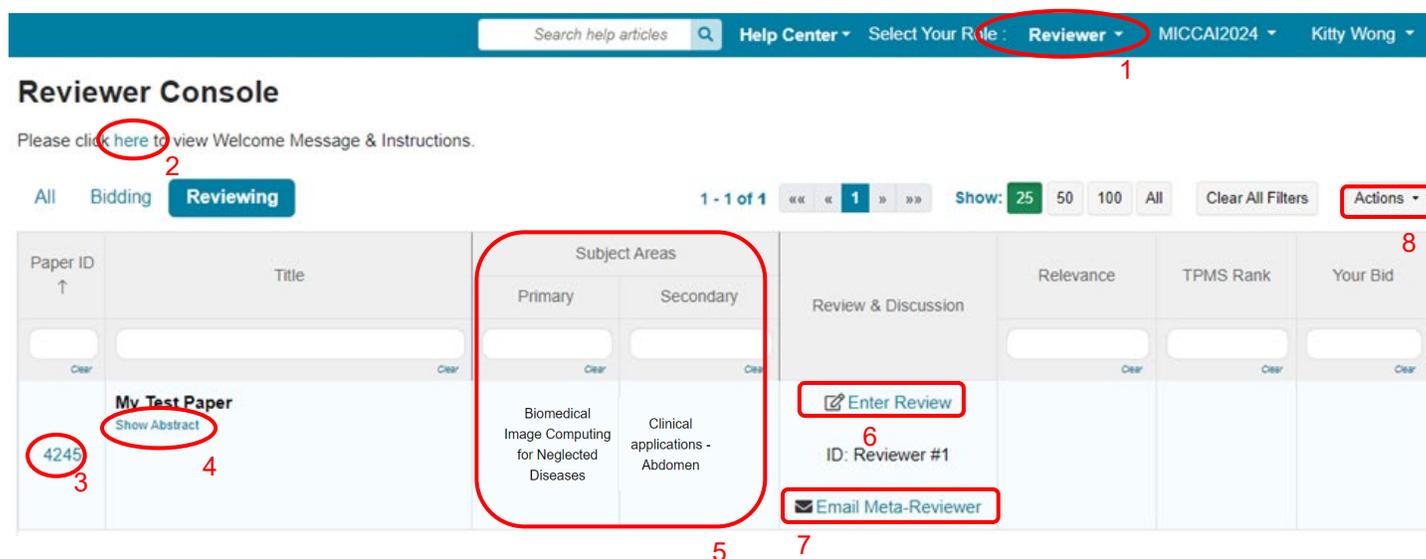
Please refer to the numbering in the above screenshot.

1. You may have multiple roles on the platform. When acting as a reviewer, change your role to "reviewer". All your assigned papers will be listed on your reviewer console. If you cannot change your role to reviewer, verify the login email address and ensure it matches the one with reviewer credentials. If you don't see any papers listed, try logging out and then logging in again. Try clearing your browser cache also.

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 [Reviewer 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: The platform displays the "Enter Review" option in the Review & Discussion column for papers you have not yet submitted reviews. Click the link to access the review form. You must click the "submit" button at the end of the form to submit your review. All required questions must be answered; otherwise, the review will not be submitted. For papers for which you have already entered reviews, you will see two options: "Edit Review" and "View Review". You can make changes to your review until the deadline.

7. Email Meta-reviewer: Use the email Meta-reviewer link to send an email to the Area Chair of the paper.

8. "Actions" button:
   a. Download: download all papers at once. You can choose to download just the papers or with the supplementary materials.
   b. Import reviews: You have the option to perform your review offline and upload your reviews in a single XML file.

II. Reassignment Request and Confidentiality Agreement

If you are unable to review a specific paper, please contact the Area Chair (meta-reviewer) of that paper as soon as possible. DO NOT WAIT until the review deadline. Please request reassignment sparingly and only do so if you are absolutely unable to review the assigned paper. You should not ask to reassign a paper you have previously bid wiling or eager to review.   We may assign you a replacement paper should the need arise.

If you request to be unassigned from a paper, you must destroy any copies you made of the paper and refrain from sharing it with anyone, as per our confidentiality policy.

III. Papers with Format, Anonymity, or Other Issues

If you have identified a paper that may have violated the submission guidelines, please flag the issue to the submission platform Manager and the Area Chair of the paper. However, please continue to review the paper based on its scientific content. Please also note the issue on the review form (Q18. Confidential comments to Area Chairs and Program Chairs). Please note that the decision to desk-reject a paper resides with the program committee.

IV. Review Quality

The area chair may contact you to revise your review if they find your review uninformative and/or inappropriate. If your review is positive, it should provide information about the contributions made. If your review is negative, it should offer guidance to the authors on how to improve their papers, and all comments should be supported by evidence. See Reviewer orientation Slides on how to write a good review. Note that ACs will be asked to rate each review (Exceeded Expectations; Met expectations; Failed to meet expectations). This helps us identify bad reviewers and improve the selection of reviewers for future meetings.

V. Post Rebuttal Review Update

After the rebuttal period, you will be able to view the author's rebuttal and make acceptance decisions with justification by editing your review.