

OpenReview: Adding Committee Members and Assigning Reviewers to Papers

Complete Tutorial | Version 1.1 | April 2026

Overview

This tutorial covers the process for populating your venue’s committee groups and running automatic reviewer assignment. It applies to any OpenReview venue, whether set up using the Conference Review Workflow or the standard Request Form.


The workflow has two phases: (1) adding people to the correct groups, and (2) running the automatic matcher to assign reviewers to papers. Both phases must be completed before reviewing can begin.

Who this covers

- Program Chairs (PCs) — venue administrators
- Area Chairs (ACs) / Meta-reviewers — optional, used in larger venues
- Senior Area Chairs (SACs) — optional, used in large conferences only
- Reviewers — assigned to papers for evaluation

Prerequisites before starting

- Your venue has been approved and deployed on OpenReview.
- All committee members must have a **complete OpenReview profile** — an active institution and at least one publication listed — before paper matching can be run.
- Paper Matching Setup must be run **before** creating an Assignment Configuration (Step 5). This computes affinity scores and conflict-of-interest flags.

 Order matters: Add all committee members first (Steps 2–4), then run Paper Matching Setup, then create the Assignment Configuration and run the matcher (Steps 5–7). Running matching before profiles are complete will produce poor results.

Part 1 — Opening the Console and Adding Committee Members

1

Open Your Venue Console

Navigate to your OpenReview venue homepage and click Program Chair Console under the “Your Consoles” tab.

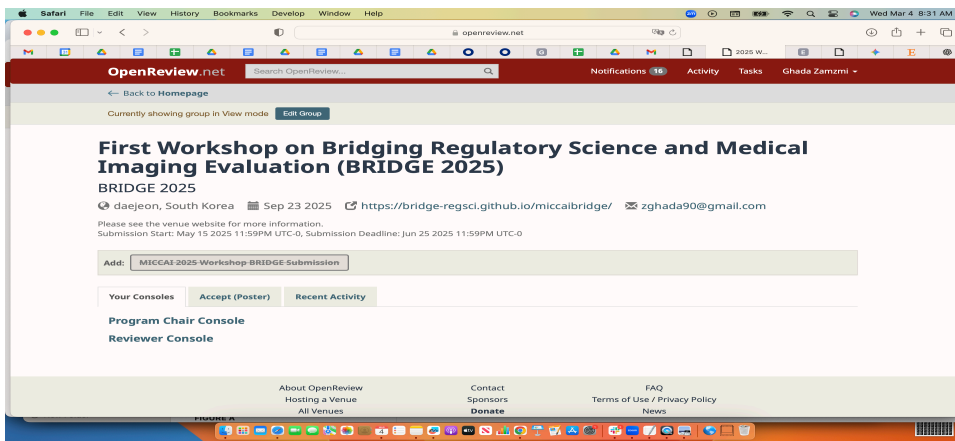


Figure 1 — Venue homepage showing the Program Chair Console link under “Your Consoles”



Tip: If you do not see “Program Chair Console”, make sure you are logged in with the email address that was registered as a Program Chair when the venue was set up.

2 Add Program Chairs

Program Chairs have full administrative access to the venue. They are typically added during venue setup, but additional PCs can be added at any time.

How to add a Program Chair

- From the Program Chair Console, scroll to the **Program Chairs** section in the Venue Roles panel (left side of the console).
- Click the **Program Chairs** link to open the group.
- The group page opens in View mode. Click **Edit Group** (top right) to switch to Edit mode.
- In the **Group Members** section, type the person’s email address in the search box.
- Click **Add to Group**. The email is added immediately.
- Repeat for each additional Program Chair.

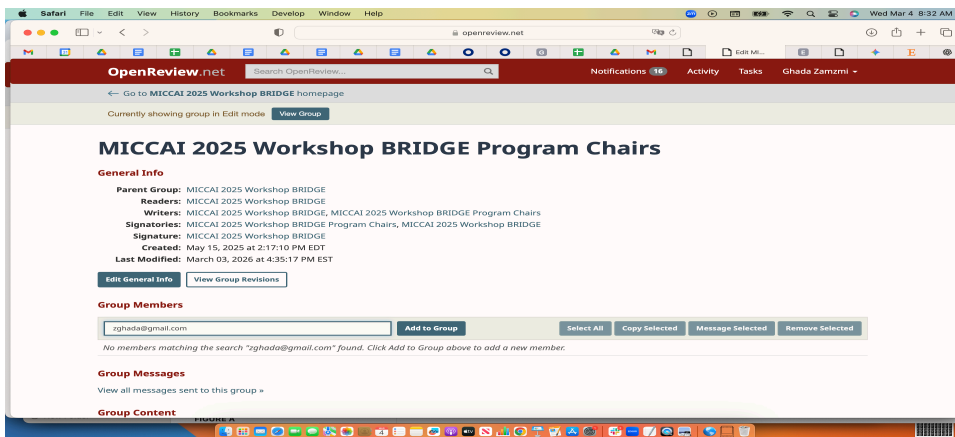



Figure 2 — Group edit page (shown here for Program Chairs). The same layout is used for Area Chairs and Reviewers groups.


 Email addresses must match the address registered in the person’s OpenReview profile exactly. If the email is not found, the person may need to create or update their OpenReview account before being added.

3 Add Area Chairs (if used)

Area Chairs (also called meta-reviewers) manage a subset of papers and write meta-reviews. Skip this step if your venue does not use Area Chairs.

How to add Area Chairs

- From the Program Chair Console, scroll to **Area Chairs** in the Venue Roles panel.
- Click the **Area Chairs** link to open the group.
- Click **Edit Group** to switch to Edit mode.
- In the **Group Members** section, type each Area Chair’s email address and click **Add to Group**.
- Repeat until all Area Chairs have been added.

 Note: The group page for Area Chairs looks identical to the Program Chairs group page shown in Figure 2. The only difference is the group title at the top (e.g., “MICCAI 2025 Workshop BRIDGE Area Chairs”). Navigate there via the Venue Roles panel in your PC Console.

AC matching is a separate process from Reviewer matching. If you use Area Chairs, run AC-to-Submission matching first (after running Paper Matching Setup), then run Reviewer-to-Submission matching. Both use the same Assignment Configuration interface described in Steps 5–7.

4 Add Reviewers

Reviewers are the members who will be assigned to and evaluate submitted papers.

How to add Reviewers

- From the Program Chair Console, scroll to **Reviewers** in the Venue Roles panel.
- Click the **Reviewers** link to open the group.
- Click **Edit Group** to switch to Edit mode.
- In the **Group Members** section, type each reviewer’s email address and click **Add to Group**.
- Repeat until all reviewers have been added.

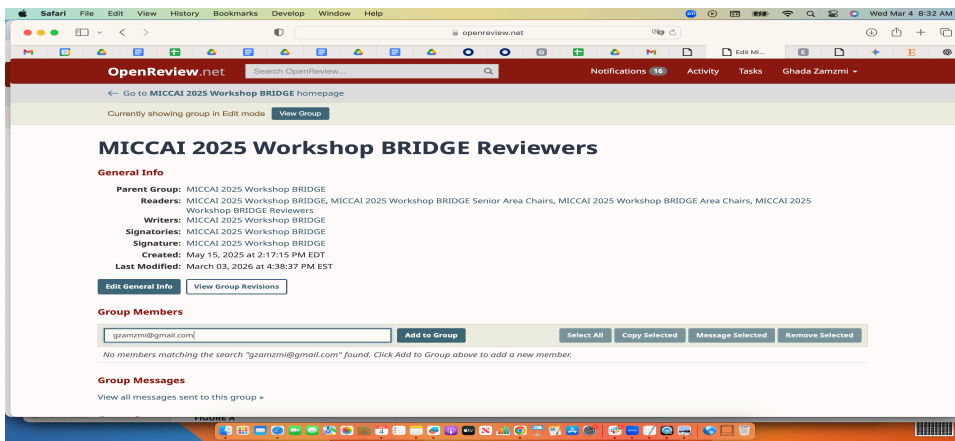



Figure 3 — Reviewers group edit page. Add each reviewer’s email and click “Add to Group”.

 Profile completeness check: Before running matching, all reviewers must have a complete OpenReview profile. Incomplete profiles are excluded from the matching pool. Remove incomplete profiles from the Reviewers group before running Paper Matching Setup to avoid skewing affinity scores.

Part 2 — Running Automatic Reviewer Assignment


Before creating an Assignment Configuration, you must first run **Paper Matching Setup**. This step computes affinity scores (measuring how well each reviewer’s expertise matches each paper) and flags conflicts of interest. Without it, the matcher has no scores to work with.

Prerequisites for this section

- All reviewers have been added to the Reviewers group (Step 4).
- All reviewers have complete OpenReview profiles.
- At least one paper has been submitted to the venue.
- Paper Matching Setup has been run from the PC Console (look for **Paper Matching Setup** in the Timeline or Setup section of your PC Console). Run this now if you have not done so.

5 Open Reviewer Paper Assignment

In the Program Chair Console, scroll down the right column to find **Reviewers Paper Assignment**. It appears near the bottom of the Timeline section after Paper Matching Setup has been run. Click it to open the assignment dashboard.

 If you do not see “Reviewers Paper Assignment” in the console, Paper Matching Setup has not been run yet. Complete that step first, then return here.

6 Create an Assignment Configuration

Click **New Assignment Configuration**. A form opens with the fields described below. Fill in the required fields (marked with *) and click Save. Do **not** click Run Matcher yet — save first and review the configuration.

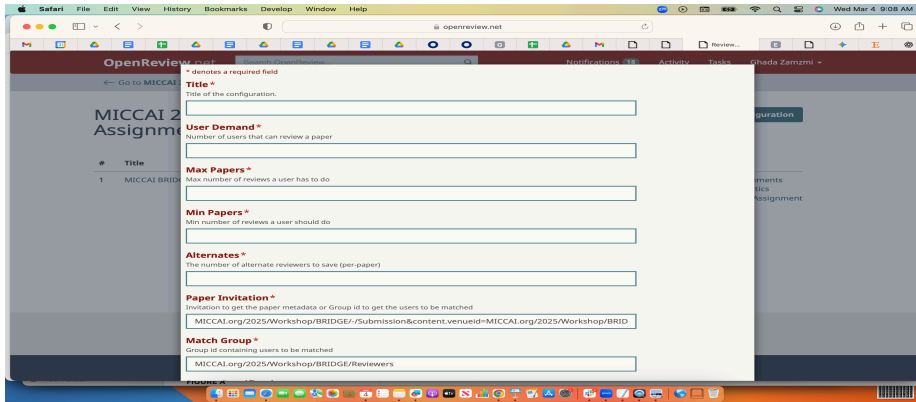


Figure 4 — New Assignment Configuration form showing Title, User Demand, Max Papers, Min Papers, Alternates, Paper Invitation, and Match Group fields.

Field-by-field explanation

Field	Example value	Notes
Title *	BRIDGE 2025 Reviewer Assignment	Used only for administration and tracking. Helps identify configurations if multiple are run.
User Demand *	3	Number of reviewers required per paper. Every submitted paper will receive this many reviewer assignments.
Max Papers *	3	Maximum number of papers any single reviewer can be assigned. Prevents overload. Adjust if reviewer pool is small.
Min Papers *	1	1 Minimum papers a reviewer must be assigned. Setting to 0 lets the system leave some reviewers unassigned if needed.
Alternates *	1	Backup reviewers stored per paper. If an assigned reviewer declines, OpenReview can substitute an alternate automatically.
Paper Invitation *	Auto-filled	Points to where submitted papers are stored. Pre-populated by OpenReview. Changing this will break the matcher.


Field	Example value	Notes
Match Group *	Auto-filled (Reviewers group)	Defines the pool of reviewers that can be assigned. Pre-populated with your venue's Reviewers group.
Scores Specification	Auto-filled after Paper Matching Setup	Defines how reviewer–paper affinity scores are computed (publication overlap, expertise scores, keyword match). Populated automatically after Paper Matching Setup.
Conflicts Invitation	Auto-filled	Specifies where conflict-of-interest data is stored. The matcher avoids assigning reviewers to papers with declared conflicts.
Custom User Demand Invitation	(leave blank)	Allows individual papers to require a different number of reviewers. Not needed for standard workshops.
Custom Max Papers Invitation	(leave blank)	Allows individual reviewers to have custom maximum workloads. Not needed unless workloads are highly uneven.
Solver *	MinMax	Algorithm used for matching. MinMax balances workload while maximising reviewer expertise. You can also use Randomized or PerturbedMaximization.
Allow Zero Score Assignments	Enabled	If enabled, allows assignments even when reviewer–paper similarity score is zero.
Randomized Probability Limits	(leave blank)	Defines probability limits for assignment randomness. Leave blank unless using the Randomized solver.
Perturbed Maximization Settings	(leave blank)	Controls randomness in the PerturbedMaximization solver. Leave blank unless using that solver.
Readers	Auto-filled (venue group)	Defines who can view this configuration. Typically set to the venue group automatically.
Signatures	Auto-filled	Defines who posts the configuration. Usually set to the venue identity or PC group automatically.

For users coming from CMT / TPMS: The “Scores Specification” field is OpenReview’s equivalent of TPMS. It uses publication overlap between reviewer profiles and submitted papers to compute affinity scores. No external TPMS import is needed — all scoring happens natively in OpenReview once Paper Matching Setup has been run.

7 Run the Matcher

After saving the configuration, you are returned to the assignment dashboard where your saved configuration is listed. To run the matcher:

- Click the configuration title to open it.
- Click the **Run Matcher** button.
- OpenReview runs the matching algorithm in the background. This may take a few minutes for larger venues.
- When complete, the status changes from “Running” to “Complete”.

 Saving the configuration does NOT automatically run the matcher. You must explicitly click Run Matcher after saving.

8 Inspect Assignments in the Edge Browser

After matching completes, click **View Assignments** (or navigate to **Reviewer Assignment** in your PC Console). This opens the **Edge Browser**, where you can see and modify individual paper–reviewer pairings.

What to check


- Every paper has the expected number of reviewers (equal to User Demand).
- No reviewer is assigned to a paper where they have a conflict of interest.
- Workload is roughly balanced across reviewers.
- Reviewers with relevant expertise are matched to appropriate papers.

How to adjust assignments manually

- In the Edge Browser, find the paper you want to adjust.
- Click the reviewer assignment to remove it, or use the **Add** button to assign an alternative reviewer.
- Alternates (stored from Step 6) are listed and can be promoted to a full assignment.
- Re-running the matcher after adding new reviewers is possible at any time. Click **Run Matcher** again on the existing configuration. Review all assignments afterward, as re-running may change previously confirmed assignments.

9 Deploy Assignments

Once you are satisfied with the assignments, click **Deploy**. This releases the assignments to reviewers: each reviewer will receive an email notification and will see their assigned papers in their Reviewer Console.

 Deploy is a one-way action: once deployed, assignments are visible to reviewers and authors (depending on your venue's visibility settings). Make all manual adjustments before deploying.

After deployment, you can still make individual assignment changes through the Edge Browser, but you cannot un-deploy the entire batch.

Troubleshooting

Problem: Matcher returns an “Infeasible” error

Cause: The constraints cannot be satisfied — typically because Max Papers is set too low given the number of papers and reviewers. For example, if you have 30 papers and 10 reviewers with User Demand = 3 and Max Papers = 2, the math does not work ($30 \times 3 = 90$ reviews needed, but $10 \times 2 = 20$ maximum available).

Fix: Increase Max Papers, reduce User Demand, or add more reviewers to the group.

Problem: Scores Specification is empty after Paper Matching Setup

Cause: Paper Matching Setup did not complete successfully, or no reviewers have publications in their profiles for OpenReview to compute overlap against.

Fix: Re-run Paper Matching Setup. Ensure reviewers have at least one publication listed in their profile. Enable “Allow Zero Score Assignments” as a fallback.

Problem: A reviewer is not appearing in the matcher pool

Cause: The reviewer's profile is incomplete (no institution or no publication), or they are not in the Reviewers group.

Fix: Ask the reviewer to complete their OpenReview profile. Re-run Paper Matching Setup after their profile is updated. Verify they are listed in the Reviewers group.

Problem: “Reviewers Paper Assignment” link is not visible in the PC Console

Cause: Paper Matching Setup has not been run yet.

Fix: Complete Paper Matching Setup first. The link appears only after matching setup is initiated.

Step Summary

1. Open Program Chair Console from your venue homepage.
2. Add Program Chairs via the PC group (if additional PCs are needed).
3. Add Area Chairs via the AC group (skip if not used).
4. Add Reviewers via the Reviewers group.

→ Run Paper Matching Setup from the PC Console before continuing.

5. Open Reviewers Paper Assignment from the PC Console.
6. Create an Assignment Configuration and save it.
7. Click Run Matcher and wait for completion.
8. Inspect assignments in the Edge Browser and adjust manually as needed.
9. Click Deploy to release assignments to reviewers.

If new reviewers are added after deployment: add them to the Reviewers group, re-run Paper Matching Setup, and use the Edge Browser to manually assign them to papers with fewer reviewers than needed. Re-running the full matcher after deployment is possible but will re-assign all papers — use with caution.