

OpenReview Venue Setup Manual

Hosting a Conference or Workshop on OpenReview — Complete Guide

Combined Edition | Version 1.1 | April 2026

This manual covers everything you need to host a venue on OpenReview. It combines guidance for both available submission forms into a single reference, so you can choose the right path for your venue and follow it from start to finish.

Step 0 — Which form is right for your venue?

When you navigate to Host a Venue on OpenReview, you will see two options. Use the table below to decide which one to use, then go directly to the relevant part of this manual.


	Conference Review Workflow (Part A)	Request Form — Standard (Part B)
Best for	Small workshops, simple venues	Larger conferences, complex needs
Workflow stages	Submit → Review → Decision	multi-round review, revision rounds
Withdrawal & desk-reject	Default	Configurable
Stability	⚠️ Beta — in active development	✅ Production — stable, widely used
Where to start	See Part A of this manual	See Part B of this manual

💡 Not sure? If your workshop is small (under ~100 submissions) and does not need rebuttals, multi-round review, or Senior Area Chairs, start with Part A (Conference Review Workflow). You can always contact the OpenReview support team if your needs change.

Prerequisites — required for both forms

- An OpenReview account with a completed profile.
- Official venue name, abbreviated name (include year), and official venue website URL.
- Organizer emails (lower-case) and a public contact email.
- Submission timeline decided: portal open date, submission deadline, and optionally an abstract registration deadline.
- Decision on which committee roles you will use (Reviewers, Area Chairs, Senior Area Chairs, Ethics Chairs, Publication Chairs).
- All reviewers and area chairs must have a complete OpenReview profile — active institution and at least one publication — before paper matching can be run.

Part A — Conference Review Workflow (Beta)

 **Beta notice: This workflow is currently in active development. Feedback and bug reports are welcome. For large venues (500+ submissions) or non-standard workflows, use Part B instead.**

A1 — Audience

Program Chairs and Workshop Organizers who want a standard, straightforward OpenReview workflow with reviewers and optional Area Chairs, using a single-track, double-blind review process.

A2 — When to use this form


- Your venue uses Program Chairs plus Reviewers (and optionally Area Chairs).
- You want a simple workflow (submit → review → decision) with minimal configuration.
- You do not need Senior Area Chairs, Ethics review stages, or non-standard multi-round workflows.

A3 — Quick start

- Log in → Host a Venue → choose Conference Review Workflow. ('Host a Venue' is at the bottom of the landing page, or search for it in the site search bar.)
- Enter venue identity fields and PC emails.
- Set submission dates and optionally enable Area Chairs.
- Accept the Venue Organizer Agreement and submit.
- Once approved, test with a dummy submission and a dummy reviewer account.

A4 — Step-by-step

1. Navigate to OpenReview → Host a Venue → select Conference Review Workflow, or use this link: <https://openreview.net/group?id=OpenReview.net/Support#tab-venue-configuration-requests>

 Tip: 'Host a Venue' is at the bottom of the OpenReview landing page and is easy to miss. If you cannot find it, use the site search bar and search for "Host a Venue".

- 2.
2. Once on the page, you will see two buttons highlighted in red rectangles (see screenshot). Click **"OpenReview Support Venue Request Conference Review Workflow"**. Fill in **Official Venue Name** and **Abbreviated Venue Name** (include year).

Host a Venue
Submit requests for hosting a venue (conference, workshop, journal, etc.)
Amherst, MA | Ongoing | <https://openreview.net>

Getting Started:
If you would like to use OpenReview for your upcoming venue such as a Journal, Conference, or Workshop, please fill out and submit one of the forms below.

Which form is right for your venue?

- Request Form:** use this form if you venue uses senior area chairs, ethics reviewers, publication chairs or if it has an unconventional workflow.
- Conference Review Workflow:** use this form if your venue uses only reviewers and area chairs, is dual anonymous and follows a simple workflow. This workflow is still in active development; feedback and bug reports are welcome.

Questions?
Please contact the OpenReview support team using the feedback form with any questions or concerns about the OpenReview platform.

Add: **OpenReview Support Request Form**

Add: **OpenReview Support Venue Request Conference Review Workflow**

Venue Configuration Requests | Conference Review Workflow Requests

Search submissions by title and metadata

3. Provide **Venue Website URL** and **Location** (or ‘Virtual’ if fully online).
4. Enter **Venue Start Date**.
5. Enter **Program Chair Emails** (required) and **Contact Email** (required). Use lower-case, comma-separated addresses.
6. Set **Submission Start Date** (optional). Leave blank to open submissions immediately after approval.
7. Set **Submission Deadline** (required). If you use two deadlines, this is the abstract deadline.
8. If applicable, set **Full Submission Deadline** as the full paper deadline (leave empty for single-deadline venues).
9. Under **Author And Reviewer Anonymity**, select your review style. For most workshops, choose **Double-blind**.

! Important: Selecting Double-blind reveals a required sub-field — Reviewer Identity Visibility — that must be filled in or the form will error on submission. For most workshops, set this to “Assigned reviewers only”. Look for this sub-field below the anonymity dropdown before submitting.

- 10.
10. Set **Reviewers Name** (default is ‘Reviewers’). Change only if you need different terminology, e.g., ‘Program_Committee’. **Spaces are not allowed** — use underscores. This value is used in OpenReview group IDs and API calls.
11. If applicable, enable **Area Chairs Support** and set **Area Chairs Name** (use underscores, e.g., ‘Area_Chairs’). Spaces are not allowed. Note: a separate matching step exists for Area Chairs — run AC-to-Submission matching before Reviewer matching if ACs are enabled.
12. Optionally fill **Colocated** (parent conference name if colocated, e.g., ‘MICCAI 2026’; leave blank if independent) and **Previous Venue** (OpenReview URL of the prior iteration, e.g., <https://openreview.net/group?id=BRIDGE.2025/Workshop>; leave blank if new).
13. Enter **Expected Submissions** (required). Choose a realistic estimate for capacity planning.
14. Use **Other Important Information** for anything not captured above (e.g., matching preferences, proceedings notes).

15. Accept the Venue Organizer Agreement, add signatures, and submit the request.

A5 — Common pitfalls and error messages

The following issues are frequently encountered when submitting the form. Review them before clicking Submit.

Error: “Reviewer Identity Visibility is required”

You selected Double-blind for Author And Reviewer Anonymity but did not fill in the sub-field that appears beneath it. Scroll down and set “Reviewer Identity Visibility” to “Assigned reviewers only” for a standard workshop.

Error: “Program Chair email is invalid”

Email addresses must be lower-case. Upper-case characters are not accepted.

Warning: “Role name contains spaces”

Reviewers Name and Area Chairs Name cannot contain spaces because they are used as OpenReview group IDs. Replace spaces with underscores, e.g., Program_Committee.


A6 — Field-by-field reference

Field / Setting	Example value	What it controls / notes
Official Venue Name (required)	“First Workshop on Bridging Regulatory Science and Medical Imaging Evaluation”	Public display name on the venue page.
Abbreviated Venue Name (required)	“BRIDGE 2026”	Short identifier for OpenReview group IDs and email subjects. Include the year.
Venue Website URL (required)	https://<your-venue-website>	Link shown on the venue page. Use the canonical venue URL.
Location (required)	“Abu Dhabi, UAE”	Displayed on the venue page. Enter ‘Virtual’ if fully online.
Venue Start Date (required)	2026/10/05	Start date of the event (date only).
Program Chair Emails (required)	chair1@org.com, chair2@org.-com	Full admin access. Lower-case, comma-separated.
Contact Email (required)	pc@venue.org	Public contact on the venue page; use a role inbox.
Submission Start Date (optional)	2026/05/01 12:00 (local time-zone shown on form)	When the portal opens. Leave blank to open ASAP after approval.
Submission Deadline (required)	2026/06/08 23:59 (local time-zone shown on form)	Main deadline. If using two deadlines, this is the abstract deadline.

Field / Setting	Example value	What it controls / notes
Full Submission Deadline (optional)	2026/06/15 23:59 (local time-zone shown on form)	Only used when there is an abstract deadline and a later full paper deadline.
Author And Reviewer Anonymity	Double-blind	Recommended for most workshops. Selecting Double-blind reveals the required sub-field Reviewer Identity Visibility — set this to “Assigned reviewers only”. See A5.
Reviewers Name (required)	Reviewers	Label for the reviewer role. Spaces not allowed; use underscores (e.g., Program_Committee).
Area Chairs Support	Unchecked (small workshop) / Checked (larger venue)	Enable to add Area Chairs (meta-reviewers). A separate matching step is required for ACs.
Colocated	“MICCAI 2026”	Parent conference name if colocated. Leave blank if independent.
Previous Venue	https://openreview.net/group?id=BRIDGE.2025/Workshop	OpenReview URL of the previous iteration. Leave blank if new.
Expected Submissions (required)	50	Capacity planning for OpenReview; choose a realistic estimate.
Other Important Information	“Double-blind; single deadline; no rebuttal.”	Use for anything not captured elsewhere: special policies, matching notes, proceedings needs.

For users coming from CMT: OpenReview uses its own affinity scoring system rather than TPMS. Scores are computed from publication overlap between reviewers and submitted papers — similar in intent to TPMS but generated natively. No separate TPMS import is required.

Part B — OpenReview Support Request Form (Standard)

 This is the production-stable form. Use this if your venue needs Senior Area Chairs, Ethics review, custom visibility settings, rebuttals, multi-round review, or any non-standard workflow.

B1 — Audience

Program Chairs, Workshop Organizers, Workflow Chairs, and Technical Chairs who need a configurable OpenReview setup — for example: Senior Area Chairs, Ethics review, Publication Chairs, or non-standard workflow stages.

B2 — When to use this form

- You need specialized roles: Senior Area Chairs (SACs), Ethics Chairs/Reviewers, or Publication Chairs.
- You have a non-standard workflow (rebuttal, multi-round review, conditional acceptance, revision rounds).
- You want fine control over visibility, identity settings, withdrawal/desk-reject behavior, or other policies.

B3 — Quick start

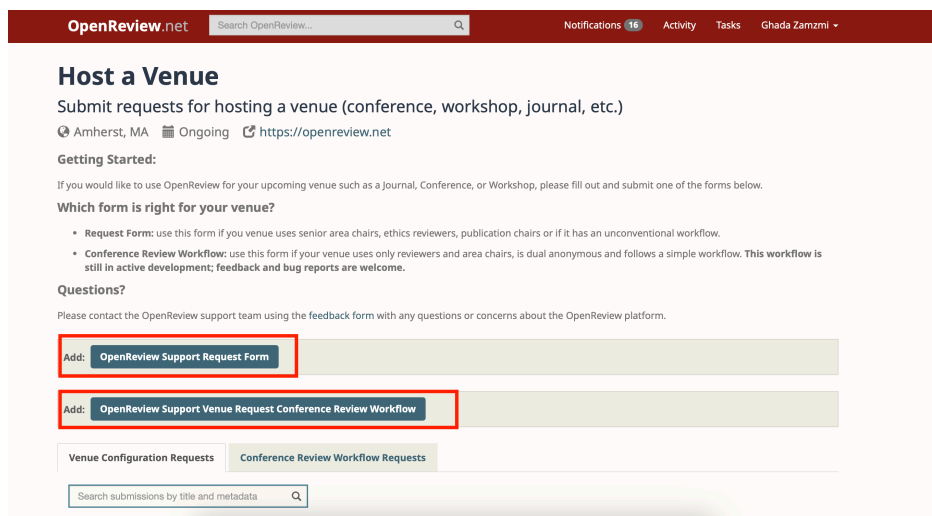
- Log in → Host a Venue → choose Request Form. ('Host a Venue' is at the bottom of the landing page, or search for it in the site search bar.)
- Fill venue identity fields and organizer emails.
- Select roles (AC/SAC/Ethics/Publication Chairs) only if you will use them.
- Set key dates, submission license, anonymity, and visibility.
- Configure withdrawal and desk-reject policies and email notifications.
- Accept the Venue Organizer Agreement and submit.
- Once approved, test with a dummy submission and a dummy reviewer account.

B4 — Step-by-step


1. Navigate to OpenReview → Host a Venue → select the Request Form. (Optional direct link: <https://openreview.net/group?id=OpenReview.net/Support#tab-venue-configuration-requests>)

💡 Tip: 'Host a Venue' is at the bottom of the OpenReview landing page. If you cannot find it, search for it using the site search bar.

2. You will see two buttons highlighted in red rectangles (see screenshot). Click **“OpenReview Support Request Form”**.



3. Complete venue identity fields: **Official Venue Name**, **Abbreviated Venue Name** (include year), **Official Website URL**, **Colocated** (parent conference if applicable), and **Previous Venue** link (if applicable).
4. Enter organizer roles: **Program Chair Emails** (required) and **Contact Email** (required). Add Publication Chairs, Area Chairs, Senior Area Chairs, and Ethics roles **only if you will actively use them**.
5. Enter scheduling fields (in the timezone shown on the form): **Submission Start Date** (optional), **Abstract Registration Deadline** (optional), **Submission Deadline** (required), **Venue Start Date** (required), and **Location** (recommended).
6. Select a **Submission License** (required). If you select multiple licenses, authors will choose during submission. Recommended default: CC BY 4.0, unless your proceedings publisher requires otherwise.
7. If you set an Abstract Registration Deadline, configure whether authors can modify the author list after registration: reorder only, add/remove, or no changes.
8. Select **Reviewer Assignment Mode**: **Manual** (chairs assign directly) or **Automatic** (uses bids/affinity scores). Recommended: Manual for small workshops; Automatic for larger venues.
9. Set **Anonymity Policy** (double-blind, single-blind, or none) and configure identity visibility for Reviewers, Area Chairs, and Senior Area Chairs separately.

 Important: Setting anonymity to Double-blind reveals required sub-fields for reviewer and AC identity visibility. Fill in all revealed sub-fields before submitting, or the form will error. Recommended defaults for a standard workshop: set all visibility fields to “Assigned reviewers/ACs only”.

- 10.
10. Choose whether to require profiles for all co-authors (**Force Profiles Only**). Recommended: enabled, so all authors have verifiable identities.
11. Select **Submission Readers** — who can read submissions after the deadline (beyond authors and chairs). Recommended: Assigned program committee.
12. Configure **Withdrawn Submission** settings (deadline, visibility, author anonymity, and PC notifications). Recommended: not public; notify PCs.
13. Configure **Desk Rejected Submission** settings (visibility, author anonymity, and PC notifications). Recommended: not public; notify PCs.
14. Enter **Expected Submissions** (required) and choose whether PCs receive email notifications for new submissions.
15. Use **Other Important Information** to describe special workflow needs or clarifications not captured by the form.
16. Accept the Venue Organizer Agreement, add signatures, and submit the request.

B5 — Common pitfalls and error messages

The following issues are frequently encountered when submitting the form. Review them before clicking Submit.

Error: identity visibility sub-fields are required

Choosing Double-blind reveals required sub-fields for reviewer and AC identity visibility. Scroll down to find and fill every revealed sub-field before submitting.

Error: “Program Chair email is invalid”

Email addresses must be lower-case. Upper-case characters are not accepted.

Error: “Submission License is required”

Unlike the Conference Review Workflow, the Request Form requires a submission license. Select at least one option (CC BY 4.0 is the recommended default).

Role name contains spaces

Role names such as Area_Chairs or Senior_Area_Chairs cannot contain spaces. Use underscores throughout.

B6 — Field-by-field reference

Field / Setting	Example value	What it controls / notes
Official Venue Name (required)	“First Workshop on Bridging Regulatory Science and Medical Imaging Evaluation”	Public display name on the venue page.
Abbreviated Venue Name (required)	“BRIDGE 2026”	Short identifier for OpenReview group IDs and email subjects. Include the year.
Official Website URL (required)	https://<your-venue-website>	Link shown on the venue page. Use the canonical URL.
Colocated	“MICCAI 2026”	Parent conference name if colocated. Leave blank if independent.
Previous Venue	https://openreview.net/group?id=BRIDGE.2025/Workshop	Link to the previous iteration of this venue on OpenReview. Leave blank if new.
Program Chair Emails (required)	chair1@org.com, chair2@org.-com	Full admin access. Lower-case, comma-separated.
Contact Email (required)	pc@venue.org	Public contact on the venue page; use a role inbox.
Publication Chairs	Yes / No	Optional. If Yes, publication chairs see accepted papers only for proceedings tasks.
Area Chairs (Metareviewers)	Yes / No	Optional layer to manage reviews and write meta-reviews.

Field / Setting	Example value	What it controls / notes
Senior Area Chairs	Yes / No	Typically for large conferences only. Requires Area Chairs to be enabled.
Ethics Chairs and Reviewers	Yes / No	Enable only if you will run a dedicated ethics review process.
Submission Start Date (optional)	2026/05/01 12:00 (GMT)	When the portal opens. Leave blank to open ASAP after approval.
Abstract Registration Deadline (optional)	2026/06/01 23:59 (GMT)	Optional first deadline if you separate abstract registration from full submission.
Submission Deadline (required)	2026/06/08 23:59 (GMT)	Final submission deadline (or abstract deadline if using two-stage deadlines).
Venue Start Date (required)	2026/10/05	Start date of the event (date only).
Submission License (required)	CC BY 4.0	Default recommendation unless your proceedings publisher requires otherwise.
Reviewer Assignment	Manual (workshop) / Automatic (large venue)	Manual is simplest. Automatic uses bids/expertise scores for scale.
Anonymity Policy	Double-blind	Most common for conferences/workshops. Setting Double-blind reveals required sub-fields — see B5.
Submission Readers	Assigned program committee	Controls who can read submissions after the deadline (beyond authors and chairs).
Withdrawn Submissions	Not public; notify PCs	Recommended: keep withdrawn papers non-public; email PCs when withdrawn.
Desk-Rejected Submissions	Not public; notify PCs	Recommended: keep desk rejects non-public; email PCs when desk-rejected.
Expected Submissions (required)	50	Capacity planning; choose a realistic estimate.
Other Important Information	e.g., “Three-round review; rebuttal after round 1”	Describe any special workflow needs not captured elsewhere.

Shared Reference

Live tutorial demos

Conference Review Workflow tutorial: [link to be added by venue coordinator]

Request Form tutorial: [link to be added by venue coordinator]

Choosing between Manual and Automatic reviewer assignment

Manual assignment means Program Chairs (or Area Chairs) directly assign reviewers to papers. This is the simplest approach and works well for workshops under ~100 submissions.

Automatic assignment uses OpenReview's affinity scoring engine to compute paper-reviewer compatibility based on publication overlap, then runs a matching algorithm. It scales well but requires that all reviewers have complete profiles with at least one publication.

For users coming from CMT: OpenReview's affinity scoring replaces TPMS. It works similarly — computing overlap between reviewer publications and submitted papers — but is generated natively within OpenReview. No separate TPMS import is required.

Area Chair matching

A separate matching step exists for Area Chairs, independent of Reviewer matching. If ACs are enabled, run AC-to-Submission matching first, then Reviewer matching. The algorithm can be re-run at any time if new reviewers or ACs are added; review existing assignments afterward.

Getting help

- For OpenReview questions: satellites@miccai2026.org
- OpenReview support hours: Monday–Friday, standard US Eastern business hours.