

Subject: [MICCAI2021 Area chair] Preparation for the MICCAI review process and first AC teleconference

Dear {Recipient.Name},

Thank you for agreeing to be a MICCAI area chair. We have received a total of 2590 intent-to-submit. We are anticipating 2000 full submissions. Please refer to <https://miccai2021.org/en/MILESTONE---IMPORTANT-DATES-FOR-AC-DUTIES.html> for the timeline and deadlines of the paper selection process and make sure to reserve time in your calendar for the main tasks.

To prepare for the paper matching, please update your CMT and TPMS profiles as soon as possible if you have not yet done so. These must be done in both CMT and TPMS systems by Feb 28th:

In your CMT account (<https://cmt3.research.microsoft.com/MICCAI2021/Submission/Index>):

0. Change your role to Meta-Reviewer on the top right

1. Enter Domain Conflicts, including the email domain of your current affiliation and any domains you have worked at or collaborated closely with in the past 3 years.

2. In your User Profile, enter your

- a. Google Scholar ID (if you have one)
- b. Semantic Scholar ID (if you have one)
- c. DBLP ID (NEW. Important - this is needed to detect conflicts of interest)
- d. publication email addresses (NEW. Important - this is needed to detect conflicts of interest)
- e. Make sure your name and your affiliation are correct

3. Select Subject Areas

In your Toronto Paper Matching System (TPMS) account
(<http://torontopapermatching.org/webapp/profileBrowser/login/>):

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

Detailed instructions are available at <https://miccai2021.org/files/downloads/MICCAI2021-AreaChairs-Guide-to-Microsoft-CMT.pdf>

Important

- Make sure to use the same email address ({Recipient.Email}) for both your CMT account (with Meta-Reviewer credential) and your TPMS account. (This is because CMT and TPMS are two different systems. The only way to link them is via email address).

- 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 having to log in and out. The email address of your TPMS account MUST match the CMT account with the MICCAI 2021 Meta-Reviewer credential.

Any questions or issues with your CMT or your TPMS account, please contact Kitty Wong at submission_support@miccai2021.org

The current list of reviewers can be found here: https://drive.google.com/file/d/1fT5kURK8-s5WF1sblFW_m_DaEK4KEZ_F/view?usp=sharing

If you know of any qualified reviewer that is not already on the list, please encourage them to sign up before the end of this week via: <https://www.miccai2021.org/en/reviewer-form.asp>

We will hold an AC teleconference before the start of the paper selection process to explain the procedure in detail. This teleconference will be held twice to accommodate difference in time zones:

March 8th at 16:30 UTC and March 9th at 08:00 UTC

Please reserve your time accordingly. Meeting details will be sent shortly before the teleconference.

Please make sure your mailbox does not filter emails sent from CMT as SPAM. All future instructions will also be posted on the conference website: <https://miccai2021.org/en/INSTRUCTIONS-TO-AREA-CHAIRS.html>

If you are having difficulty receiving email from CMT at your institution, please contact Kitty Wong (submission_support@miccai2021.org).

Thank you very much for your help in this important task!

With best wishes,

MICCAI 2021 Program Chairs