



Instructions for Area Chairs

Login, Conflict Management, Research Profile Update

Task to be completed by Area Chairs no later than Feb 19th, 2021

In your CMT account:

1. Enter Domain Conflicts, including the email domain of your current affiliation
2. Enter your DBLP ID in your User Profile (**NEW this year**)
3. Select Subject Areas
4. Make sure your name and your affiliation are correct

In TPMS:

5. 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.
- ❖ Make sure the email address of your CMT account with meta-reviewer credential and your TPMS account is an exact match.
 - ❖ 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 Meta-Reviewer credential.**
 - ❖ Any questions or issues with your CMT or your TPMS account, please contact Kitty Wong submission_support@miccai2021.org

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1. Accessing the Submission Platform (CMT) and the Meta-Reviewer Console

Click [here](#) to go to the MICCAI2021 submission platform or use the following URL:

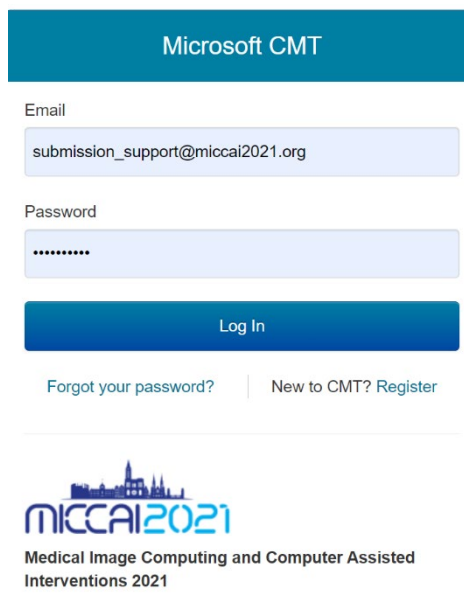
<https://cmt3.research.microsoft.com/MICCAI2021/Submission/Index>

Log-in to your CMT account using the **email address with Meta-Reviewer (Area Chair) credential**.

If you are new to CMT, an account was automatically created for you when you clicked the acceptance link in the invitation email. Use the “Forgot your password” link to retrieve your password.

Once logged in, select “Meta-Reviewer” as your role to go to the Meta-Reviewer Console. If you cannot change your role to Meta-Reviewer, check that you have logged in using the email address with meta-reviewer credential.

Papers assigned to you will be visible to you in the meta-review console once they have been released to you.



The image shows a login page for Microsoft CMT. At the top, there is a teal header with the text "Microsoft CMT". Below this, there are two input fields: "Email" and "Password". The email field contains the text "submission_support@miccai2021.org". The password field is masked with dots. Below the password field is a teal "Log In" button. Underneath the button, there are two links: "Forgot your password?" and "New to CMT? Register". At the bottom of the page, there is a logo for "MICCAI2021" which includes a stylized city skyline, and the text "Medical Image Computing and Computer Assisted Interventions 2021".

2. Selecting Subject Areas, Adding Domain Conflicts and DBLP ID (NEW)

Your domain conflicts and subject areas must be entered in order to properly match submissions to you. You can access the domain conflicts and subject areas pages by either clicking the “click here” links in the red message box shown below or via the dropdown menu by clicking the arrow beside your name.

A complete domain conflicts list includes not only your current email domain but also all institutions you have had a close relationship with in the past 3 years. This information is vital to avoid conflict of interest between you and the authors of papers assigned to you. **You MUST include the email domain of your current affiliation as CMT does not automatically extract your domain from your user email address.**

(NEW) If you have a DBLP ID (and you most likely have if you have published a paper before), please enter it via your User Profile to help us better manage conflicts. See <https://cmt3.research.microsoft.com/docs/help/general/external-profile.html> on how to identify your DBLP ID.

Help Center Select Your Role : Meta-Reviewer MICCAI2021 MICCAI Society

- Chairs have requested users to enter domain conflicts. Please [click here](#) to enter your conflict domains.
- Chairs have requested meta-reviewers to select subject areas. Please [click here](#) to select your subject areas.

This message box will disappear once domain conflicts and subject areas are entered into the system.

Meta-Reviewer Console

Please [click here](#) to view Welcome Message & Instructions. You can hover over column headers and click "Hide" to remove columns.

0 - 0 of 0 «« « 1 » » Show: 25 50 100 All Clear

Paper ID	Title	Subject Areas		Review				Meta-Review	Discussion & Feedback	Please Rate Your Expertise With Respect To This Work. (Not Visible To Authors)				Action			
		Primary	Secondary	Reviewers	Assigned	Completed	% Completed			Min	Max	Avg	Spread		Min	Max	Avg
e.g. ·	filtr	filter...	filter...	filter...	e.g. <3	e.g. <3	e.g. <3	click h		e.;	e.ç	e.ç	e.g. <	e.;	e.ç	e.ç	e.g. <
Clear	Clear	Clear	Clear	Clear	Clear	Clear	Clear	Clear		Clear	Clear	Clear	Clear	Clear	Clear	Clear	Clear

0 - 0 of 0 «« « 1 » »

3. Update your research profile with the Toronto Paper Matching System (TPMS)

Login to your TPMS account or create a TPMS account if you don't already have one:

<http://torontopapermatching.org/webapp/profileBrowser/login/>

Login | Register

Welcome to the Toronto Paper Matching System

The service will let you keep a permanent publication profile which will be used by conferences in matching papers to reviewers. [More info](#)

Please log in below or [register](#) if you do not yet have an account.

Username: (username is an email)

Password:

[Password reset](#)

Once logged in, you can view the list of papers you have uploaded to your account. Make sure you have at least 5 papers in your TPMS account. You can upload new papers to your account or remove irrelevant papers from your account. MICCAI will be assigning submissions to you based on your research profile generated using the papers you have in your TPMS account.

You can update your user information, including changing your email address, by clicking the "Update account info." link on the left panel. **The email address for your CMT account with meta-reviewer credential and your TPMS account must be an EXACT match.**

Actions	Currently selected papers:
name@mydomain.com	Paper1.pdf 495.8 KB
Selected Papers	Paper2.pdf 656.8 KB
Upload papers	Paper3.pdf 1.1 MB
Update account info.	Paper4.pdf 1.1 MB
Logout	Paper5.pdf 845.2 KB

4. Mismatch TPMS and CMT User Email Addresses, Multiple CMT Accounts

If the email addresses of your CMT account and your TPMS account do not match, you have the following options:

- 1) Change the email address of your TPMS account to match that of your CMT account.
- 2) Change the email address of your CMT account to match that of your TPMS account. This only works if your alternate email address is not already in the CMT database.
- 3) Transfer meta-reviewer credential to your other CMT account matching the email address used for TPMS. Please contact Submission Platform Manager Kitty Wong submission_support@miccai2021.org.

For those with multiple accounts with CMT:

Note that by 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 Meta-Reviewer credential**. If not, please contact Submission Platform Manager Kitty Wong at submission_support@miccai2021.org to transfer your meta-reviewer credential to your other account.