Area Chair Meeting 1

8 March 2021

Goal of this meeting

- Inform you about tasks, process and timelines
- Discuss expectations
- Answer any questions you may have

- Collect feedback

  The system is set-up and many decisions have already been made, but some tweaks are still possible

MICCAI 2021 STATISTICS

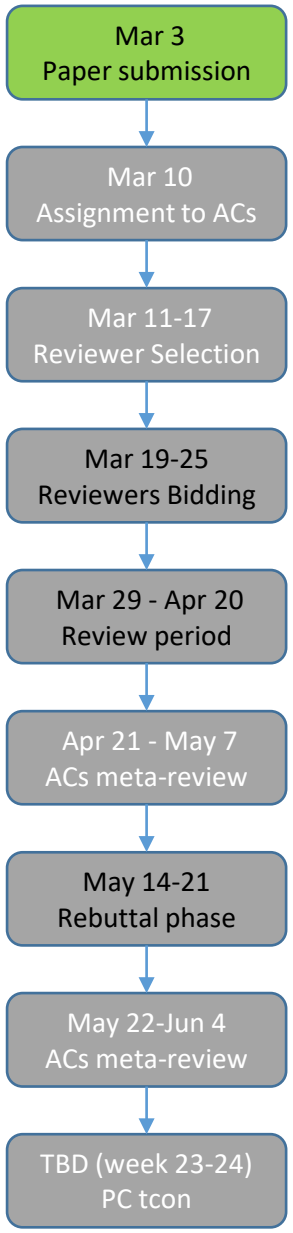
- 2664 intent to submit (at paper registration deadline)
- 1632 full papers submitted
- 96 ACs
  - Fewer paper per AC than previous years. Use this extra time to ensure good reviews and write informative meta-reviews!
  - **Remember, reviews, author response, and meta-reviews will be made public this year (without disclosing AC/reviewer names).**
- ~1300 reviewers

Your role as Area Chair

- Help us select the best and most exciting papers for MICCAI 2021
- Handle 16-18 papers throughout the review process: suggest reviewers, monitor review quality, communicate with reviewers where needed, notify program chairs of any issues
- Recommend decisions
- **Explain your assessment to the Program Chairs and to the authors**
- Increase the fairness and quality of the process: you oversee a much larger number of papers than each reviewer does
- Recommend the best papers for the oral program and for the Young Scientist Award
- Please check the MICCAI Review Process and AC guidelines (website)

General remarks

- **We will make reviews, meta-reviews, and author responses of accepted papers public this year. Check extra carefully if the reviews of the papers you handle - and your own meta-reviews - are appropriate.**
- We will need a lot of your time especially during the meta-review periods **April 21- May 7** and **May 22 - June 4.** Please reserve ample time.
- CMT emails being flagged as spam can be an issue - both for yourself and your reviewers. Check the AC information on the website miccai2021.org and keep an eye on unresponsive reviewers
- Throughout the process
  - for questions on CMT, ask Kitty Wong submission_support@miccai2021.org
  - you can contact Program Chairs at program-chairs@miccai2021.org (or via CMT)

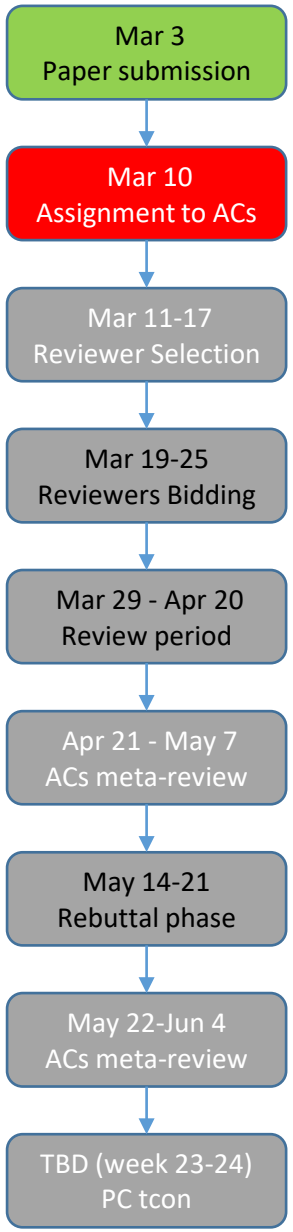


Mar 3: Paper submission

- We screened papers for obvious formatting issues: overlength, very wrong margins, inclusion of author information (63 papers)
- Authors were allowed a 24 hour window to correct these issues
- Remaining papers with these issues will be desk rejected

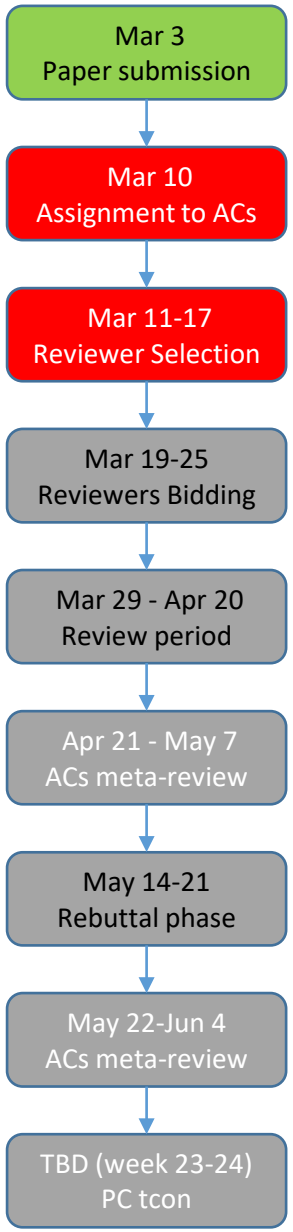
So, during the review process:

- **Notify us of major issues with the paper**
- **Smaller issues (eg authors identity can be guessed from citations) are not a reason for rejection.**
- **Remember, anonymization and formatting guidelines are means to a fair review process, not an aim by themselves**
- **Authors are also allowed to put their MICCAI submission on ArXiv**



Mar 10: Assignment to ACs

- Assignments are based on TPMS, subject areas (keywords), taking known conflicts of interest into account
- Check papers assigned to you and flag any problems to PC immediately
  - Major format and anonymization violations
  - (Really) not in your area of expertise
  - Conflict of Interest

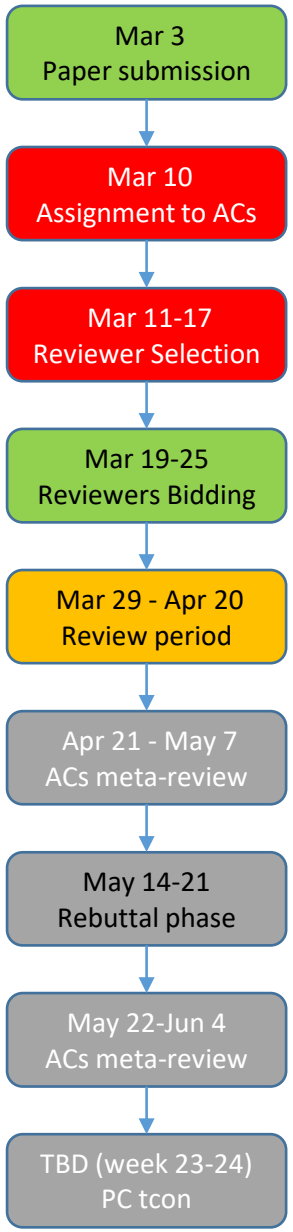


Mar 11-17 Reviewer Selection

- Each paper will need 3 reviews BUT you need to suggest 10-15 reviewers per paper to achieve this
- Pick 10-15 suitables candidates and then rank - put best candidate on top
  - We will send you detailed instructions how to do this in CMT
- Reviewers get to bid on papers suggested to them (+a few more)
- We run an automated reviewer-paper matching, taking your preferences, reviewer bids, TPMS, and keywords into account

Criteria for reviewer assignment

- Look at the paper - read the abstract and references to understand the exact topic
- Use your knowledge of the reviewers expertise
- Check the reviewers' publication list. CMT provides links to google scholar, DBLP, and/or semantic scholar pages for most reviewers. Use them!
- **TPMS and relevance scores are an aid and not always accurate. Never use the TPMS ranking without checking!**
- Aim for a mix of seniority and for geographical spread in your batch of reviewers
- Try not to assign multiple reviewers from the same institution
- Do not overload favorite reviewers (this is easier if you finalize your suggestions early!)



Mar 29 - Apr 20: Review period

- **First 1-2 days**: Check for issues with assignment, eg two reviewers from the same institution. **Notify us immediately.**
- **Remaining period:** Monitor review process. Check quality of reviews as they are submitted and communicate with the reviewers if the review quality is low or the content is inappropriate.
- Reviewers can be emailed from CMT
- E-mails to remind reviewers about the deadlines will be sent by PCs. You can see instructions send to reviewers on the website.

Review Form (1)

REVIEW QUESTIONS

1. Please confirm that you consent to your review being made publicly available (without disclosing your name) if the paper is accepted and that you have read and understood the MICCAI 2021 Reviewers' Guide https://miccai2021.org/en/REVIEWER-GUIDELINES.html * *(visible to meta-reviewers)*

- [ ] I agree

2. Please describe the contribution of the paper (a few lines) * *(visible to authors during feedback, visible to authors after notification, visible to meta-reviewers)*

1000 characters left

3. Please list the main strengths of the paper; you should write about a novel formulation, an original way to use data, demonstration of clinical feasibility, a novel application, a particularly strong evaluation, or anything else that is a strong aspect of this work. Please provide details, for instance, if a method is novel, explain what aspect is novel and why this is interesting. * *(visible to authors during feedback, visible to authors after notification, visible to other reviewers, visible to meta-reviewers)*

3000 characters left

4. Please list the main weaknesses of the paper. Please provide details, for instance, if you think a method is not novel, explain why and provide a reference to prior work. * *(visible to authors during feedback, visible to authors after notification, visible to other reviewers, visible to meta-reviewers)*

3000 characters left

5. Please rate the clarity and organization of this paper * *(visible to authors during feedback, visible to authors after notification, visible to other reviewers, visible to meta-reviewers)*

- ○ Excellent
- ○ Very Good
- ○ Good
- ○ Satisfactory
- ○ Poor

6. Please comment on the reproducibility of the paper. Note, that authors have filled out a reproducibility checklist upon submission. Please be aware that author are not required to meet all criteria on the checklist - for instance, providing code and data is a plus, but not a requirement for acceptance * *(visible to authors dur feedback, visible to authors after notification, visible to other reviewers, visible to meta-reviewers)*

3000 characters left

7. Please provide detailed and constructive comments for the authors. Please also refer to our Reviewer's guide on what makes a good review: https://miccai2021.org/en/REVIEWER-GUIDELINES.html * *(visible to authors during feedback, visible to authors after notification, visible to other reviewers, visible to met reviewers)*

8000 characters left

8. Please state your overall opinion of the paper (visible to authors). * *(visible to authors during feedback, visible to authors after notification, visible to other reviewers, visible to meta-reviewers)*

- ○ ground-breaking (10)
- ○ strong accept (9)
- ○ accept (8)
- ○ Probably accept (7)
- ○ boderline accept (6)
- ○ borderline reject (5)
- ○ probably reject (4)
- ○ reject (3)
- ○ strong reject (2)
- ○ out of scope (1)

9. Please justify your recommendation. What were the major factors that led you to your overall score for this paper? *(visible to authors during feedback, visible to authors after notification, visible to other reviewers, visible to meta-reviewers)*

1000 characters left

10. What is the ranking of this paper in your review stack? Use a number between 1 (best paper in your stack) and n (worst paper in your stack of n papers). * *(visible to meta-reviewers)*

125 characters left

11. Number of papers in your stack * *(visible to meta-reviewers)*

125 characters left

Review Form (2)

12. Reviewer confidence * *(visible to authors during feedback, visible to authors after notification, visible to other reviewers, visible to meta-reviewers)*

- ○ Very confident
- ○ Confident but not absolutely certain
- ○ Somewhat confident
- ○ Not Confident

13. Please state your role/position
(not visible to authors, will not be made public) *

- ○ PhD Student
- ○ Post-doc
- ○ Faculty
- ○ Industry
- ○ Clinician

14. Is your expertise limited to some aspect of the paper (if so, which one)?
(not visible to authors, will not be made public) *(visible to meta-reviewers)*

500 characters left

15. If you recommend acceptance, is the paper's quality and content suitable for an oral presentation?
(not visible to authors, will not be made public) *(visible to meta-reviewers)*

- ○ Yes
- ○ No

16. If the author indicated that they are eligible for a Young Scientist Award, would you like to nominate this work?
(not visible to authors, will not be made public) * *(visible to meta-reviewers)*

- ○ Yes
- ○ No

17. Confidential comments to Area Chairs and Program Chairs (optional - not visible to authors, will not be made public) *(visible to meta-reviewers)*

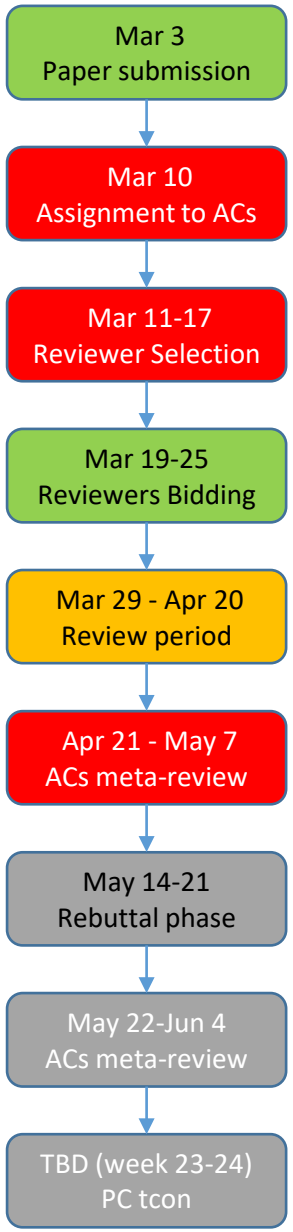
2000 characters left

When to ask for updates/clarifications to the review?

Use your judgment! **Remember: reviews (of accepted papers) will be made public.**

Examples:

- The review is short and uninformative
- There is no justification of the score
- The review has only positive comments but recommends reject
- The review has only negative comments but recommends accept
- The reviewer states that the work is not novel without providing evidence (eg citations to prior work)
- The reviewer asks to cite their own paper(s) without good reason
- The language is inappropriate



Apr 21 - May 7: ACs meta-review

- Once all of the reviews are in, you will need to provide meta-reviews
  - **Your assessment of the paper**
  - Rank all papers in your batch
  - Select your recommendation: provisional accept/reject or rebuttal
  - Recommend a few papers for oral/award if appropriate
  - Select subject areas to help us build coherent sessions
  - You are asked to **score the quality of reviews**. You can do it later, but it will be easier to do it now.

show AC form

Paper ID 1

Paper Title my test paper

META-REVIEW QUESTIONS

1. Please confirm that you consent to this metareview being made publicly available (without disclosing your name) if the paper is accepted and that you have read and understood the MICCAI 2021 Area Chair Guidelines https://miccai2021.org/en/AREA-CHAIR-GUIDELINES.html and that you agree to follow these guidelines in the MICCAI 2021 review process. *

- [ ] I agree

2. Please provide your assessment of this work, taking into account all reviews. Summarize the key strengths and weaknesses of the paper and justify your recommendation. In case you deviate from the reviewers' recommendations, explain in detail the reasons why. In case of an invitation for rebuttal, clarify which points are important to address in the rebuttal. * *(visible to authors during feedback, visible to authors after notification, visible to reviewers, visible to meta-reviewers)*

5000 characters left

3. Your recommendation. *

- ○ Provisional Accept
- ○ Provisional Reject
- ○ Invite for Rebuttal

4. What is the ranking of this paper in your stack? Use a number between 1 (best paper in your stack) and n (worst paper in your stack of n papers). * *(visible to authors during feedback, visible to authors after notification, visible to reviewers, visible to meta-reviewers)*

125 characters left

5. If you recommend acceptance, is the paper's quality and content suitable for an oral presentation?
(Invisible to authors and reviewers) *

- ○ Yes
- ○ No

6. If the author indicated that they are eligible for a Young Scientist Award, would you like to nominate this work? Please take also reviewers' views on the suitability for this award into account.

Please take also reviewers' views on the suitability for this award into account.

(Invisible to authors and reviewers) *

- ○ Yes
- ○ No

7. To help us categorize papers, please select a Subject Area this paper falls under: *

- [ ] Computational (Integrative) Pathology
- [ ] Computational Anatomy and Physiology
- [ ] Computer Aided Diagnosis
- [ ] Image Reconstruction
- [ ] Image Registration
- [ ] Image Segmentation
- [ ] Image-Guided Interventions and Surgery
- [ ] Integration of Imaging with Non-Imaging Biomarkers
- [ ] Interventional Imaging Systems
- [ ] Interventional Simulation Systems
- [ ] Machine Learning - Advances in Machine Learning Theory
- [ ] Machine Learning - Active Learning
- [ ] Machine Learning - Attention models
- [ ] Machine Learning - Domain adaptation
- [ ] Machine Learning - Geometric deep learning
- [ ] Machine Learning - Interpretability / Explainability
- [ ] Machine Learning - Reinforcement learning
- [ ] Machine Learning - Self-supervised learning
- [ ] Machine Learning - Semi-supervised learning
- [ ] Machine Learning - Uncertainty
- [ ] Machine Learning - Weakly supervised learning
- [ ] Medical Robotics and Haptics
- [ ] Outcome/disease prediction
- [ ] Population Imaging and Imaging Genetics
- [ ] Surgical Data Science
- [ ] Surgical Planning and Simulation
- [ ] Surgical Skill and Work Flow Analysis
- [ ] Surgical Visualization and Mixed, Augmented and Virtual Reality
- [ ] Visualisation in Biomedical Imaging
- [ ] Other (please specify below under 8)

8. Other subject areas:

125 characters left

show AC form (2)

9. To help us categorize papers, please select the most relevant one or two imaging modalities that this paper relates to. *

- [ ] Angiographic imaging
- [ ] Bioluminiscence imaging
- [ ] Diffusion weighted imaging
- [ ] Electrophysical imaging
- [ ] Electric impedance tomography
- [ ] Endoscopy
- [ ] Fluorescence tomography
- [ ] Functional imaging (e.g. fMRI)
- [ ] Magnetic resonance imaging (MRI)
- [ ] Microscopy
- [ ] Microwave
- [ ] Molecular and cellular imaging
- [ ] Nuclear imaging (e.g. PET, SPECT)
- [ ] Optical imaging / OCT / DOT
- [ ] Optoacoustic/photoacoustic imaging
- [ ] Perfusion imaging
- [ ] Thermal imaging
- [ ] Viscoelasticity imaging
- [ ] Ultrasound
- [ ] X-ray Imaging
- [ ] Computed Tomography
- [ ] 3d models
- [ ] Other (please specify below under 10)

10. Other Modalities:

125 characters left

11. To help us categorize papers, please select one or more anatomical targets of interest that this paper is concerned with. *

- [ ] Abdomen
- [ ] Animal Models
- [ ] Bone
- [ ] Brain
- [ ] Breast
- [ ] Cell
- [ ] Cervix
- [ ] Eye
- [ ] Fetus
- [ ] Gastro-intestinal tract
- [ ] Genome
- [ ] Heart
- [ ] Inner Ear
- [ ] Kidney
- [ ] Liver
- [ ] Lung
- [ ] Muscle
- [ ] Nervous system
- [ ] Prostate
- [ ] Skin
- [ ] Spine
- [ ] Thyroid
- [ ] Teeth
- [ ] Vascular system
- [ ] Other anatomical targets (please specify below under 12)

12. Other anatomical targets:

125 characters left

13. This papers falls mostly in:

- ( ) MIC
- ( ) CAI
- ( ) MIC + CAI

14. Confidential comments to Program Chairs

2000 characters left

Submit Cancel

How to write a meta-review (1)

- Summarize the key strengths and weaknesses of the paper
- Make a recommendation taking all reviews, scores, and rankings into account
- Justify your recommendation:

  The meta-review is not only a summary. It needs to help the authors understand the decision and help the program chair make the final decision. **More detail is needed for borderline papers**
- In case of deviation from the reviewers' recommendations, explain in detail the reasons why
- In case of an invitation for rebuttal, clarify which points are important to address in the rebuttal
- Remember: meta-reviews of accepted papers will become public

How to write a meta-review (2)

- Weigh the different comments and reviews: the final decision should not be simply based on a numerical average of scores!

  This is the main task of the ACs and why ACs are important
- The Program Chairs recommend that
  - papers with 3 clear acceptance ratings are recommended for outright acceptance; the AC can recommend rebuttal if the AC opinion differs, but cannot outright reject the paper.
  - papers with 3 clear reject ratings are recommended for outright rejection; the AC can recommend rebuttal if the AC opinion differs, but cannot outright accept the paper
- Use the confidential comments to communicate with the PCs about particular situations (eg. a review is inappropriate or offensive)

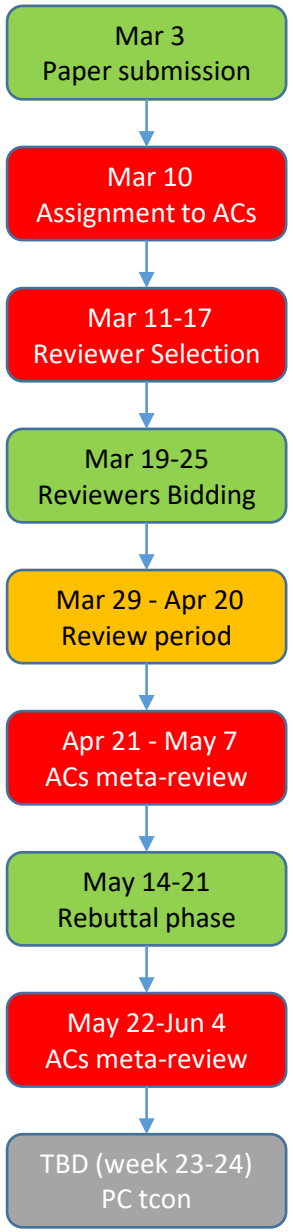
Assessment of review quality

Why?

- We want to acknowledge outstanding reviewers
- Reviewers who wrote multiple unhelpful reviews may not be re-invited next year

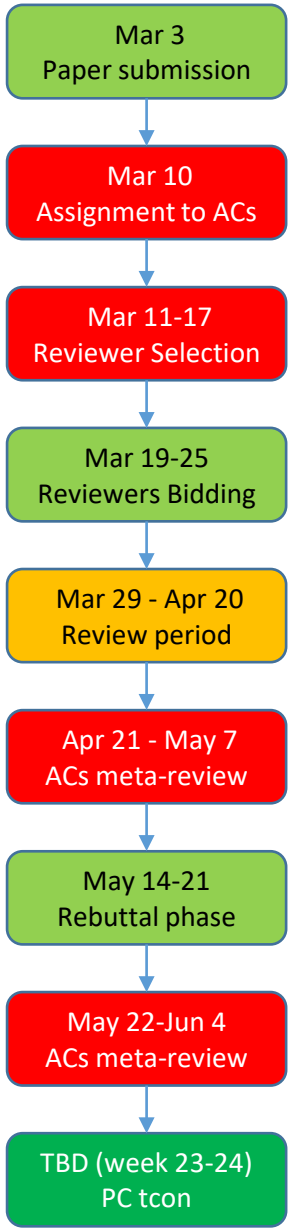
Criteria?

- Was the review sufficiently informative? Did you understand why the reviewer reached their decision?
- Was the review sufficiently detailed, were strengths and weaknesses backed up with detail?
- Note: a review can be good even if you do not agree with the conclusion



May 22-Jun 4: ACs meta-review

- ACs will be assigned an additional ~20 papers to assess in addition to their original assignments
- Provide ranking and accept/reject recommendations for all papers currently assigned to you
- For new papers: write meta-reviews explaining your recommendations
- For “old” (primary AC) papers, indicate to what extent the rebuttal has addressed the concerns and explain final recommendation.
- If needed, can ask primary AC and reviewers for clarification
- **Also secondary meta-reviews will become public**
- Assess review quality (not public)



Area chair meeting 2 - week 23/24

Final teleconference to

- Address any remaining issues
- Discuss the oral program
- Gather feedback and suggestions for next years' review process

Thanks for your essential contribution to MICCAI!