Subject: [MICCAI2021 Reviewer] Preparation for the MICCAI review process and Reviewer Tutorial - due Feb 28th

Dear {Recipient.Name},

Thank you for agreeing to be a MICCAI reviewer.   We have received a total of 2590 intent-to-submit and are anticipating around 2000 full submissions. The review period will be March 29 - April 20. Please refer to https://miccai2021.org/en/IMPORTANT-DATES-FOR-REVIEWER-DUTIES.html for further information relating to the review timeline.

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 "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

        b. Semantic Scholar ID

        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 2 or more (preferably at least 5) 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-Reviewers-Guide-to-Microsoft-CMT.pdf

Important

- Make sure to use the same email address ({Recipient.Email}) for both your CMT account (with 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 Reviewer credential.

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

We will hold a Reviewer tutorial to explain the review process and discuss what makes a good review, before the start of the review period. To accommodate different time zones the same tutorial will be held twice, on March 15th at 16:30 UTC and on March 16th at 08:00 UTC

It is important that you join us for this tutorial especially if you are reviewing for MICCAI for the first time. Please indicate if you will be attending via this form: https://www.surveymonkey.com/r/9RKDMM9

Meeting details will be sent shortly before the tutorial.

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-REVIEWERS.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