

Dear {Recipient.Name},

As you know, the submission deadline for submissions for MICCAI2020 has been pushed back to 17<sup>th</sup> March to accommodate researchers who have been impacted by the COVID19 outbreak. This meant that it was necessary to reorganize the reviewing schedule. You can find the modified schedule and a google calendar for ACs here: <https://miccai2020.org/en/MILESTONE-AND-IMPORTANT-DATES-FOR-AC-DUTIES.html>

This means that the dates when you need to be available have changed. The most intensive periods will be 23-30 March, 9 April – 12 May, and 26 May – 8 June. If you are travelling or otherwise unavailable during any of these periods please let us know as soon as possible.

We will have a teleconference at some time between 5<sup>th</sup> and 13<sup>th</sup> March to explain the reviewing process and to answer any queries you may have. Please complete the doodle poll: <https://doodle.com/poll/whvqgys7742iz4hz> We have attempted to select a time that is possible for everyone, however, it may be necessary to schedule a separate time for ACs in Australia and China. Please email us to let us know if this is the case.

If you have not already done so, please complete your Meta-reviewer profile (instructions are at the bottom of this email). We need this information as soon as possible in order to determine whether we have sufficient expertise in all subject areas.

With best wishes,

MICCAI 2020 Program Executive

#### Completing your Meta-reviewer profile

1. Select Subject Areas in your Microsoft Conference Management Toolkit (CMT) Account.
2. Enter Domain Conflicts in your CMT account.
3. Update your Toronto Paper Matching System (TPMS) 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.

#### **\*Important\***

1. The login email addresses of your CMT account and your TPMS account **must match**. If you have multiple CMT accounts, make sure the one with Meta-Reviewer credential match that of your TPMS account. If not, please contact submission platform manager Kitty Wong (submission\_support@miccai2020.org)
2. If you are new to CMT and TPMS and need help navigating both sites, please see: <https://www.miccai2020.org/files/downloads/MICCAI2020-CMT-and-TPMS-Instructions-for-Area-Chairs-Login-Help-and-Updating.pdf>