

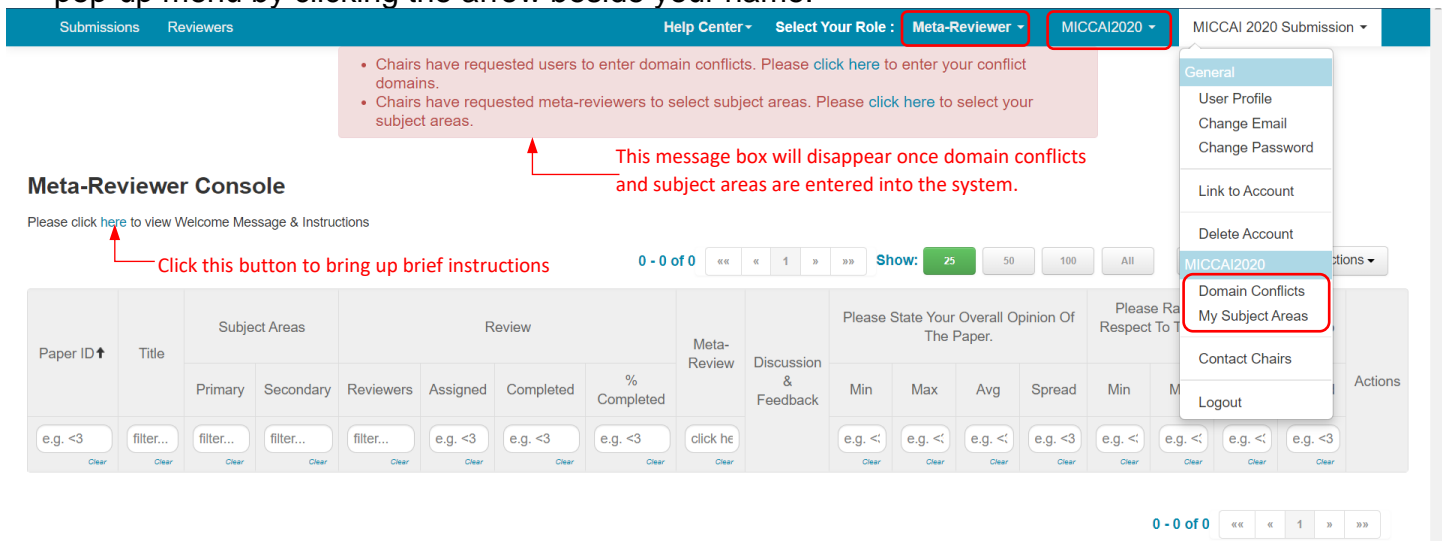
CMT and TPMS instructions for Area Chairs – Login Help and Updating Research Profile

1. Log-in to your CMT account using the *email address with Meta-Reviewer (Area Chair) credential*: <https://cmt3.research.microsoft.com/MICCAI2020/Submission/Index>

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 have your password emailed to you.



2. Once logged in, select “**MICCAI2020**” as your conference and “**Meta-Reviewer**” as your role to go to the Meta-Reviewer Console. If you cannot change your role to Meta-Reviewer, check that the email address you login with is the same one the invitation email was sent to.
3. **Enter your domain conflicts and subject areas**. This information must be entered in order to properly match submissions to Area Chairs. 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 pop-up menu by clicking the arrow beside your name.



Meta-Reviewer Console

Please click [here](#) to view Welcome Message & Instructions

Click this button to bring up brief instructions

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

Paper ID ↑	Title	Subject Areas		Review				Meta-Review	Discussion & Feedback	Please State Your Overall Opinion Of The Paper.				Please Rate Respect To				Actions
		Primary	Secondary	Reviewers	Assigned	Completed	% Completed			Min	Max	Avg	Spread	Min	M			
e.g. <3	filter...	filter...	filter...	filter...	e.g. <3	e.g. <3	e.g. <3	click here		e.g. <	e.g. <	e.g. <	e.g. <3	e.g. <	e.g. <	e.g. <	e.g. <3	

4. Subject Areas:

Select 1 primary subject areas and several secondary subject areas and click [Save](#) at the bottom of the page. Submissions will be matched to you based on the subject areas chosen and the your TPMS profile.

Select Subject Areas

Track: MICCAI2020

Primary	Secondary	Title
<input type="checkbox"/>	<input type="checkbox"/>	• Advances in Machine Learning Theory
<input type="checkbox"/>	<input type="checkbox"/>	• Applications of Big Data in Imaging
<input type="checkbox"/>	<input type="checkbox"/>	• Biophotonic Imaging
<input type="checkbox"/>	<input type="checkbox"/>	• Computational (Integrative) Pathology
<input type="checkbox"/>	<input type="checkbox"/>	• Computational Anatomy and Physiology
<input type="checkbox"/>	<input type="checkbox"/>	• Computer Aided Diagnosis
<input type="checkbox"/>	<input type="checkbox"/>	• Image Reconstruction and Image Quality
<input type="checkbox"/>	<input type="checkbox"/>	• Image Segmentation
<input type="checkbox"/>	<input type="checkbox"/>	• Image-Guided Interventions and Surgery
<input type="checkbox"/>	<input type="checkbox"/>	• Integration of Imaging with Non-Imaging Biomarkers
<input type="checkbox"/>	<input type="checkbox"/>	• Interventional Imaging Systems
<input type="checkbox"/>	<input type="checkbox"/>	• Medical Robotics and Haptics
<input type="checkbox"/>	<input type="checkbox"/>	• Microscopy Image Analysis
<input type="checkbox"/>	<input type="checkbox"/>	• Neuro Imaging
<input type="checkbox"/>	<input type="checkbox"/>	• Population Imaging and Imaging Genetics
<input type="checkbox"/>	<input type="checkbox"/>	• Registration and Fusion
<input type="checkbox"/>	<input type="checkbox"/>	• Surgical and Interventional Simulation Systems
<input type="checkbox"/>	<input type="checkbox"/>	• Surgical Data Science
<input type="checkbox"/>	<input type="checkbox"/>	• Surgical Planning and Simulation
<input type="checkbox"/>	<input type="checkbox"/>	• Surgical Skill and Workflow Analysis
<input type="checkbox"/>	<input type="checkbox"/>	• Surgical Visualization and Mixed, Augmented and Virtual Reality
<input type="checkbox"/>	<input type="checkbox"/>	• Visualization in Biomedical Imaging
<input type="checkbox"/>	<input type="checkbox"/>	Other

[Save](#) [Cancel](#)

5. Domain Conflicts:

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

DOMAIN CONFLICTS

Please enter the domain of each institution (semicolon separated) that authors have a conflict of interest with (example: mit.edu; ox.ac.uk; microsoft.com). More specifically, please list domains of all institutions authors worked for, or have had very close collaboration with, within the last 3 years.

Note: It is important that you also enter the domains of authors' current institutions here since CMT does not automatically add them to conflicting domains. Please DO NOT enter the domain of email providers such as gmail.com, yahoo.com, hotmail.com and 163.com as institution domains.

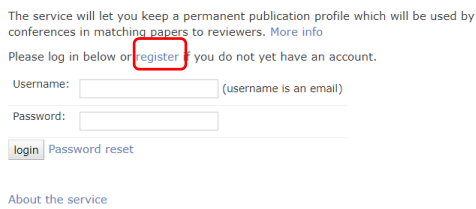
*Domain Conflicts

6. Multiple accounts in CMT

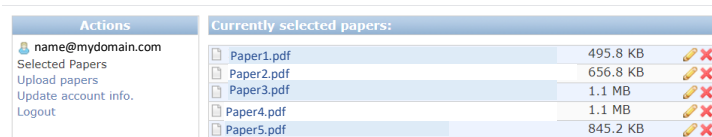
If you have multiple accounts with CMT, you can link them via “Link to Account” in the pop-up menu shown in 3. Note that by linking two accounts, it **DOES NOT** merge two accounts into one, it simply allows you to switch between two accounts without having to log in and out. Please make sure the email address for the account with Meta-Reviewer credential match that of your TPMS account. Please contact submission platform manager Kitty Wong (submission_support@miccai2020.org) if you need assistance.

7. 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/>



8. 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 by clicking the “Upload papers” link on the left panel. You can also remove papers from your account by clicking the **x** on the right. MICCAI2020 will be assigning submissions to you based on your research profile generated using the papers you have in your TPMS account.



9. 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.

