

Chairs Instructions

Overview

CMT is a web-based software for managing the workflow of an academic conference. It supports single sign-on for multiple conferences. The following are examples of the functionalities supported:

- Set schedules and deadlines
- Define submission and review criteria
- Administer submission of abstracts and papers
- Administer submission of supplementary materials
- Add Reviewers to the system
- Manage Reviewer bidding and paper assignment
- Facilitate review discussions for resolving conflicting reviews
- Notify Authors of acceptance/rejections
- Manage camera-ready paper submissions
- Note: CMT does not manage conference fees or logistics (accommodations, transportation or Visa issues)

Main roles include:

- Chairs – Administer all aspects of a conference, controls conference workflow
- Track Chairs - Administer a track in multi-track conferences
- Authors - Submit abstract, paper, camera-ready paper, copyright form and presentation
- Reviewers - Review papers assigned by chairs, track chairs or meta-reviewers
- Meta-Reviewers - Coordinate reviews for a set of papers and recommends paper acceptance or rejection to chairs or track chairs

Managing Users

Chair Role

Chairs are responsible for overall conference tasks such as:

- Administer user's roles
 - Add co-chairs
 - Add track chairs
 - Invite reviewers and meta-reviewers
- Administer conference activities
 - Enable/disable activities
 - Email users about activity deadlines
- Control and customize conference workflow
 - Enable/disable settings to turn on/off features
 - Add subject areas
 - Configure forms (submission, review, meta-reviewer, author feedback, camera-ready, etc.)
- Review conflicts and assign papers

- Review conflicts marked by authors for their papers
 - Assign papers to reviewers and meta-reviewers
- Make paper decision and notify authors
 - Add additional paper status options (default options are Accept and Reject)
 - Make paper decision based on reviews, meta-reviews, discussions, etc.
 - Notify authors about paper decisions
- Administer camera-ready submission
 - Request authors to submit camera-ready paper
 - Download camera-ready papers

Add Co-Chairs

- Use "Users -> Actions -> Add New User" to add a new user and select "Chair" role.
- Use "Users -> More -> Edit Roles and Track Permissions" to add a user to "Chair" role.

Add Track Chairs

- Use "Users -> Actions -> Add New User" to add a new user and select "Track Chair" role.
- Use "More -> Edit Roles and Track Permissions" to add a user to "Track Chair" role.

Add Meta-Reviewers

- Use "Users -> Actions -> Add New User" to add a new user and select "Meta-Reviewer" role.
- Use "More -> Edit Roles and Track Permissions" corresponding to add a user to "Meta-Reviewer" role.
- Select "Users -> Actions -> Meta-Reviewers -> Import" to import a list of meta-reviewers.

Manage Meta-Reviewer Invites

- Select "Users -> Actions -> Meta-Reviewer -> Manage Invites".
- Use "Actions -> Invite Meta-Reviewer" to invite meta-reviewers individually.
- Use "Actions -> Bulk Invite Meta-Reviewer" to invite meta-reviewers in bulk.

Add Reviewers

- Use "Users -> Actions -> Add New User" to add a new user and select "Reviewer" role.
- Use "More -> Edit Roles and Track Permissions" corresponding to add a user to "Reviewer" role.
- Select "Users -> Actions -> Reviewers -> Import" to import a list of reviewers.

Manage Reviewer Invites

- Select "Users -> Actions -> Reviewer -> Manage Invites".
- Use "Actions -> Invite Reviewer" to invite reviewers individually.
- Use "Actions -> Bulk Invite Reviewer" to invite reviewers in bulk.

Email Users

- Use "Submissions -> Actions -> Email Authors" to send email to authors.
- Use "Submissions -> Actions -> Email reviewers" to send emails to reviewers.

- Use "Users -> Actions -> Email Selected Users" to send emails to selected users after applying filters.

Understanding Activities

Chairs can enable activity status and set deadlines from "Timeline Settings" page using "Settings -> Set Activity Timelines -> Deadlines".

New Paper Submission

To allow authors to create new paper submissions, the Chair needs to perform the following:

- Enable New Paper Submission activity from "Timeline Settings" page.
- Set New Paper Submission deadline appropriately.

Edit Paper Submission

To allow authors to edit their paper submissions, the Chair needs to perform the following:

- Enable Edit Paper Submission activity from "Timeline Settings" page.
- Set Edit Paper Submission deadline appropriately.

When Edit Submission activity is allowed, authors can:

- Edit title
- Edit abstract
- Submit or update paper file
- Edit subject area
- Edit author list
- Edit Conflicts of Interest
- Edit submission question responses

Supplementary Material Submission

In some conferences, chairs would like authors to submit additional material beside the regular submission file. The material can include videos to demo the results; images that are not contained in the paper; proofs and mathematical derivations that are not essential to the understanding of the submitted paper. To allow authors to submit supplementary materials for their submissions, the Chair needs to perform the following:

- Select "Settings -> Configure Features -> Submission" to go to "Edit/Configure Submission Settings" page.
- Select the checkbox to "Allow submission of supplementary material".
- Configure supplementary material file types and size limits.
- Enable "Supplementary Material" Activity from "Timeline Settings" page.
- Set the "Supplementary Material" Activity deadline appropriately.

Meta-Reviewer Bidding

During Meta-Reviewer Bidding meta-reviewers can bid for papers they are interested in. Chairs need to take into account the following when managing bidding.

- If New Paper Submission Activity is allowed during meta-reviewer bidding, author can create new paper submission. Papers submitted during bidding period may not receive bids.
- If Edit Paper Submission Activity is allowed during meta-reviewer bidding, author can edit conflict of interests for currently submitted paper. Changing conflicts of interests for papers during bidding period may affect bidding.

Meta-Reviewer Assignment

Reviewer Assignment can be done in two ways.

Manually make assignments individually for each paper

- Select "Submissions -> More -> Edit Assignment (Meta-Reviewer)" for a paper to go to "Edit Assignments (Meta-Reviewer)" page.
- To add meta-reviewers, select "All non-conflicting meta-reviewers" and check the checkboxes under column "Assign" corresponding to the meta-reviewers to be assigned and click on "Save Changes".
- To remove meta-reviewers, select "Assigned meta-reviewers only" and uncheck the checkboxes under column "Assign" corresponding to the meta-reviewers to be removed and click on "Save Changes".

Use Automatic Assignment Wizard to assign papers to meta-reviewers automatically

- Select "Submissions -> Actions -> Automatic Assignment (Meta-Reviewers)".
- Use filter to select the papers for which you want to assign Meta-Reviewers automatically.
- Specify Minimum Number of Meta-Reviewers to assign to the selected papers. For incremental assignments, select the Minimum Number of Meta-Reviewers to assign for papers to be greater than Number of Current Assigned Meta-Reviewers.
- Specify Maximum Number of Papers to assign for all meta-reviewers. For incremental assignments, select the Maximum Number of Papers to assign for meta-reviewers to be greater than Number of Current Assigned Papers.
- Optionally specify the weights of meta-reviewers' bids, candidate suggestions, subject area relevance used in automatic assignment.
- Click on "Run Automatic Assignments" to run assignment algorithm and display the results.
- Review new assignment suggestions and save (or cancel) assignments.

Reviewer Bidding

During Reviewer Bidding reviewers can bid for papers they are interested in. Chairs need to take into account the following when managing bidding.

- If New Paper Submission Activity is allowed during reviewer bidding, author can create new paper submission. Papers submitted during bidding period may not receive bids.
- If Edit Paper Submission Activity is allowed during reviewer bidding, author can edit conflict of interests for currently submitted paper. Changing conflicts of interests for papers during bidding period may affect bidding.
- In a single-blind conference or conference track, reviewers can see names of authors during bidding and reviewing.

Reviewer Assignment

Paper Assignment can be done in two ways.

Manually make assignments individually for each paper

- Select "Submissions -> More -> Edit Assignment (Reviewer)" for a paper to go to "Edit Assignments (Reviewer)" page.
- To add reviewers, select "All non-conflicting reviewers" and check the checkboxes under column "Assign" corresponding to the reviewers to be assigned and click on "Save Changes".
- To remove reviewers, select "Assigned reviewers only" and uncheck the checkboxes under column "Assign" corresponding to the reviewers to be removed and click on "Save Changes".

Use Automatic Assignment Wizard to assign papers to reviewers automatically

- Select "Submissions -> Actions -> Automatic Assignment (Reviewer)".
- Use filter to select the papers for which you want to assign Reviewers automatically.
- Specify Minimum Number of Reviewers to assign to the selected papers. For incremental assignments, select the Minimum Number of Reviewers to assign for papers to be greater than Number of Current Assigned Reviewers.
- Specify Maximum Number of Papers to assign for all reviewers. For incremental assignments, select the Maximum Number of Papers to assign for reviewers to be greater than Number of Current Assigned Papers.
- Optionally specify the weights of reviewers' bids, candidate suggestions, subject area relevance used in automatic assignment.
- Click on "Run Automatic Assignments" to run assignment algorithm and display the results.
- Review new assignment suggestions and save (or cancel) assignments.

Review Discussion

Review Discussion allows the reviewers to discuss a paper online. The Chairs need to perform the following:

- Enable Review Discussion Activity from "Timeline Settings" page.
- Set a deadline for Review Discussion.
- Select the papers to be discussed by enabling them for discussion from "Submissions" page.

Author Feedback

Author feedback questions are a set of predefined questions which may be required to complete reviewing of certain papers. When Chairs enable papers for Author Feedback, Authors need to answer the questions in response to reviewers' comments. During the Reviewing Activity, Chairs can request Papers for Author Feedback.

- Enable Author Feedback activity from "Timeline Settings" page.
- Set a deadline for Author Feedback.
- Requests author feedback for papers. A snapshot of the current set of reviews for the corresponding papers is created.
- This snapshot consists of Reviewer responses for questions that are marked as "Visible to Authors during Author Feedback".
- Authors provide their feedback based on the review snapshot. They can provide feedback and make changes as long as Author Feedback activity is enabled and deadline for this activity has not passed.

Reviewers may continue to make changes to their reviews. However, Authors cannot see changes to the reviews made after the snapshot was created. If additional reviews are submitted or a different set of review questions are

made visible to authors during author feedback after snapshot has been generated, Authors do not see such reviews.

Chairs can make the latest snapshot available to Authors of selected set of papers by setting Author Feedback as requested for corresponding papers. Please note that this step is also needed for papers that already have Author Feedback as requested, to refresh the corresponding review snapshot.

Paper Decision

After the program committee provides recommendation on papers to accept/reject, Chairs are ready to set paper status for each paper.

- Configure Paper Status options using "Settings ->Configure Features -> Paper Status".
- For review questions configured as "Options with Value" type, Chairs have option to see the aggregate values (min, max, average and spread) of reviewers' responses on "Submissions" page by selecting "Enable aggregate columns" setting on "Settings -> Features -> Review". Chairs can filter and sort on these values to help decide papers to accept/reject.
- Set paper status for each paper.

Author Notification

After setting paper status for each paper, Chairs can proceed to send out author notifications.

- From "Timeline Settings" page, set Author Notification as Complete and set deadline for this activity in the past.
- Email Notifications to Authors. Authors will be able to see paper status, reviews and meta-reviews of their papers.
- Author Notification Wizard can also be used to send emails using template. It automatically sets the Author Notification activity status as Complete and reset deadline as appropriate.

Camera-Ready Submission

After paper decision making phase, Chairs can manage Camera-Ready Submission in CMT.

- Enable Camera-Ready Submission activity from "Timeline Settings" page.
- Set a deadline for Camera-Ready Submission.
- Request papers for Camera-Ready Submission using "Submissions -> Actions -> Bulk Request for Camera-Ready".
- Chairs can optionally enable IEEE Copyright submission from "Settings -> Configure Features -> Camera Ready Submission".

Forms

Chairs can configure the following forms from "Settings -> Forms". Chairs can configure appropriate visibility for each question on these forms.

- Submission Form
- Review Form
- Meta-Review Form

- Author Feedback Form
- Camera Ready Submission Form

Feature Settings

Chairs can configure conference specific feature settings from "Settings -> Configure Features".

- Paper Status Subject Area
- Submission
- Review
- Meta-Review
- Bidding & Discussion
- Camera Ready Submission
- Author Feedback

Export Data

Chairs can export the following conference data to Excel or other formats from "Submissions -> Actions".

- Submissions Bids
- Assignments
- Reviews
- Camera Ready Submissions

Download Files

Chairs can download the following files for archive from "Submissions -> Actions".

- Submission Files
- Supplementary Material
- Camera Ready Files
- Copyright Files