

## CMT instructions for ImNO reviewers

1. Login to the [ImNO 2020 submission site](#) using the **same** reviewer username (email) corresponding to the reviewer invitation. (This may be different than your Author username).
2. Go to the Reviewer Console by Selecting “Reviewer” under ‘Select Your Role’ in the top bar.  
**Enter your domain conflicts and subject areas.** This information must be entered before Dec 8<sup>th</sup> in order to properly match abstracts to reviewers. 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.

Help Center - Select Your Role : **Reviewer** - ImNO2020 - IMNO Submission

- Chairs have requested users to enter domain conflicts. Please [click here](#) to enter your conflict domains.
- Chairs have requested reviewers to select subject areas. Please [click here](#) to select your subject areas.

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

**Reviewing** - 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	
		Primary	Secondary
e.g. <3	filter...	filter...	filter...
1	My test paer Ⓞ Download	1) IMAGING MODALITY -> Modality: Angiographic imaging	2) OBJECT OF INTEREST / AREA OF APPLICATION -> Area: Abdomen (gastrointestinal tract, kidney, liver); 2) OBJECT OF INTEREST / AREA OF APPLICATION -> Other (Area); 3) GENERAL METHODOLOGY -> Methodology: Contrast agents; 3) GENERAL METHODOLOGY -> Methodology: Device hardware & system development - evaluation and performance

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https://cmt3.research.microsoft.com/ImNO2020/Submission/Rvw#

3. Domain Conflicts: Please enter the email domains of your current institution and institutions you have had close relationship with in the past 3 years.

### Domain Conflicts

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

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

Domain Conflicts

Save

Cancel

#### 4. Subject Areas: Choose 1 primary subject area and up to 4 secondary subject areas

**Select Track**

Track	Subject Areas
ImNO2020 <a href="#">Click here</a> to select subject areas on this track	Primary: Nothing selected Secondary: Nothing selected

#### 5. Downloading abstracts assigned to you:

At the reviewer console, you can either download each abstract individually by clicking the download button below each title or you can download all your assigned abstracts using the “Actions” → ”Download Files” link on the top right corner.

Help Center ~ Select Your Role : Reviewer ~ ImNO2020 ~ IMNO Submission ~

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**Reviewing** 1 - 1 of 1 Show: 25 50 100 All Clear All Filters **Actions**

Paper ID ↑	Title	Subject Areas		Review & Discussion
		Primary	Secondary	
1	My test paper <a href="#">Download</a>	1) IMAGING MODALITY -> Modality: Angiographic Imaging	2) OBJECT OF INTEREST / AREA OF APPLICATION -> Area: Abdomen (gastrointestinal tract, kidney, liver); 2) OBJECT OF INTEREST / AREA OF APPLICATION -> Other (Area); 3) GENERAL METHODOLOGY -> Methodology: Contrast agents; 3) GENERAL METHODOLOGY -> Methodology: Device hardware & system development - evaluation and performance	<a href="#">Download Files</a> <a href="#">Import Reviews</a> <a href="#">Enter Review</a>

1 - 1 of 1

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#### 6. Entering Review:

- For each abstract, select ‘Enter Review’ in the “Review & Discussion” column to enter your score and optional feedback.
- Please ensure that the PDF meets compliance with the abstract guidelines (available at <https://imno.ca/2020-abstract-guidelines>), and flag any non-compliant entries in Field 2 of the reviewers form. It is particularly important that the PDF is searchable and limited to a single page.
- Your Paper Score (Field 1) should reflect the quality of the abstract in general and will only be applied if the authors revise and resubmit a properly formatted PDF.
- Hit ‘Submit’ at the bottom of each review score page.
- You can edit your review until the deadline.

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### Edit Review

Please score the abstract (or indicate that you are in conflict).  
 Feedback to the authors may also be provided - this can be used to guide the authors and to suggest improvements and any necessary modifications.  
 Please identify any abstracts that do not conform to the submission guidelines (<http://imno.ca/2020-abstract-guidelines>).

**Paper ID** 1  
**Paper Title** My test paer

REVIEW QUESTIONS

1. **Paper Score** \* *(visible to other reviewer, visible to meta-reviewer)*

- Reject
- Borderline accept
- Good - Accept
- Very Good
- Excellent
- Conflict of interest (please contact us so we can reassign)

2. **Does the PDF comply with formatting requirements?** \* *(visible to author during feedback, visible to author after notification, visible to other reviewer, visible to meta-reviewer)*

- YES
- NO (then paper score entered above will only be applied if author revises & resubmits)

3. **Feedback to program committee (not shown to authors)** *(visible to other reviewer, visible to meta-reviewer)*

500 characters left

4. **Feedback to authors (visible to authors; distinguish required vs. suggested changes).** *(visible to author during feedback, visible to author after notification, visible to other reviewer, visible to meta-reviewer)*

6000 characters left

## 7. 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 below. 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.

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### Reviewer Console

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**Reviewing** 1 - 1 of 1 Show: 25 50 100 All Clear

Paper ID ↑	Title	Subject Areas	
		Primary	Secondary
1	My test paer Download	1) IMAGING MODALITY -> Modality: Angiographic imaging	2) OBJECT OF INTEREST / AREA OF APPLICATION -> Area: Abdomen (gastrointestinal tract, kidney, liver); 2) OBJECT OF INTEREST / AREA OF APPLICATION -> Other (Area); 3) GENERAL METHODOLOGY -> Methodology: Contrast agents; 3) GENERAL METHODOLOGY -> Methodology: Device hardware & system development - evaluation and performance

General

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- My Subject Areas
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