



University of Zurich



# **WI 2011**

## **CMT Guide for Associate Editors**

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**Version 2**



# General Tasks: CMT Login

A screenshot of a web login form titled 'WI 2011 Login'. It features two input fields for 'Email:' and 'Password:'. Below the fields are two links: 'Reset your password' (underlined) and 'Login Help'. To the right of these links are two buttons: 'Login' and 'Sign up'. At the bottom left, there is a link 'New Users? Sign up here' and a 'Sign up' button to its right.

**WI 2011 Login**

Email:

Password:

[Reset your password](#) [Login Help](#)

**New Users? [Sign up here](#)**

Having received the invitation to become an AE from CMT, AEs should go to the conference website (<https://cmt2.research.microsoft.com/WI2011/Default.aspx>), enter their email in the field 'Email' and click on 'Reset your password' to receive the password by e-mail



# Reviewing (7 September 2010 – 17 October 2010)

Submitted reviews during the reviewing phase can be viewed under 'View All Reviews'. Review drafts that were saved (but not submitted) cannot be viewed.

My Meta-Reviews and Review Progress ( Submission Deadline 11/14/2010 05:

*Shortcuts (Assigned Papers)*

Meta-Reviews not yet submitted: 2 [Submit meta-reviews for](#) ▼

My submitted meta-reviews: 0

[Discussions available for](#) ▼

[View All Reviews](#)

[View All Discussions](#)

[Download for All Assigned Papers](#) ▼

- Papers and the corresponding supplementary materials can be downloaded using the link 'Download for All Assigned Papers'
- The (optional) supplementary materials will help to understand the research results better



# Rebuttal (18 October 2010 – 24 October 2010)

Reviews can be viewed under 'View All Reviews'. Please note that the author feedbacks will not be visible to AEs during the rebuttal phase

My Meta-Reviews and Review Progress

*Shortcuts (Assigned Papers)*

Meta-Reviews not yet submitted: 2 [Submit meta-reviews for](#) ▼

My submitted meta-reviews: 0

[Discussions available for](#) ▼

[View All Reviews](#)

[View All Discussions](#)

[Download for All Assigned Papers](#) ▼



# Discussion (25 October 2010 – 31 October 2010)

My Meta-Reviews and Review Progress ( Submission Deadline 11/14/2010 0:

*Shortcuts (Assigned Papers)*

Meta-Reviews not yet submitted: 2 [Submit meta-reviews for](#) ▼

My submitted meta-reviews: 0

[Discussions available for](#) ▼

[View All Reviews](#)

[View All Discussions](#)

[View All Author Feedbacks](#)

[Download for All Assigned Papers](#) ▼

[Detailed Meta-Reviews and Discussions](#)

Papers that require discussion can be accessed using the link 'Discussions available for'

Reviews, author feedbacks and discussions can be viewed using the corresponding links



# Discussion (25 October 2010 – 31 October 2010)

Reviews can be viewed using the link 'View All Reviews' (from 'Discussions available for' in the Meta-reviewer console)

AEs along with the TCs have to ensure that papers with diverging judgments will be discussed among the reviewers and the AEs

New topics for discussion can be started using the link 'New topic'

## Paper Discussion

[Download Paper](#) [View All Reviews](#) [View All Messages](#) [New topic](#) [Threaded View](#) [Unsubscribe](#)

**Track** Test  
**Paper ID** 2  
**Title** Test Paper2

- Specify Filtering Criteria (Find all messages satisfying ALL specified criteria.)

[Find Messages](#) Note: Please click here to retrieve the results.

**1 Message** [Start A New Topic](#)

[Time](#) | [First Name](#) | [Last Name](#) | [Email](#) | [Topic](#) | [Number Of Files](#)

**Tim Strippy** (University of Berne) <wi2011.testuser4@gmail.com> (Meta\_Reviewer\_1) 8/5/2010 1:02:44 PM

Topic: Correct Methodology

Text: It should be checked whether this methodology is correct

[Reply](#)

Discussion topics can be replied using the link 'Reply'



# Meta-reviewing (1 November 2010 – 14 November 2010)

- Meta-reviews can be submitted using the link 'Submit meta-reviews for'
- Meta-review recommendation should be either *accept*, *reject*, or *conditional accept*
- In the case of conditional accepts, the meta-review should contain a detailed list of acceptance conditions

My Meta-Reviews and Review Progress ( Submission Deadline 11/14/2010 05:00 PM

Shortcuts (Assigned Papers)

Meta-Reviews not yet submitted: 2 [Submit meta-reviews for](#) ▼

My submitted meta-reviews: 0

[Discussions available for](#) ▼

[View All Reviews](#)

[View All Discussions](#)

[View All Author Feedbacks](#)

[Download for All Assigned Papers](#) ▼

[Detailed Meta-Reviews and Discussions](#)

Meta-reviews should be based on (1) the paper, (2) the reviews and (3) the discussion



# CMT Support

- CMT provides e-mail support ([cmt@microsoft.com](mailto:cmt@microsoft.com)) in English from Monday to Friday (9 AM to 5 PM Pacific Time)
- CMT track manager will be the contact person for all queries related to the track and CMT
  - IT in Services: Florian Johannsen ([Florian.Johannsen@wiwi.uni-regensburg.de](mailto:Florian.Johannsen@wiwi.uni-regensburg.de))
  - IS in Industries and Business Applications: Thorsten Dollmann ([Thorsten.Dollmann@iwi.dfki.de](mailto:Thorsten.Dollmann@iwi.dfki.de))
  - Information Management: Kai Fischbach ([Fischbach@wim.uni-koeln.de](mailto:Fischbach@wim.uni-koeln.de)), Roman Tilly ([tilly@wim.uni-koeln.de](mailto:tilly@wim.uni-koeln.de)), Christoph Riedl ([riedlc@in.tum.de](mailto:riedlc@in.tum.de))
  - Development/Architecture of IS: Katja Hildebrandt ([hildebrandt@big.tuwien.ac.at](mailto:hildebrandt@big.tuwien.ac.at))
  - Adoption, Usage and Impact of IS: Paul Meyer ([paul.meyer@iwi.unibe.ch](mailto:paul.meyer@iwi.unibe.ch))
  - New Technologies and Applications: Kerstin Schaefer ([schaefer@wiwi.hu-berlin.de](mailto:schaefer@wiwi.hu-berlin.de))
  - Theory and Methodology in Information Systems: Benjamin Rensmann ([benjamin.rensmann@wi.uni-muenster.de](mailto:benjamin.rensmann@wi.uni-muenster.de))