



IJCNN2025

30 JUNE - 5 JULY 2025 ROME, ITALY



INTERNATIONAL NEURAL NETWORK SOCIETY

Instructions for Area Chairs

Tasks to be completed by Area Chairs as soon as possible but no later than Jan 15, 2025

In your **CMT** account:

1. Enter Domain Conflicts, including the email domain of your current affiliation
2. Select Subject Areas
3. Update your User Profile, if needed

In **TPMS**:

4. Update your profile by uploading 2 or more, preferably 5, of your recent publications relevant to IJCNN. You have the option to remove any papers that are no longer relevant.

Make sure the **email address** of your CMT account with reviewer credential and your TPMS account is an **EXACT** match.

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1. TASKS OF AREA CHAIRS

The **Area Chair** is an essential role in the review process, since it is positioned in the middle between the Reviewers and the Technical Chairs. **Note that in the CMT system Area Chairs are called as Meta-Reviewers.**

Area Chairs are asked to handle about 20 papers. Specifically, Area Chairs are responsible of the whole review process of the assigned papers. Their tasks are:

1. continuously monitoring the review process:
 - a. check that all Reviewers are responsive
 - b. remove a Reviewer if they asked so: the Reviewer has 4 days to decline to revise a paper if they think it is not in their area of expertise. Since in the CMT there is no possibility to decline a single revision, the assignment should be manually edit by removing the Reviewer for that paper
 - c. adding a new reviewer. You can select a Reviewer from the CMT system or adding an external Reviewer if needed
 - d. answer to possible questions from Reviewers, forwarding them to Technical Chairs if necessary
 - e. rate the Reviewers (for the “Outstanding Reviewer Award”)
2. assuring that all the assigned papers will receive **three revision reports**. In emergency, we can allow only two reports. However, in any case, **at least two** reports are mandatory
3. providing an acceptance recommendation with a mandatory comment to Authors.

Initial Reviewers are assigned by the Technical Chairs.

Contact the Technical Chairs for any questions and issues.

2. REPLY TO THE INVITATION LETTER

To reply to the invite to serve as an Area Chair for IJCNN 2025, please click on the related link in the received email

Dear _____,

You are invited as a reviewer for 2025 International Joint Conference on Neural Networks (IJCNN 2025).

Click the link below to accept.
<https://cmt3.research.microsoft.com/IJCNN2025/User/AcceptInvitation?uniqueId=a60f7eb1-f7e1-42a5-bce4-83725003e028>
 Click the link below to decline.
<https://cmt3.research.microsoft.com/IJCNN2025/User/DeclineInvitation?uniqueId=a60f7eb1-f7e1-42a5-bce4-83725003e028>.
 The invitation expires on **11/20/2024**.

Please contact _____ if you have questions about the invitation.

Thanks,
 CMT team

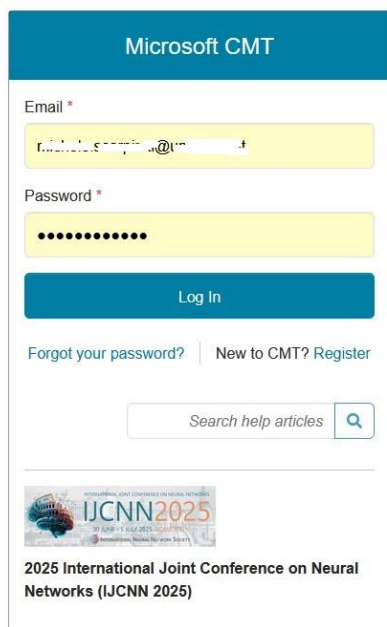
Please, bear in mind that the link expires after **10 days**.

After clicking on the above link, you will be redirected to the “**Manage Meta-Reviewer Invite**” page. In this page, click the “**Submit Feedback**” button.

You are now ready to Login the CMT system, clicking on the upper left menu.

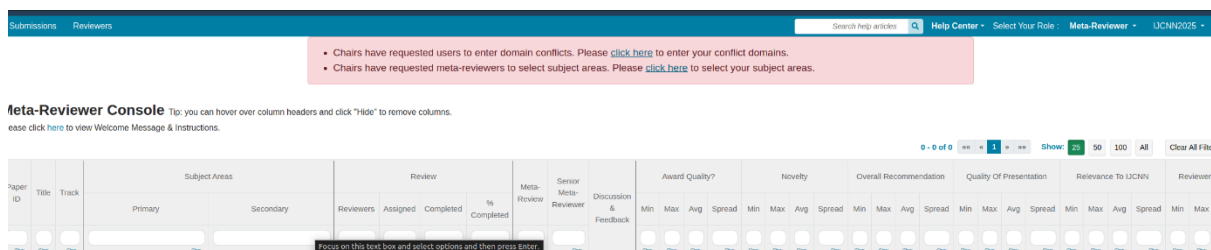
3. FIRST LOGIN

For the Login to CMT system, please insert your email address (the same where you received the invitation) and the associated Password.



After the Login is completed, you will be directed to the “**Meta-Reviewer Console**”. Keep in mind that the console is empty. Papers will be assigned only after the submission period ends.

At the first login, CMT system asks to enter the conflict domains and the Meta-Reviewer’s subject areas, by clicking on both the link highlighted in the following figure.



Be aware that you can have different roles in the CMT system (Author, Reviewer, etc.). Hence, if you do not see the Meta-Reviewer Console, you need to change your role to “Meta-Reviewer”, acting on the “Select Your Role” in the top panel.

4. CONFLICT MANAGEMENT

After clicking the link for entering the conflict domain, the Meta-Reviewer is asked to enter the domain of each institution that they have a conflict of interest (all institutions you have worked for, or have had very close collaboration with, within the last 3 years).

If you need to enter more than one institution, please use a semicolon to separate all the domains (example: mit.edu; ox.ac.uk; microsoft.com).

Submissions

Reviewers

Search help articles

Help Center

Select Your Role

Meta-Reviewer

UCIN2025

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

Chairs have requested meta-reviewers to select subject areas. Please [click here](#) to select your subject areas.

Domain Conflicts

Please enter the domain of each institution (separated by semicolons) 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

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.

5. SELECTING SUBJECT AREAS

After clicking the link for entering the conflict domain, the Meta-Reviewer is asked to enter **one** Primary Subject Area and **several** Secondary Subject Areas, as shown in the following figure.

Please, complete this page as accurately as possible to ensure you will receive papers in your area of interest.

Search help articles

Help Center

Select Your Role

Reviewer

UCIN2025

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.

Select Subject Areas

Track: Main Track

Primary

Secondary

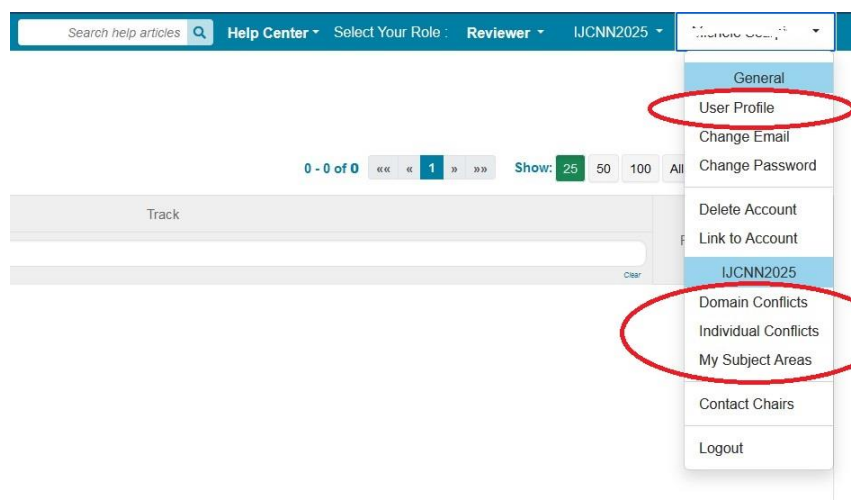
Title

☐	☐	Applications of Neural Networks
☐	☐	L. AI for critical infrastructures
☐	☒	L. Audio analysis and synthesis
☐	☐	L. Autonomous vehicles and intelligent transportation
☐	☐	L. Bioinformatics
☐	☐	L. Biomedical engineering
☐	☒	L. Digital twins
☐	☐	L. Financial engineering applications
☐	☐	L. Healthcare and life sciences
☒	☐	L. Image and video processing
☐	☐	L. Manufacturing and industrial applications
☐	☐	L. Neural models for computer graphics
☐	☐	L. Neural networks for communications
☐	☐	L. Other applications
☐	☐	L. Power system applications
☐	☒	L. Privacy and security
☐	☐	L. Robotics
☐	☐	L. Smart grid applications
☐	☐	L. Social media networks
☐	☐	L. Speech enhancement and recognition
☐	☐	L. Time series analysis
☐	☐	Computational Neurosciences
☐	☐	L. Brain imaging
-	-	-

6. UPDATE PROFILE (OPTIONAL)

Clicking on your Name in the upper right menu, you can change your choices regarding the Subject Areas and the domain conflicts. The Meta-Reviewer can also add some **Individual Conflicts**.

By selecting this option, the complete list of all the Authors and Chairs will appear. It is possible to search for some names/surnames or filter an institution, hence marking that person as a conflict.



Optionally, you can select the “User Profile” option and update the user information if necessary.

To help us better manage conflicts, please enter your **DBLP ID** and publication email address(es) in your User Profile. See [here](#) on how to identify your DBLP ID. Just as a couple of examples:

URL	DBLP ID
https://dblp.org/pid/16/6138	16/6138
https://dblp.org/pid/d/JohnDoe2	d/JohnDoe2

Please also add your Google Scholar ID and/or your Semantic Scholar ID to your user profile. This is helpful for the paper assignment process.

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/>

[Login](#) | [Register](#)

Welcome to the Toronto Paper Matching System

The service will let you keep a permanent publication profile which will be used by conferences in matching papers to reviewers. [More info](#)

Please log in below or register if you do not yet have an account.

Username: (username is an email)

Password:

[Password reset](#)

[About the service](#)

Once logged in, you can view the list of papers you have uploaded to your account. Make sure you have at least 2 papers, preferably 5, in your TPMS account. You can upload new papers to your account or remove irrelevant papers from your account. IJCNN 2025 will be assigning submissions to you based on your research profile generated using the papers you have in your TPMS account.

You can update your user information, including changing your email address, by clicking the “Update account info.” link on the left panel.

Actions	Currently selected papers:		
 name@mydomain.com Selected Papers Upload papers Update account info. Logout	 Paper1.pdf  Paper2.pdf  Paper3.pdf  Paper4.pdf  Paper5.pdf	495.8 KB 656.8 KB 1.1 MB 1.1 MB 845.2 KB	    

Be aware that the email address for your CMT account with reviewer credential and your TPMS account must be an EXACT match.

8. PAPER BIDDING

After the paper submission deadline, Meta-Reviewer will be able to bid on the papers they would like to handle. To make your preferences, please follow the following steps:

1. Log in to CMT (<https://cmt3.research.microsoft.com/IJCNN2025/Submission/Rvw>) using your email address with IJCNN 2025 meta-reviewer credential and selecting your role as “Meta-Reviewer”.
2. On your **Meta-Reviewer Console**, you can then view the paper titles and abstracts which have been initially suggested to you.

Meta-Reviewer Console

Tip: you can hover over column headers and click "Hide" to remove columns.

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

Bidding 1 - 25 of 25 xx x 1 x xx Show: 25 50 100 All Clear All Filters Actions ▾

Paper ID ↕	Title	Subject Areas		Review & Discussion	Relevance	TPMS Rank	Your Bid
		Primary	Secondary				
196	Clinical Risk-Aware Multi-Level Grading for Coronary Artery Stenosis through Curved Feature Reconstruction Show Abstract	Clinical applications - Vascular	Clinical applications - Cardiac; Computer Aided Diagnosis; Modalities - CT		0.16	21	Not Entered
202	SHISRCNet: Super-resolution And Classification Network For Low-resolution Breast Cancer Histopathology Image Show Abstract	Computer Aided Diagnosis	Clinical applications - Breast		0.84	13	Not Entered

- Please note that the number of papers in your batch varies, in some cases, you may have no papers just yet. One reason for this might be that there has been a poor match between submissions and your area of expertise or there was an issue with your TPMS account or you did not select subject areas. If your TPMS rank column is empty, it means either you did not have a TPMS account with a matching email address or the system (TPMS) could not access or parse the papers you uploaded. You will still be assigned papers to handle if you do not participate in the bidding phase or if there were no papers to bid on your account.
- The Relevance column shows a score for each paper, based on matching the paper's primary and secondary subject areas with your primary and secondary subject areas of expertise. This column is sortable. For example, to see the papers that best match your expertise, sort from high to low. Filter the Relevance column for Submissions with a score of greater than 0.75. You would then set your bid to review the submissions. This number ranges from 0 to 1, with 0 being least relevant and 1 being most relevant (higher is better). TPMS rank is determined by overlap of the keyword profiles extracted from the paper and the reviewer's publications uploaded to TPMS, with 1 being the highest rank (best match) and ~2100 being the worst (lower is better). Sort the TPMS rank column in increasing order or filter for Submissions with a score of less than 4. You would then set your bid to review the submissions.
- TPMS rank should be preferred to the Relevance score.**
- For each paper in your batch, click on the "Not Entered" link at the last column to select your bid, choosing from:

Not Entered, Not Willing, In A Pinch, Willing, Eager

Please bid "*Eager/Willing/In a Pinch*" for all papers that you are comfortable reviewing, i.e. have the necessary expertise. We will rebalance the number of papers later and redistribute papers as needed. Please enter "*Not Willing*" for papers where you may lack sufficient expertise (passing knowledge or less) - even if you find them very interesting!

Paper ID↑	Title	Track	Primary	Secondary	Review & Discussion	Relevance	Rank	Your Bid
196	Clinical Risk-Aware Multi-Level Grading for Coronary Artery Stenosis through Curved Feature Reconstruction Show Abstract	Main Conference	Clinical applications - Vascular	Clinical applications - Cardiac; Computer Aided Diagnosis; Modalities - CT		0.16	21	Select b Select bid Not Entered Not Willing to A Pin

9. META-REVIEWER CONSOLE

The **Meta-Reviewer Console**, the dashboard for performing the review process, is shown in the following figure.

The screenshot shows the Meta-Reviewer Console interface. Red circles and numbers 1 through 10 highlight specific features: 1 points to the 'Meta-Reviewer' role selection in the top navigation bar; 2 points to the 'Welcome Message & Instructions' link; 3 points to the 'My Assigned Paper' link; 4 points to the 'Show Abstract' link; 5 points to the 'Subject Areas' table; 6 points to the 'Review' table with sub-headers a, b, c, and d; 7 points to the 'Email Meta-review' section; 8 points to the 'Review Rating' table; 9 points to the 'Actions' dropdown menu; and 10 points to the 'More' dropdown menu.

1. You may have multiple roles in the platform. When acting as an Area Chair, change your role to “Meta-Reviewer”. All your assigned papers will be listed on your Meta-Reviewer console. If you cannot change your role to Meta-Reviewer, check the login email address and make sure it is the one with reviewer credential. If you do not see any papers listed, try log out and log in again. Try clearing your browser cache also.
2. Read the guidelines and instructions.
3. Click to view the paper information.
4. Click to display the abstract of the paper.
5. Subject areas of the paper selected by the author.
6. Status of Review:
 - a. Reviewers assigned to the paper and answers to selected questions on the review form.
 - b. Number of reviewers currently assigned to the paper.
 - c. Number of completed reviews and to view the submitted reviews.
 - d. Completion status.
7. Email Meta-review:
 - a. Meta-reviewer assigned to the paper and answers to selected questions on the meta-review form. Note that you are the **only** AC assigned to the paper at this

stage. The meta-review ID in this column is **irrelevant** and is **NOT** an indication of the number of ACs assigned to the paper.

- b. Status of your meta-review submission.
- 8. Status of Review Rating: indicate if you have rated the reviews or not.
- 9. “Actions” button:
 - a. Download: download all papers at once. You can choose to download just the papers or with the supplementary materials.
 - b. View All reviewers: to view all reviews in a side-by-side mode or a printer-friendly view.
 - c. Import Meta-reviews: You have the option to perform your meta-review offline and upload your meta-reviews in a single XML file.
 - d. Email Reviewers of all papers.
- 10. “More” button: select “Edit Assignment” to unassign/assign a reviewer to the paper. Select “Email Reviewers” to send email to all reviewers to this specific paper.

10. REASSIGN A PAPER TO A NEW REVIEWER

Do not change the assigned reviewers of a paper unless you receive a legitimate request from the reviewer or if two reviewers of the same paper are from the same institute. Then make the following two steps:

Step 1.

- If you received a reassignment request, notify the old reviewer that the paper has been unassigned and remind the reviewer to destroy the paper and not share it with anyone as per the confidentiality policy.
- Locate the paper entry in your meta-review console. Use the envelope icon beside the reviewer’s name to email the reviewer. This email will be sent via CMT anonymously, i.e., your name and email address will not be disclosed unless you sign your name in the email.
- See the Sample Template Emails section on page 12.

Step 2. Unassign the old reviewer from the paper and reassign to a new reviewer.

- Click "more" -> "edit assignments" to make changes. From there, you will be able to see the list of non-conflicting reviewers, their TPMS scores, their bid, your rank, and their current number of papers assigned.
- To unassign a reviewer, “Uncheck” the box in the last "assigned" column, the change will be saved automatically.
- Find a suitable replacement reviewer based on their TPMS score, relevance score, their bid (the same consideration on the relevance score and TPMS rank done in Section 8 are still valid). Check the box in the last “assigned” column to assign.
- Click “Back to Meta-Reviewer Console” to return to the meta-review console when you are done.
- Step 3. Notify the new reviewer.

- Click the envelop icon next to the new reviewer's name to notify the new reviewer of the additional paper. Make sure the new reviewer is willing to take the paper on.
- See the Sample Template Emails section on page 12.

Note: If the reassignment request came around the review deadline, you can offer the new reviewer a few extra days to complete the review. Although the official review deadline is March 06th, a significant number of reviews will come in late.

11. PAPERS WITH FORMAT, ANONYMITY, OR OTHER ISSUES

If you or a Reviewer has identified a paper that may have violated the submission guidelines, please contact immediately the **Technical Chairs** but continue the revision process of the paper. The decision to desk-reject a paper resides with the program committee.

You are asked to choose the appropriate option in the two related checkboxes in the Meta-Reviewer form, regarding the paper formatting and Authors' anonymity.

12. REVIEW MONITORING

Monitor the quality of the reviews of the papers that have been assigned to you. If you see reviews that are uninformative and/or inappropriate, then please use the mail icon beside the reviewer's name to email the individual reviewer and request changes. If the review is positive then it needs to provide information about what the contributions are, if they are negative then it should provide guidance to the authors on how to improve their papers; all comments should be supported by evidence.

13. RATE REVIEWS

You can give each review a rating (Exceeded Expectations; Met expectations; Failed to meet expectations – see screenshot below). We have planned an “**Outstanding Reviewer Award**” and this helps us to identify best Reviewers.

To rate reviews, click “view reviews”, and you will see an option to rate each review at the top right-hand corner of each review.

View Reviews

Print

Paper ID

1

Paper Title

my test paper

Reviewer #1 ()

Not Submitted

Reviewer #2 ()

Rate Review:

Exceeded Expectations
Not rated
Failed to Meet Expectations
Met Expectations
Exceeded Expectations

Questions

1. Please confirm that you consent to your review being made publicly available (without disclosing your name) and that you have read and understood the [Reviewers' Guide](#) <https://www.nature.com/reviewers-guide>.
Agreement accepted
2. Please describe the contribution of the paper (a few lines)
none
3. Please list the main strengths of the paper; you should write about a novel formulation, an original way to use data, demonstration of clinical feasibility, a novel application, a particularly strong evaluation, or anything else that is a strong aspect of this work. Please provide details, for instance, if a method is novel, explain what aspect is novel and why this is interesting.
none
4. Please list the main weaknesses of the paper. Please provide details, for instance, if you think a method is not novel, explain why and provide references to relevant work.

14. REVIEW DEADLINE AND REMINDER EMAILS

The official review submission deadline is **March 06th**. Reminder emails will be periodically sent by Technical Chairs via CMT. However, also ACs can send reminders or overdue emails. Based on experience from previous years, we have set aside some cushion time for late reviews.

15. EMERGENCY REVIEW PERIOD

You have a week to assign papers to emergency Reviewers if needed. The emergency reviewers will be asked to submit their reviews as soon as possible and by **March 13th** at the latest.

16. EXTERNAL REVIEWER

If you have an external reviewer (someone not in the reviewer pool) in mind for a specific paper in your batch to perform an emergency review, you can invite it directly as an external Reviewer.

For inviting a new Reviewer:

- Click 'More' on the extreme right of the row of the paper. Select 'Invite Reviewer'.
- The Invite Reviewer page opens. Enter the email of the Reviewer you would like to invite, click 'Search'. If an unregistered email is entered, you will need to add the Reviewer's details (First name, Last name, Organization).
- Click 'Add This Reviewer' and then 'Next'.
- This is where you compose the email for the invitation. Click 'Preview.'
- This is the preview of the email that will be sent. Click 'Send.'
- This is the preview of the email that will be sent. Click 'Send.'

For assigning a Reviewer:

- To assign a Reviewer to a Paper, go to the extreme right of the row of the paper you wish to assign, click 'More>Edit Assignments'.
- The 'Edit Assignment (Reviewer)' page opens. Check the checkbox of the Reviewer that is to be assigned.
- If the Reviewer desired is not in the Edit Assignments page, but is in the Reviewers tab, make note of the bullet header, 'Assigned Reviewers / non-conflicting emergency reviewers'.

For directly adding a Reviewer, if they already provided the willingness to be a Reviewer:

- From the 'Manage Reviewers' page, click 'Actions>Add Reviewer.'
- Enter the email of the Reviewer you wish to add, then click 'Search.' **Attention that A person without a valid CMT email cannot be added to the conference.**
- Click 'Add This Reviewer.'

17. SUBMIT AND EDIT THE META-REVIEWS

After the review deadline, you will need to complete your meta-review by **March 26th**.

Note: ACs must provide a lightweight quality and sanity check on the reviews and flag any concerns with reviewers' decisions. Information on cut off scores will be sent out shortly after the review deadline has passed. **Very strong and very weak papers are very easy to be handled. However, borderline papers could require an effort. It is for these papers that Area Chairs are extremely important.**

Tips: For papers where you have not yet entered meta-review, you will only see the "Enter Meta-Review" option in the meta-review column. You must click the "submit" button at the end of the form when you are done to submit your meta-review. For papers where you have already entered meta-reviews, you will see two options: "Edit Meta-Review" and "View Meta-Review" in the meta-review column. All "required" questions must be answered or the meta-review will not be submitted. You can edit your meta-review up until the deadline.

18. REVIEW PROCESS

IJCNN 2025 employs a double-blind review process, where each paper undergoes an anonymous evaluation by three independent experts following our ethical guidelines. Reviewers are automatically selected based on their expertise in relation to each paper's topic.

Technical Program Chairs and Area Chairs will carefully consider review scores, particularly for borderline papers, and will select the final list of accepted papers, aiming for an acceptance rate of 40%.

Reviewer confidence levels range from Excellent (highly certain and knowledgeable) to Poor (educated guess with limited understanding), reflecting varying degrees of familiarity and certainty with the paper's subject matter.

Each paper is scored based on six criteria. A high-quality paper performs well across all criteria. Scores range from Excellent (top 10%) to Poor (rejection recommended).

1. **Relevance to IJCNN:** Is the paper within scope, and are its findings impactful and timely?
2. **Technical Quality:** Is the work technically sound, well-supported, and complete? Does it contribute meaningfully to the field?
3. **Novelty:** Are the problems or approaches new? Is there potential for others to build upon this work?
4. **Quality of Presentation:** Is the paper clear, well-organized, and sufficiently informative? Does it provide adequate detail for replication?
5. **Comments for Authors:** Summarize and provide feedback on each criterion. High scores should align with positive comments, and any critical feedback must avoid disclosing the reviewer's identity.
6. **Overall Recommendation:** Make a recommendation ranging from Strong Accept to Strong Reject based on technical strength, impact, evaluation quality, reproducibility, and ethical considerations.

19. SAMPLE TEMPLATE EMAILS

You can use the following sample emails if you wish. Please, note the template letter use place holders to directly access to paper details (Paper ID and title).

Sample email 1: To notify a reviewer a paper is unassigned and asked the reviewer to abide by the confidentiality agreement.

Subject: [IJCNN 2025 Reviewer] Paper ID {Submission.Id} unassigned

Dear {Recipient.Name},

I am writing to let you know that Paper ID {Submission.Id} entitled "{Submission.Title}" has been unassigned from you and reassigned to another reviewer due to "*reason xxxx*".

If you have downloaded a copy of the paper, please destroy it and not share it with anyone, as per our confidentiality policy.

Thank you for your understanding.

Best regards,

Area Chair of Paper ID {Submission.Id}

Sample email 2: To notify a reviewer a new paper is added and ask for confirmation.

Subject: [IJCNN 2025 Reviewer] Additional Paper ID {Submission.Id} assigned – please confirm

Dear {Recipient.Name},

I am writing to let you know that an additional Paper ID {Submission.Id} titled "{Submission.Title}" has been reassigned to you. We are currently redistributing a small number of mismatched papers and we are hoping that you can take this on. Please let me know if this is an issue.

If you have any questions, please do not hesitate to contact me. You can contact me via the "Email meta-reviewer" button in CMT.

Thank you for your understanding. Your help is much appreciated.

Best regards,
Area Chair of Paper ID {Submission.Id}

20. ADDITIONAL HELP

Additional help can be found on the CMT online user guide, available at the following links and other sections available in the guide:

<https://cmt3.research.microsoft.com/docs/help/meta-reviewer/enter-meta-reviews.html>

<https://cmt3.research.microsoft.com/docs/help/meta-reviewer/meta-reviewer-assigning-reviewer.html>

<https://cmt3.research.microsoft.com/docs/help/meta-reviewer/meta-reviewer-emails-reviewer.html>