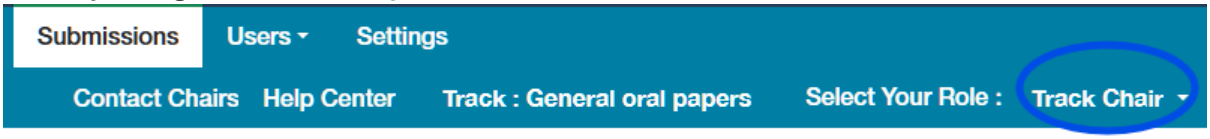
# Review Procedure MB2027 for symposia chairs

The procedure below looks long and complicated, but actually you will find that it is mostly self-explanatory when you do it. There is also very good help available in the CMT system: simply google CMT followed by your question and it is very likely to come up with the right help page.

1. Reviews are carried out in the submission system: https://cmt3.research.microsoft.com/MB2027. If you do not have an account yet, you need to create one.
2. Inform Andrew@measuringbehavior.org which e-mail is linked to your CMT account. If there are multiple organisers of your symposium, tell Andrew about all of them.
3. Andrew will then give you the role of Track Chair in the system under your Track (i.e. your symposium). The following tracks are in the system:
    a. General oral papers
    b. Posters
    c. SOI Poultry behavior (Sami Farhan)
    d. S03 Automated welfare monitoring (Evrim Yilmaz)
    e. S04 Human behavior assessement (Anneke Hammann)
    f. S07 Visually guided behavior (Dimitris Valdouris)
    g. S10 Measuring the mind of the mouse (Richard Brown)
    h. S11 Beyond keypoints (Jack Bray)
    i. S12 Computer vision wildlife (Li-Dunn Chen)
    j. S13 Parkinson's (Kasia Bozek)
    k. S14 Phenotyping across lifespan (Sevda Boyanova)
4. When you login to the CMT system, select the role of Track Chair.




   You should see a list of all submissions in your symposium. If you miss a submission, that can be because it has not been submitted, or because it was submitted to the wrong symposium. First ask the main author to correct it, and if that doesn't work, inform Andrew.
5. To assign yourself to review a paper:
    a. Click on Submissions in the top menu
    b. Scroll all the way to the right-hand side of the page
    c. For that paper, click on More in the Actions column
    d. Click Edit Assignments and then Reviewer
    e. Select the Assign check box on the right-hand side in the row with your name.

    f. Do not review your own paper or that of a colleague from the same organization or someone who you have closely collaborated with.
    g. Assign two reviewers per submission. Once both are assigned, under Actions for that submission, you can mail the reviewers to inform them that it is ready for review. Instructions for reviewers are here: https://www.measuringbehavior.org/reviewing
6. When an author submits a paper, they are asked if they can suggest reviewers. To see that:
    a. Click on Submissions in the top menu
    b. Scroll all the way to the right-hand side of the page to the Reviewers column
    c. If the reviewer is already in the system:
        i. Go to Users in the top menu
        ii. At the right-hand side, in the Actions column, click More and then Manage Roles.
        iii. Click Add Role and then Reviewer.
    d. If they agree, assign to review as in 5. In the first instance, select reviewers from your own symposium, otherwise from other tracks or the programme committee* or a colleague.
7. You can invite a colleague who is not in the system to be a reviewer:
    a. First check if they agree
    b. Click on Users in the top menu
    c. Click the Actions button at the top right
    d. Click Reviewer and then Invite.
    e. Enter their e-mail and further details as required.
    f. Once they have a CMT account, add them to the paper as in step 5.
8. If the reviewers wildly disagree, you can assign a third, e.g. a programme committee member*.

Instructions for reviewers can be downloaded from this page from 4th November.

*Gernot Riedel and Irena Krüger — Animal behavior
Antonella Pomè — Human behavior
Andrew Spink — All topics

**Deadlines**

- 16:00 17 December 2026 — Normal deadline for reviews
- 4 January 2027 — Program committee will start with meta-reviews. That means that you can submit reviews up to this date, but after 17th December no one from the program committee will be able to help you with any problems with the submission system or other questions.
- Other dates — see https://www.measuringbehavior.org/timetable