Paper Reviewing Process Tips for UAI 2017 (we hope this will be a helpful guide illustrating the major steps, however, it is not a complete manual and we are not

providing any guarantees)

If you have any technical questions, you can always email info@openreview.net

To highlight important spots, we will use the following light blue box.

The target audience (SPC/PC) is indicate for each tip, and many tips are actually the same for SPCs and PCs.

In order to have a better reviewing experience, we ask reviewers to tell us about their fields of expertise, this allows us to improve the quality of the matches between papers and reviewers.

<u>TIP1: (SPC,PC) How do I register my expertise?</u>

1) Login into the UAI 2017 conference page in open review (see Submission Tips for UAI 2017)

2) Click on "Reviewer Expertise Registration"

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Please see the venue website Submission Deadline: March	for more Information. 31st, 2017, 11:59 pm SST (Samoa Star	ndard Time)	
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21 Mar 2017 UAI 2017 rea Reviewer Expertise Due: 01	ders: UAI 2017 Program Committee 0 Re Apr 2017, 23:00	plies	
3) Click on "Re	eviewer Expertise	9"	
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21 Mar 2017 UAI 2017 readers: UAI 2017 Pro Description: Thank you for agreeing to serve as a Program Committee member / Reviewer. Please submit your areas of expertise on this page by clicking on the "Add Reviewer Expertise" button below. You may edit your submission at any time by returning to this page and selecting the "Edit" button next to your submission. You can find this page again by going to your Tasks page, scrolling down to your list of submitted posts, and selecting your Reviewer Form Response. Reviewer Expertise 0 Replies

4) Fill in you primary and additional areas of research

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;	5) Finally	click "submit"				

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Congratulations, you have completed this task!

<u>TIP2: (SPC,PC) How can I see all the papers that have been</u> submitted?

1) Login into the UAI 2017 conference page in open review (see Submission Tips for UAI 2017)

2) Click on "All Submitted Papers" tab

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As <u>Title has been blanked to keep anonymity</u>

Q

Search paper titles and metadata

27 Mar 2017 UAI 2017 readers: UAI 2017, UAI 2017 Program Co-Chairs, UAI 2017 Senior Program Committee, UAI 2017 Program Committee, UAI 2017 Paper 20 Authors 0 Replies

Subject Area Enter a subject area to filter by

 \sim

Now you can search by keywords using the toolbar (the blue rectangle). Additionally, you can restrict the search by subject areas (the orange arrow).

TIP3: (SPC,PC) How do I bid on papers?

Actually, you could click on any submitted paper to make a bid. On the page of the paper you clicked on, you will see an drop down menu called "Add Bid". Just select the bid you want to make.

Here, we describe the bidding when starting from the OpenReview entry page after you logged in.

1) Click on the link "UAI 2017 Add Bid"

OpenReview.net	Search UA	AI 2017	٩	
Open Peer Review. Open Publishin	g. Open Access. C	pen Discussion. Open Directory	Open Recommendations. Oper	API. Open Source.
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Venues / UAI 2017				
UAI Paper Bi	dding			

No bid 👩 I want to review I can review I can probably review but am not an expert I cannot review In the tabs you can see all the papers grouped by the different biddings.

The tab "No bid" of course shows the papers that you have not bid on yet. As well as the tab "All Papers" shows all the available UAI 2017 papers. The other tabs show the papers you have bid on accordingly.

All Papers Q

The "No bid" tab is the default one.

You have completed 0 bids

2) To make a bid, use the drop down menu behind the "Bid" tag and select the bid you want.

OpenRevi	ew.net Search	n OpenReview	٩		
Venues / UAI 201	7				
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Congratulations, you bid on a paper. Now this paper will be moved automatically to the corresponding tab. And of course, you can also enter any of the other tabs and do the same steps there.

3) Indeed, here papers are just listed. One way to search by keywords we explained in the beginning, before 1). Alternatively, to help with the bidding process, you can click on the "All Papers" tab and then proceed as in 2).

OpenReview.net	melisa	Q	
Venues / UAI 2017			

UAI Paper Bidding

You have completed 0 bids

No bid 🌀	I want to review	an review	I can proba	bly review but am not an appert	I cannot review	All Papers Q
Search pape	er titles and metadata	Q	Subject Area	Enter a subject area to filter by	~	
Melisa's p Blinded name 23 Mar 2017 D Bid: No bid -	aper 2 🗟 s JAI 2017 readers: UAI 2	017, UAI 2017 Progra	am Co-Chairs, UAI	2017 Senior Program Committee, UAI 2017	Program Committee, UA	\I 2017 Paper6 Authors

TIP4: (SPC) How can SPCs suggest PC members for reviewing <u>a paper?</u>

Please note that SPC and Area Chair are synonyms.

1) Starting from the OpenReview entry page, click "UAI 2017 Senior Program Committee Console" link.

Open Peer Review. Open Publishing. Open Access. Open Discussion. Open Directory. Open Recommendations. Open API. Open Source.

http://auai.	org/uai2017/	, 2017				
Please see the Submission De	venue website for more info adline: March 31st, 2017, 11:	ormation. 59 pm SST (Samoa Standard 1	Time)			
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	will coo all th	o papare ac	cianad to vo		w olick on "Add	"

2) You will see all the papers assigned to you as SPC. Now click on "Add... in the "Recommend Reviewer" tag.

Open Peer Review. Open Publishing. Open Access. Open Discussion. Open Directory. Open Recommendations. Open API. Open Source

UAI Area Chair Assigned Papers

Please recommend reviewers for your assigned papers

Michael's test paper 1 🔤 Blinded names

20 Mar 2017 UAI 2017 readers: UAI 2017, UAI 2017 Program Co-Chairs, UAI 2017 Senior Program Committee, UAI 2017 Program Committee, UAI 2017 Paper1 Authors 1 Reply Recommend Reviewer: Add...

3) This opens an auto-complete drop down menu for PC names. Search for a name and click the name. Selected reviewers can always be removed by clicking the "x".

UAI Area Chair Assigned Papers

Please recommend reviewers for your assigned papers Michael's test paper 1 🛛 🖻 Blinded names 20 Mar 2017 UAI 2017 readers: UAI 2017, UAI 2017 Program Co-Chairs, UAI 2017 Senior Program Committee, UAI 2017 Program Committee, UAI 2017 Paper1 Authors 1 Reply Recommend Reviewer: Red Reviewer 🗶 Recommend Rev Done

Thanks for assigning reviewers, your help is very much appreciated!

<u>TIP5: (SPC,PC) How do I see my assigned papers?</u>

Starting from the OpenReview entry page, click "My Assigned Papers" tab. You will see all the papers assigned to you.

Search UAI 2017 OpenReview.net Q Open Peer Review. Open Publishing. Open Access. Open Discussion. Open Directory. Open Recommendations. Open API. Open Source. UAI 2017 Conference International Conference on Uncertainty in Artificial Intelligence Sydney, Australia, August 11 - 15, 2017 http://auai.org/uai2017/ Please see the venue website for more information. Submission Deadline: March 31st, 2017, 11:59 pm SST (Samoa Standard Time)

Add UAI 2017 submission



Before showing how to submit a (meta) review, we would like to explain a central feature of OpenReview, namely how to make comments.

TIP6: (SPC,PC) How to submit a comment?

Comments play different roles. First, all PCs can comment on any paper, not only on assigned ones. Second, comments allow to discuss a paper with other assigned reviewers. Third, PCs can communicate with the authors.

There are two forms of comments, open and confidential. Confidential means the comment stays within the PC (including SPCs and PC Co-Chairs). Open means everyone can see them, in particular the authors.

1) Click on the paper you want to add a comment.

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Student paper: Yes				
Abstract: abstract				
Authorids: auai.org/UAI/2017/Pape	er8/Authors			
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Abstract: abstract Authorids: auai.org/UAI/2017/Pape Subject areas: Algorithms: Exact Info	r8/Authors erence
0 Replies	Add Confidential Comment Open Comment
* denotes a required field * title Brief summary of your comment.	
* comment Your comment or reply.	

* readers	UAI 2017 Program Co-Chairs UAI 2017 Program Committee UAI 2017 Senior Program Committee UAI 2017 Paper8 Authors
* signatures	UAI 2017 Program Committee
Submit Cancel	

TIP7: (SPC,PC) How to submit a (meta) review?

1) Go to "My Assigned Papers" as just explained.

OpenReview.net	Search UAI 2017 Q
Open Peer Review. Open Publishing. C	pen Access. Open Discussion. Open Directory. Open Recommendations. Open API. Open Source.
UAI 2017 Co	nference
International Con Sydney, Australia, Augus http://auai.org/uai2017/	ference on Uncertainty in Artificial Intelligence t 11 - 15, 2017
Please see the venue website fo Submission Deadline: March 31	or more information. Ist, 2017, 11:59 pm SST (Samoa Standard Time)
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My Tasks All Submittee	Papers My Submitted Papers My Assigned Papers
Michael's test paper of binded names 20 Mar 2017 UAI 2017 reade Bid: Add Bid - 2) Click on the pa	Image: WAI 2017, UAI 2017 Program Co-Chairs, UAI 2017 Senior Program Committee, UAI 2017 Program Committee, UAI 2017 Paper1 Authors Image: Per you want to submit a review for.
Venues / UAI 2017	
Michael's test p Blinded names 20 Mar 2017 UAI 2017 readers: UAI 20 Authors TL;DR: tidr Student paper: Yes Abstract: abstract Keywords: k Authorids: auai.org/UAI/2017/Paper1/Auth Subject areas: Algorithms: Approximate Info Bid: Add Bid ~	Paper 1 Image: 1 D17, UAI 2017 Program Co-Chairs, UAI 2017 Senior Program Committee, UAI 2017 Program Committee, UAI 2017 Paper 1 hors ference

3) Since this is an assigned paper, there is the "Official Review" button. Click it. For SPCs, the button is called "Meta Review".

Venues / UAI 2017
Michael's test paper 1 🔤
Blinded names 20 Mar 2017 VAI 2017 readers: UAI 2017, UAI 2017 Program Co-Chairs, UAI 2017 Senior Program Committee, UAI 2017 Program Committee, UAI 2017 Paper1 Authors TL;DR: tldr Student paper: Yes Abstract:
Keywords: k Authorids: auai.org/UAI/2017/Paper1/Authors
Subject areas: Algorithms: Approximate Inference
0 Replies Add Official Review
* denotes a required field
* title Brief summary of your review.
* review
Please provide an evaluation of the quality, clarity, originality and significance of this work, including a list of its pros and cons.
*rating rating
* confidence
5: The reviewer is absolutely certain that the evaluation is correct and very familiar with the relevant literature
• 4: The reviewer is confident but not absolutely certain that the evaluation is correct
○ 3: The reviewer is fairly confident that the evaluation is correct
2: The reviewer is willing to defend the evaluation, but it is quite likely that the reviewer did not understand central parts of the paper
1: The reviewer's evaluation is an educated guess readers UAI 2017 Program Co-Chairs UAI 2017 Senior Program Committee UAI 2017 Program Committee UAI 2017 Paper1 Authors
* signatures UAI 2017 Paper1 AnonReviewer1
4) Here you can enter your (meta) review. If you want to submit your review,
click "Submit". To cancel, press "Cancel". If you submit, your review will be
recorded in the system. However, you can add revisions, but keep in mind
that all revisions are recorded in the system. This way, peers and authors car

Michael's test paper 1 PDF Blinded names 20 Mar 2017 UAI 2017 readers: UAI 2017, UAI 2017 Program Co-Chairs, UAI 2017 Senior Program Committee, UAI 2017 Program Committee, UAI 2017 Paper1 Authors TL:DR: tldr Student paper: Yes Abstract: abstract Keywords: k Authorids: auai.org/UAI/2017/Paper1/Authors Subject areas: Algorithms: Approximate Inference Bid: Add Bid title test UAI 2017 Paper1 AnonReviewer1 27 Mar 2017 UAI 2017 Paper1 Official Review readers: UAI 2017 Program Co-Chairs, UAI 2017 Senior Program Committee, UAI 2017 Program Committee, UAI 2017 Paper1 Authors Rating: 10: Top 5% of accepted papers, seminal paper Review: review test Confidence: 5: The reviewer is absolutely certain that the evaluation is correct and very familiar with the relevant literature

5) To make a revision, click the "Add Revision" button and proceed as shown before.

In any case, thanks for submitting reviews, your help is very much appreciated!

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