

# 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](mailto:info@openreview.net)

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

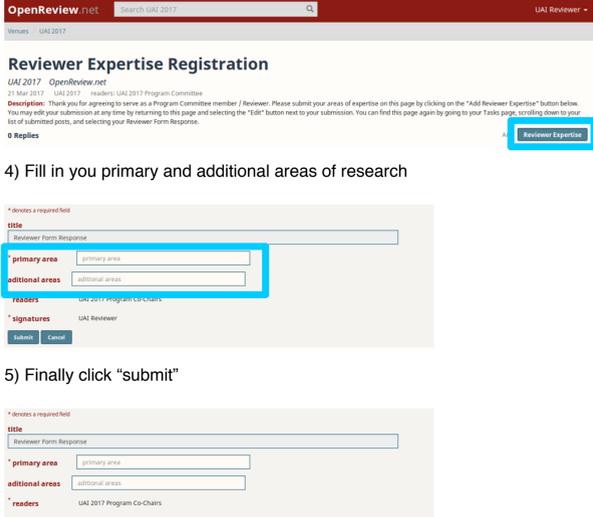
The target audience (SPC/PC) is indicate for each tip, and many tips are actually the same for SPCs and PCs.

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.

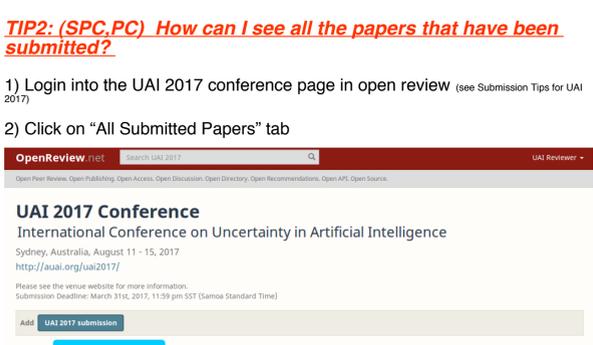
## TIP1: (SPC,PC) How do I register my expertise?

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

2) Click on "Reviewer Expertise Registration"



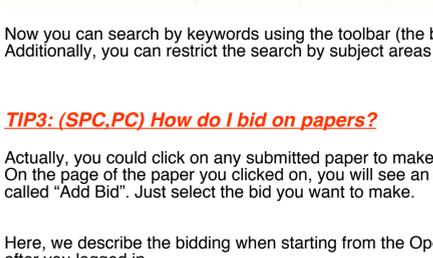
3) Click on "Reviewer Expertise"



4) Fill in your primary and additional areas of research



5) Finally click "submit"

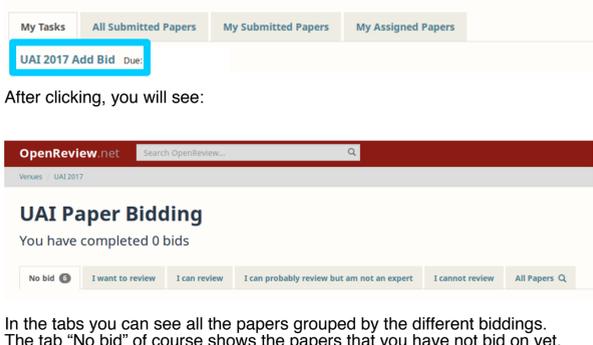


Congratulations, you have completed this task!

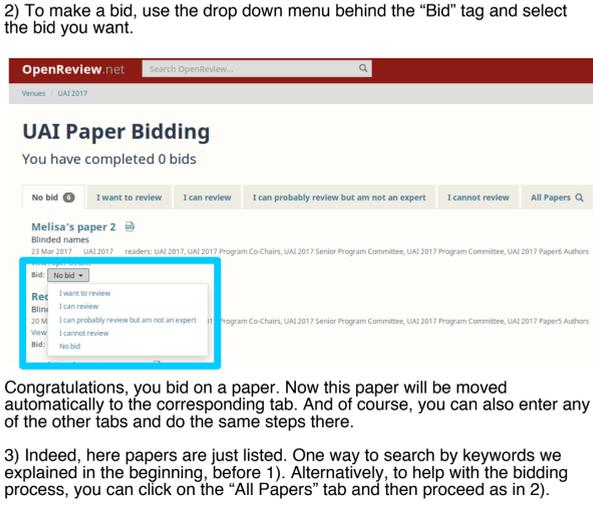
## TIP2: (SPC,PC) How can I see all the papers that have been submitted?

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

2) Click on "All Submitted Papers" tab



3) Now you see the following page:



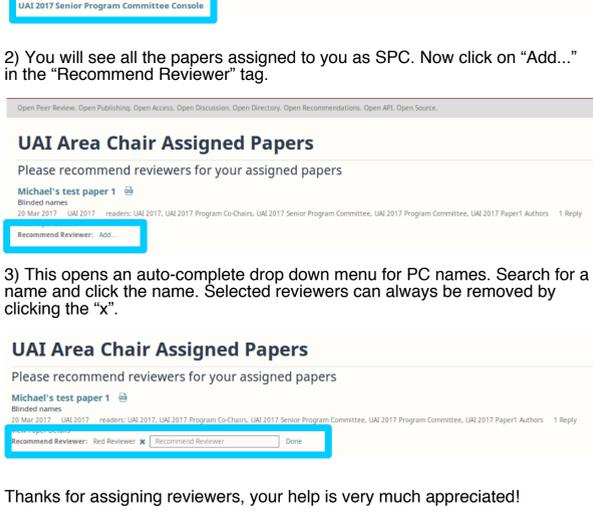
Now you can search by keywords using the toolbar (the blue rectangle). Additionally, you can restrict the search by subject areas (the orange arrow).

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

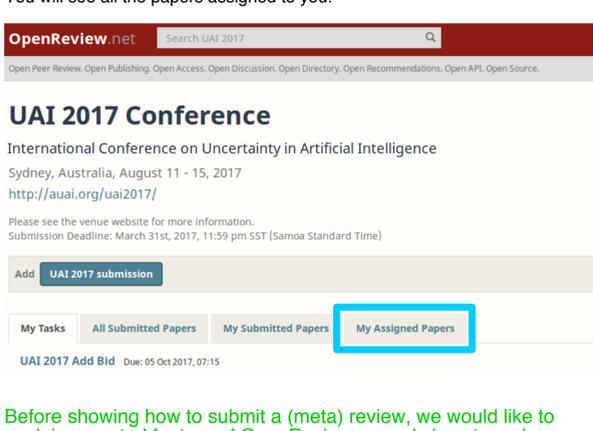
Actually, you could click on any submitted paper to make a bid. On the page of the paper you clicked on, you will see a drop down menu called "Add Bid". Just select the bid you want to make.

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"



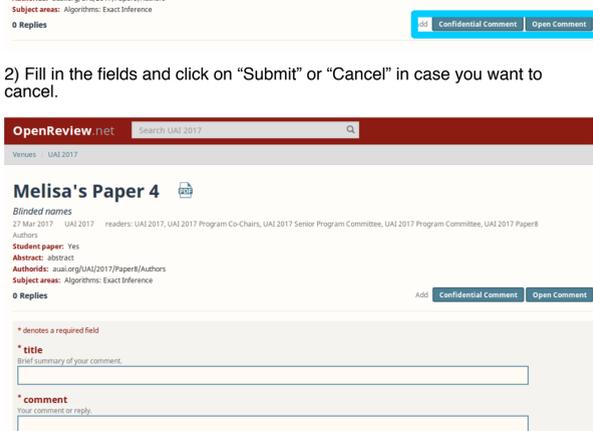
After clicking, you will see:



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.

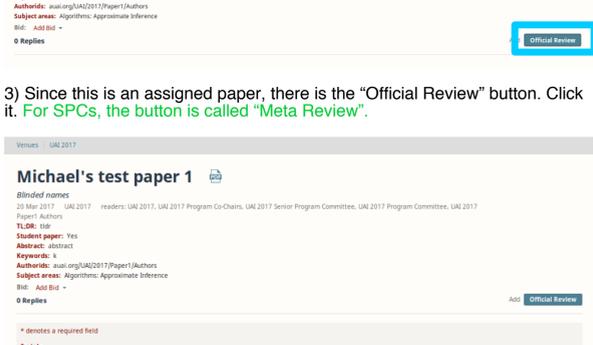
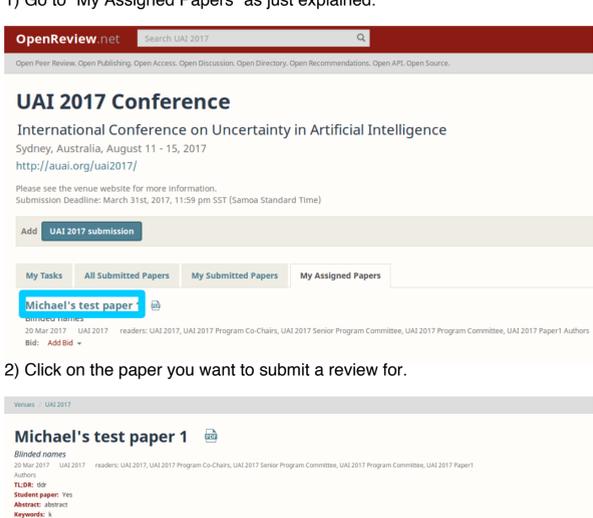
The "No bid" tab is the default one.

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



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.

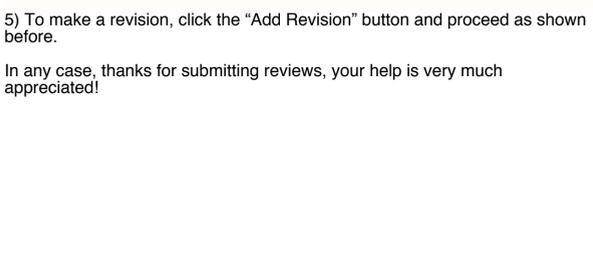
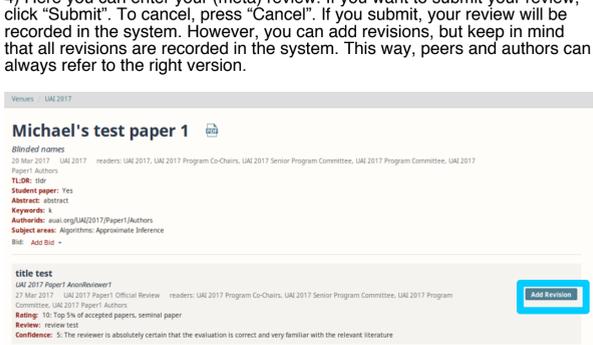
3) Indeed, here papers are just listed. One way to search by keywords we explained in the beginning, (before 1). Alternatively, to help with the bidding process, you can click on the "All Papers" tab and then proceed as in 2).



## TIP4: (SPC) How can SPCs suggest PC members for reviewing a paper?

Please note that SPC and Area Chair are synonyms.

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



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



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

## TIP5: (SPC,PC) How do I see my assigned papers?

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



## 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.



2) Fill in the fields and click on "Submit" or "Cancel" in case you want to cancel.



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

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



2) Click on the paper you want to submit a review for.



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



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!