Instructions to ACs

Your meta-reviewer console displays the list of papers you are managing

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

Meta-Reviewing   1 - 8 of 8 «« « 1 » »»   Show: 25 50 100 All   Clear All Filters   Actions ▾

Paper ID ↑	Title	Subject Areas		Review					Meta-Review	Discussion & Feedback	Actions
		Primary	Secondary	Reviewers	Assigned	Completed	% Completed				
108	*Show Abstract*	Document synthesis	Document layout analysis Gold-standard benchmarks a...	Claudio Piciarelli (University of Udine, Italy) ✉ Ravi Kiran Sarvadevabhatla (IIIT Hyderabad) ✉ Tahira Shehzadi (Deutsches Forschungszentrum für Künstliche Intelligenz (DFKI) GmbH) ✉	3	3 View Reviews Last Updated 2025-04-26 04:18:44	100%		ID: Meta-Reviewer #1 ✎ Enter Meta-Review	⊞Post Message(s) ⊞All Reviewing Details Status: Awaiting Decision	More ▾
195	*Show Abstract*	Document representation modeling	Document semantics extraction	Xiaoqing Lyu (Peking University) ✉ Zuheng MING (Sorbonne Paris North University) ✉ Oriol Ramos Terrades (Universitat Autònoma de Barcelona - Computer Vision Centre) ✉	3	2 View Reviews Last Updated 2025-04-30 14:38:48	66%		ID: Meta-Reviewer #1 ✎ Enter Meta-Review	⊞Post Message(s) ⊞All Reviewing Details Status: Awaiting Decision	More ▾

Number of reviewers assigned to each paper. Initially you should have 3 reviewers assigned. If you edit the assignments (see next) this number might change

Number of reviews received. You should aim for 3 reviews in each paper

Messaging reviewers

There are different ways to email reviewers through the system

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

Meta-Reviewing

1 - 8 of 8

Note that if a reviewer's name appears in blue, then the name serves as a link to the Google Scholar profile of the reviewer

Paper ID ↑	Title	Subject Areas		Review						
		Primary	Secondary	Reviewers	Assigned	Com				
108	Show Abstract	Document synthesis	Document layout analysis Gold-standard benchmarks a...	Claudio Piciarelli (University of Udine, Italy) ✉ Ravi Kiran Sarvadevabhatla (IIIT Hyderabad) ✉ Tahira Shehzadi (Deutsches Forschungszentrum für Künstliche Intelligenz (DFKI) GmbH) ✉	3	3 View Reviews Last Updated 2025-04-26 04:18:44	100%	ID: Meta-Reviewer #1 ✎ Enter Meta-Review	🗒 Post Message(s) 🗒 All Reviewing Details Status: Awaiting Decision	More ▾

1 Clicking on the envelope icon next to the reviewer allows you to email this specific reviewer

Send Email to Reviewer

To: Zuheng MING

* Subject: ICDAR2025 Paper #195

* Body:

2 This will open a new page with a form to send an email to the reviewer

Send email   Cancel

Alternatively, you can email all reviewers, or all reviewers who have not completed their reviews yet in a single go

Meta-Reviewer Console Tip: you can hover over column headers and click "Hide" to remove columns.
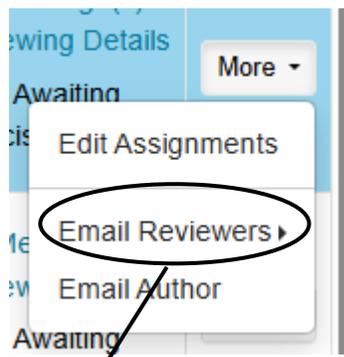
		Subject Areas		Review						
Paper ID ↑	Title	Primary	Secondary	Reviewers	Assigned	Completed	% Completed	Meta-Review	Discussion & Feedback	Actions
				Clear	Clear	Clear	Clear	Clear	Clear	
108	Show Abstract	Document synthesis	Document layout analysis Gold-standard benchmarks a...	Claudio Piciarelli (University of Udine, Italy) ✉ Ravi Kiran Sarvadevabhatla (IIIT Hyderabad) ✉ Tahira Shehzadi (Deutsches Forschungszentrum für Künstliche Intelligenz (DFKI) GmbH) ✉	3	3 View Reviews Last Updated 2025-04-26 04:18:44	100%	ID: Meta-Reviewer #1 ✏ Enter Meta-Review	📧 Post Message(s) 📧 All Reviewing Details Status: Awaiting Decision	More ▾

Meta-Reviewing

1-8 of 8 «« « 1 » »» Show: 25 50 100 All Clear All Filters Actions ▾

1 Click on the "More" button, and you will be presented with a drop-down menu

ewing Details More ▾
Awaiting
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Edit Assignments
Email Reviewers ▸
Email Author
Awaiting

2 Click on "Email Reviewers"

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: Awaiting
ecis
‹ Back
Email Reviewers
Me
iewing All
s: A Not Completed
ecis No Posts Yet

3 Select the desired option

Assigning emergency reviewers

As an AC you can assign emergency reviewers to a paper

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

| Meta-Reviewing | | | | | | | | | 1 - 8 of 8 «« « 1 » »» Show: 25 50 100 All Clear All Filters Actions ▾ |

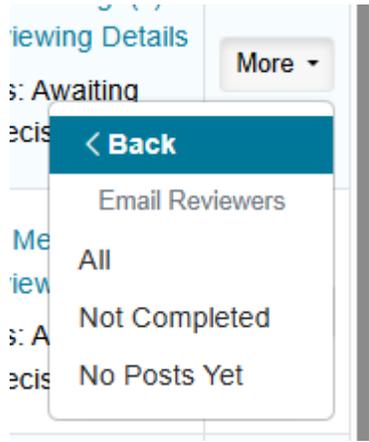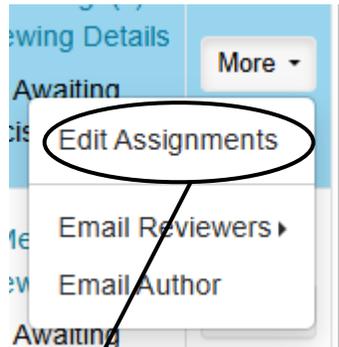| Paper ID ↑	Title	Subject Areas		Review					Meta-Review	Discussion & Feedback	Actions
		Primary	Secondary	Reviewers	Assigned	Completed	% Completed				
		Clear	Clear	Clear	Clear	Clear	Clear		Clear	Clear	
108	*(title obscured)* Show Abstract	Document synthesis	Document layout analysis Gold-standard benchmarks a...	Claudio Piciarelli (University of Udine, Italy) ✉ Ravi Kiran Sarvadevabhatla (IIIT Hyderabad) ✉ Tahira Shehzadi (Deutsches Forschungszentrum für Künstliche Intelligenz (DFKI) GmbH) ✉	3	3 View Reviews Last Updated 2025-04-26 04:18:44	100%		*ID: Meta-Reviewer #1* ✎ Enter Meta-Review	🗒 Post Message(s) 📧 All Reviewing Details Status: Awaiting Decision	More ▾

1 Click on the "More" button, and you will be presented with a drop-down menu

...ing (...)
ewing Details   More ▾

Awaiting
cis

Edit Assignments

Me
ewing

Email Reviewers ▸
Email Author
Awaiting

2 Click on "Edit Assignments"

You will be presented with the list of reviewers available to review this paper. This list includes the reviewers currently assigned, as well as emergency reviewers and normal reviewers from the pool, who have not yet reached their quota, and do not have a conflict with this paper

Edit Assignments (Reviewer)

Paper ID	195
Paper Title	
Primary Subject Area	Document representation modeling
Secondary Subject Areas	Document semantics extraction

○ Assigned reviewers only ● **Assigned reviewers / non-conflicting emergency reviewers**

1 - 12 of 12   «« « **1** » »»   Show: **25** 50 100 All   Clear All Filters

Reviewers already assigned

First Name	Last Name	Email	Organization	Is Emergency	Extenal Profile Entered	Subject Areas		Bid	Relevance	Quota	Number Of Assignments	Assign ↓
						Primary	Secondary					
Xiaoqing	Lyu	lvxiaoqing@pku.edu.cn	Peking University	No		Large multimodal models for document understanding	Document layout analysis Document representation mo... Multimedia document analysis +1 more	Willing	0.16	6	6	☑ (Reviewer #1)
Zuheng			onne Paris North University	No	GS S2 DBLP	Document classification	Document VQA	Not Entered	0	6	5	☑ (Reviewer #2)
Oriol			sitat Autònoma de a - Computer Vision Centre	No	GS S2 DBLP	Document representation modeling	Document classification Document indexing and retri... Document layout analysis +9 more	Eager	0.84	6	6	☑ (Reviewer #3)
Hongtao	Xie	htxie@ustc.edu.cn	University of Science and Technology of China	Yes	GS S2 DBLP	Scene text detection and recognition	Document forensics and pro... Document VQA Large multimodal models for ...	Not Entered	0	6	5	☐
zhihui	wang	zhwang@dlut.edu.cn	Dalian University of Technology	Yes	GS DBLP	Structured document generation	Document analysis fo...			6	5	☐
				No	GS	Document forensics and					5	☐

Indication about whether the reviewer has agreed to do emergency reviews

Other available reviewers

You should **only invite as emergency reviewers**, reviewers who have agreed to do emergency reviews. You should only assign a normal (not emergency) reviewer to your papers if you have contacted him/her beforehand and they have explicitly agreed to take on the emergency review

Edit Assignments (Reviewer)

Paper ID	108
Paper Title	
Primary Subject Area	Document synthesis
Secondary Subject Areas	Document layout analysis Gold-standard benchmarks and datasets

To filter the list for emergency reviewers only, click on the text box

Is Emergency

☐ Select All

☑ Yes

☐ No

Ok   Cancel

A filter dialog will appear. Click on "Yes" and then "Ok"

1 - 7 of 7   «« « **1** » »»   Show: **25** 50 100 All   Clear All Filters

			Organization	Is Emergency	Extenal Profile Entered		Secondary			er Of ments	Assign ↓
				Selected: 1							
				Clear	_Clear_					_Clear_	_Clear_
Hongtao	Xie	htxie@ustc.edu.cn	University of Science and Technology of China	Yes	GS S2 DBLP	Scene te... re	...ment forensics and pro... Document VQA ...multimodal models for ...	Not Entered	0	6	5	☐
Changsheng	Chen	cschen@szu.edu.cn	Shenzhen University	Yes	GS S2 DBLP	Docume... pr	...multimodal models for ...	Not Entered	0	6	5	☐
Da-Han	Wang	wangdh@xmut.edu.cn	Xiamen University of Technology	Yes	GS DBLP	Signat...	...dical document analysis Recognition of tables and for...	Not Entered	0	6	5	☐
hongjun	li	lihongjun@ntu.edu.cn	Nantong University	Yes		Scene text detection and recognition		Not Entered	0	6	5	☐
Chongsheng	Zhang	cszhang@henu.edu.cn	Henan University	Yes	DBLP	Historical document analysis	Document analysis for literat... Document VQA Handwriting recognition +4 more	Not Entered	0	6	5	☐
Runmin	Wang	runminwang@hunnu.edu.cn	Hunan Normal University	Yes	DBLP	Scene text detection and recognition	Document VQA Large multimodal models for ...	Not Entered	0	6	5	☐
			East China Normal								

Edit Assignments (Reviewer)

Paper ID　　　　　　　　　108

Paper Title

Primary Subject Area　　　Document synthesis

Secondary Subject Areas　　Document layout analysis　Gold-standard benchmarks and datasets

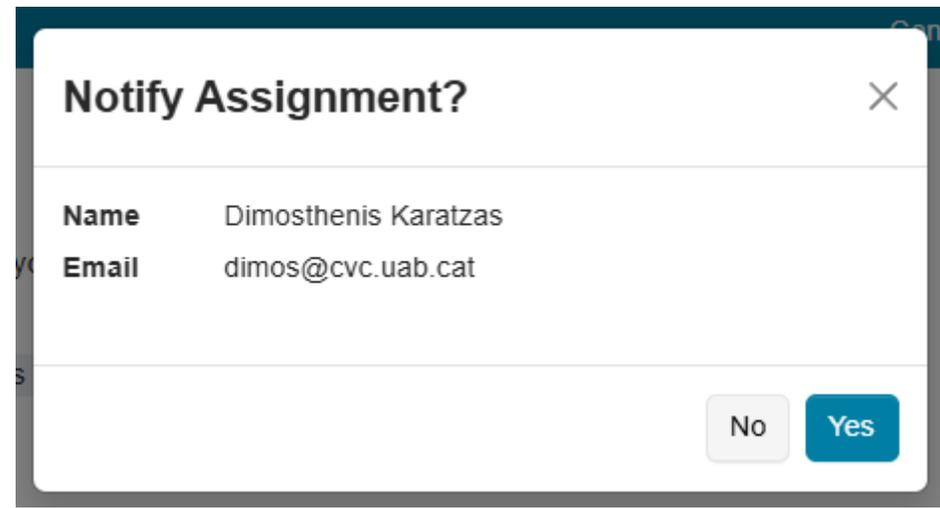○ Assigned reviewers only　● **Assigned reviewers / non-conflicting emergency reviewers**　　　　1 - 13 of 13　«« « **1** » »»　Show: **25** 50 100 All　Clear All Filters

zhihui	wang	zhwang@dlut.edu.cn	Dalian University of Technology	Yes	GS DBLP	Structured document generation	Document analysis for literat...	Not Entered	0	6	5	☐
Changsheng	Chen	cschen@szu.edu.cn	Shenzhen University	Yes	GS S2 DBLP	Document forensics and provenance	Large multimodal models for ...	Not Entered	0	6	5	☐
Da-Han	Wang	wangdh@xmut.edu.cn	Xiamen University of Technology	Yes	GS DBLP	Signature verification	Medical document analysis Recognition of tables and for...	Not Entered	0	6	5	☐
hongjun	li	lihongjun@ntu.edu.cn	Nantong University	Yes		Scene text detection and recognition		Not Entered	0	6	5	☐
Jinpeng	Chen	jpchen@bupt.edu.cn	Beijing University of Posts and Telecommunications	Yes	GS S2 DBLP			Not Entered		6	5	☐
Chongsheng	Zhang	cszhang@henu.edu.cn	Henan University	Yes	DBLP	Historical document analysis					5	☐
Runmin	Wang	runminwang@hunnu.edu.cn	Hunan Normal University	Yes	DBLP	Scene text detection and recognition	Large multimodal models for ...				5	☐
Hongjian	Zhan	hjzhan@cee.ecnu.edu.cn	East China Normal University	Yes		Document VQA	Signature verification	Not Entered	0	6	5	☐
Dimosthenis	Karatzas	dimos@cvc.uab.cat	Computer Vision Center, UAB	Yes	GS DBLP	Document VQA	Private and secure documen... Scene text detection and rec...	Not Entered	0	1	0	☐

To assign a new reviewer to the paper, click the check box next to his/her name

As soon as you click on the check box, you will be presented with a dialogue that asks whether you want a message to be sent to the reviewer.
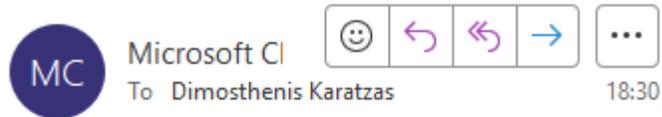
Notify Assignment?   ✕

Name   Dimosthenis Karatzas

Email   dimos@cvc.uab.cat

No   Yes

The 19th International Conference o…

MC   Microsoft Cl
      To Dimosthenis Karatzas   18:30

ⓘ Click here to download pictures. To help protect your
  privacy, Outlook prevented automatic download of some
  pictures in this message.

Dear Dimosthenis Karatzas,

Thanks for devoting your time to the The
19th International Conference on Document
Analysis and Recognition (ICDAR 2025)
reviewing process.

The paper #108 is in need of your emergency
feedback. It is important that we receive
your review by the deadline (5/4/2025) to
inform the authors in time. Please respond
from reviewer console asap in case you will
not be able to complete the review.

Sincerely,

Your Meta-Reviewer

This is a sample of the message that the reviewer receives. The deadline is set by the PC chairs in the system. See the timeline circulated for the date by which emergency reviews are expected.

Important: If you choose "No" in the dialogue above, the system **will NOT automatically notify** the reviewer about this assignment. Instead, **you should then send an email to the new reviewer yourself** (see "messaging reviewers") to notify him of this assignment

Edit Assignments (Reviewer)

Paper ID   108

Submissions | Reviewers | Contact Chairs | Help Center | Select Your Role : | **Meta-Reviewer** ▾ | ICDAR2025 ▾ | Josep Llados ▾

Manage Reviewers

1 - 25 of 171   «« « **1** 2 3 4 5 » »»   Show: **25** 50 100 All   Clear All Filters   Actions ▾

First Name	Last Name	Email	Organization	Quota	Assigned	Completed	% Completed	Note	% Note Completed	Bids	Domain Conflicts Entered	Is Emergency	External Profile Entered	Selected	Primary	Secondary	Actions
															Subject Areas		
		Clear	Clear	Clear	Clear	Clear	Clear	Clear	Clear	Clear	Clear	Clear	Clear	Clear	Clear	Clear	
Aashi	Jain	aashijain@google.com	Google	6	5	5	100%	0	0%	11	Yes	No	GS	Yes	Document representation modeling	Gold-standard benchmarks a...	
Adrià	Molina Rodríguez	amolina@cvc.uab.cat	Centre de Visió per Computador	6	6	6	100%	0	0%	47	Yes	No		Yes	Historical document analysis	Document analysis for social... Document indexing and retri...	
Ajoy	Mondal	ajoy.mondal@iiit.ac.in	IIIT Hyderabad	6	6	6	100%	0	0%	9	Yes	No	GS S2 DBLP	Yes	Recognition of tables and formulas	Document layout analysis	
Chongsheng	Zhang	cszhang@henu.edu.cn	Henan University	Yes		DBLP		Historical docume	Document VQA				Not Entered	0		5	☐
Runmin	Wang	runminwang@hunnu.edu.cn	Hunan Normal University	Yes		DBLP		Scene text dete... recognition	Large multimodal models for ...				Not Entered	0	6	5	☐
Hongjian	Zhan	hjzhan@cee.ecnu.edu.cn	East China Normal University	Yes				Document VQA	Signature verification				Not Entered	0	6	5	☐
Dimosthenis	Karatzas	dimos@cvc.uab.cat	Computer Vision Center, UAB	Yes		GS DBLP		Document VQA	Private and secure documen... Scene text detection and rec...				Not Entered	0	1	0	☑

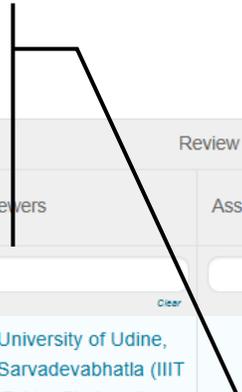**Once this process finishes, the new reviewer will appear in green**

Meta-Reviewer Console Tip: you can ho

Meta-Reviewing

1 - 8 of 8 «« « 1 » »» Show: 25 50 100 All   Clear All Filters   Actions ▾

Returning to the meta-reviewer console, note that the new reviewer has been assigned, and his/her name appears in the list

Paper ID ↑	Title			Review				Meta-Review	Discussion & Feedback	Actions
				Reviewers	Assigned	Completed	% Completed			
	Clear	_Clear_	_Clear_	_Clear_	_Clear_	_Clear_	_Clear_	_Clear_		
108	Show Abstract	Document synthesis	Document layout analysis Gold-standard benchmarks a...	Claudio Piciarelli (University of Udine, Italy) ✉ Ravi Kiran Sarvadevabhatla (IIIT Hyderabad) ✉ Tahira Shehzadi (Deutsches Forschungszentrum für Künstliche Intelligenz (DFKI) GmbH) ✉ Dimosthenis Karatzas (Computer Vision Center, UAB) ✉	4	3 View Reviews Last Updated: 2025-04-26 04:18:44	75%	_ID: Meta-Reviewer #1_ ✏ Enter Meta-Review	🗏 Post Message(s) 🗏 All Reviewing Details Status: Awaiting Decision	More ▾

Adding new reviewers to the pool

You can add new reviewers to the pool. You should ONLY add to the pool people **who you have contacted beforehand, and they have agreed** to take on this role. ICDAR reviewers **should have experience in the field**, and **you should be confident** that they are capable to do quality reviews for ICDAR. To do so, follow these steps

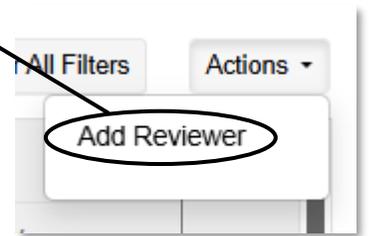**1** On the top left, click on "Reviewers". This should bring up the list of ICDAR 2025 reviewers

| Submissions | Reviewers | | | | | | | | Contact Chairs | Help Center | Select Your Role : | **Meta-Reviewer** ▾ | ICDAR2025 ▾ | Josep Llados ▾ |

Manage Reviewers

1 - 25 of **171** «« « **1** 2 3 4 5 » »» Show: **25** 50 100 All Clear All Filters Actions ▾

3 Click on "Actions"

First Name	Last Name	Email	Organization	Quota	Assigned	Completed	% Completed	Note	% Note Completed	Bids	Domain Conflicts Entered	Is Emergency	External Profile Entered	Selected			Actions
Aashi	Jain	aashijain@google.com	Google	6	5	5	100%	0	0%	11	Yes	No	GS	Yes	Document representation modeling	Gold-standard benchmarks a...	
Adrià	Molina Rodríguez	amolina@cvc.uab.cat	Centre de Visió per Computador	6	6	6	100%	0	0%	47	Yes	No		Yes	Historical document analysis	Document analysis for social... Document indexing and retri...	
Ajoy	Mondal	ajoy.mondal@iiit.ac.in	IIIT Hyderabad	6	6	6	100%	0	0%	9	Yes	No	GS S2 DBLP	Yes	Recognition of tables and formulas	Document layout analysis	

2 Before you add a new reviewer, please search for him/her in this list and check that (s)he is not already invited

4 In the drop-down menu, there should be a single option to "Add Reviewer"

All Filters   Actions ▾

Add Reviewer

5 You will be presented with a dialog, where you need to add the email of the reviewer you want to add. The reviewer must have a valid CMT account, and you must use the email with which (s)he is registered on CMT

Add reviewer ✕

| Email | 🔍 Search |

Enter email of a registered user and then click Search button to add.

Cancel

6 If you enter a valid email and you click search, CMT will show you the details of the reviewer found in the system. If it is the intended person, click "+ Add this Reviewer"

Add reviewer ✕

| dimos@cvc.uab.es | 🔍 Search |

Enter email of a registered user and then click Search button to add.

Name	Organization
Dimosthenis Karatzas	Computer Vision Centre

+ Add This Reviewer

Cancel

Manage Reviewers

If you search for the newly added reviewer, you should see him/her in the list

1 - 2 of 2 «« « 1 » »» Show: 25 50 100 All Clear All Filters Actions ▾

First Name	Last Name	Email	Organization	Quota	Assigned	Completed	% Completed	Note	% Note Completed	Bids	Domain Conflicts Entered	Is Emergency	External Profile Entered	Subject Areas			Actions
														Selected	Primary	Secondary	
Dimosthenis																	
Clear	*Clear*	*Clear*	*Clear*	*Clear*	*Clear*	*Clear*	*Clear*	*Clear*	*Clear*	*Clear*	*Clear*	*Clear*	*Clear*	*Clear*	*Clear*	*Clear*	
Dimosthenis	Karatzas	dimos@cvc.uab.es	Computer Vision Centre	2	0	0	0%	0	0%	0	Yes	No	GS S2 DBLP	No			Remove

New reviewers added by ACs will have a default quota of 2. If you have contacted this reviewer, and you have negotiated a different quota, please let the PC chairs know, so that we update it.

New reviewers added by ACs will NOT be designated as emergency reviewers by default. You should still be able to see them in the pool of available reviewers as normal reviewers (you will not find them if you filter for emergency reviewers).

Click on "Remove" if you need to remove a reviewer added by you from the pool.

Important: New reviewers added to the pool, **will NOT be automatically notified** by CMT. You should contact them directly to let them know.