WiML 2024 Reviewer Guidelines

Thank you for agreeing to serve as a reviewer for WiML 2024 Workshop @ NeurIPS. We are grateful for your support of WiML by volunteering your time for this review process. Please do not hesitate to contact us at workshop@wimlworkshop.org if you encounter issues not listed in this guide.

This document outlines the role of reviewers. At the end of this document is a list of FAQs for navigating the CMT system.

The timeline for the review process is as follows:

- *September 10th, 2024 (11:59 pm AoE) – Abstract Submission Deadline*
- *September 13th - 25th, 2024 - Reviewing period for reviewers*
- ***September 25th (11:59pm AoE) – Deadline for reviewers to submit their reviews***
- *September 27th, 2024 – Notification of Acceptance*
- *December 10th, 2024 – WiML Workshop Day*

Reviewer Instructions

1. Reviewers enter subject areas (Due September 10th, 2024, 11:59pm AoE).
Please enter your primary subject area and at least one secondary subject area using the drop-down menu next to your name on the upper right side of any page on CMT and selecting "My Subject Areas". You can select as many secondary subject areas as you like.

1. Log into CMT: https://cmt3.research.microsoft.com/WiML2024.
2. Make sure to select the "Reviewer" role at the top of the page.
3. Use the drop-down menu next to your name on the upper right side of any page and select "My Subject Areas".

2. CMT assigns abstracts to reviewers (September 12th, 2024).
The organizing committee will use CMT to automatically assign up to 6 abstracts to each reviewer using their selected subject areas. Please contact us at workshop@wimlworkshop.org immediately if you have a conflict in your abstract assignment.

3. Reviewers write reviews (Due September 25th, 2024 11:59pm AoE).
In this year's review process, the reviewers directly make recommendations to accept/reject an abstract along with their reviews.

All abstracts will be assigned to reviewers by September 13, 2022. Use the following instructions to perform your reviews:
1. Log into CMT: https://cmt3.research.microsoft.com/WiML2024
2. Make sure to select the "Reviewer" role at the top of the page
3. The abstracts assigned to you will appear in the "Reviewer Console"
4. For each abstract you are assigned, submit your review using the "Enter Review" link under the "Review and Discussion" header using the guidelines outlined below
5. You may download the abstract using the "download" link next to the title
6. If you have any queries, please contact us at workshop@wimlworkshop.org

Writing Reviews

When reviewing, please consider the following questions:

1. **Relevance**
   a. Is this abstract appropriate for WiML? I.e., is the abstract in machine learning or related fields? Papers clearly fall outside of the scope of the workshop should be rejected.
2. **Clarity**
   a. Is the abstract well-motivated?
   b. Is the abstract well-written and clear?
3. **Novelty and Significance**
   a. Does the abstract describe novel research or an interesting application of an existing method? Please note that we encourage the submission of completed/published research and work-in-progress. Hence, lack of novelty/significance in this regard is not grounds for rejection.
4. **Technical quality**
   a. Does the abstract stand alone?
   b. Does the abstract adequately convey the material that will be presented?

Additional resources of how to write a good review for machine learning papers (taken from another machine learning conference): https://iclr.cc/Conferences/2025/ReviewerGuide

Please take the following into consideration while reviewing:
- **Reviewing is double-blind**: Do not google the abstract content *before writing the review* to discover the authors and contact us at workshop@wimlworkshop.org immediately if you have a conflict of interest with the submission.
- Although CMT takes subject area into account when matching papers to reviewers, it is possible that you will receive papers with a topic you are not familiar with. Due to the volume of submissions, we are unable to reassign papers to other reviewers. In this case, we ask you to do your best to evaluate the paper, and leave a note at the end of your review indicating your confidence level.
- Your reviews must accord with the WiML code of conduct. Please be thoughtful and constructive while reviewing. Reviews should actively avoid subtle discrimination, however inadvertent. In particular, reviewers should actively avoid comments in reviews about English style or grammar that may be interpreted as implying that the author is "foreign" or "non-native".

When assigning number grades, please use the following guidelines:
- 4: Strong Accept -- An excellent abstract that should be considered for an oral presentation (top 20% of submissions)
- 3: Accept --   An abstract that meets acceptance criteria: relevant to ML, novel/significant, technically sound, and clearly presented (top 80% of submissions)
- 2: Borderline accept – An abstract for which the reviewer is indecisive. The reviewer wouldn't be upset if the abstract was accepted or rejected.
- 1: Reject -- An abstract has technical issues, or not appropriate for the venue, or does not adequately describe the work