How to Request a Max Load (and Declare Unavailability) in OpenReview

Starting from the July 2022 ARR cycle, the Reviewers and Action Editors can specify their unavailability and maximum load directly in OpenReview. Load specification is designed as a reviewer/AE *task* in OpenReview, to be completed before the submission deadline for each cycle. This document shows you how to complete the task and indicate your unavailability and load for a cycle.

Finding the Task in OpenReview

Option 1:

Use the URL to find the tasks for AEs (if you're an AE) and for reviewers (if you are a reviewer). The direct task access URLs will differ for each cycle and will be provided at the beginning of the cycle. For example, for July 2022, the links are as follows:

Reviewers: https://openreview.net/forum?id=6rECNLRidvU
Action Editors: https://openreview.net/forum?id=C9soMCiaEds

Option 2:

1. In the top-bar of OpenReview, click on the button "Tasks" to the left of your user name.
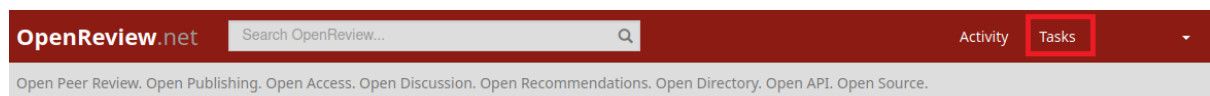
2. Under ACL ARR 2022 July you should find a task "Reviewer Max Load and Unavailability Request " (says "Area Chair" for AEs).

3. Click on this task to get to the page to submit your max load.

Option 3:

1. Directly enter the URL to your Reviewer / Action Editor Console for the current cycle. For example, for July 22, the links to Reviewer and Action Editor Consoes, respectively, are as follows:
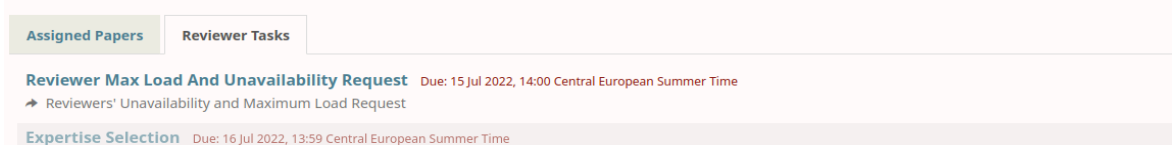
https://openreview.net/group?id=aclweb.org/ACL/ARR/2022/July/Reviewers
https://openreview.net/group?id=aclweb.org/ACL/ARR/2022/July/Area_Chairs

2. Click on the tab "Reviewer/Area Chair Tasks" and follow the link to the task page.

Submitting your Max Load

1. In the page, if the form is not open yet, click on the button "Max Load and Unavailability Request".

2. In the form that opens, you have to enter a natural number under "Maximum load" that reflects your maximum load for the respective role. So, if you opened the page for reviewers the max load you enter only counts towards your load as a reviewer and not as an Action Editor (in case you are in both ARR pools). Enter "0" if you are completely unavailable to serve in the cycle.

3. Hit the "Submit" button.

If you do not submit a load, you will receive the default load of this cycle. You can edit your load until the indicated task deadline by clicking on the edit button on the posted note.