

OHBM EDUCATIONAL COURSE, SYMPOSIA & ROUNDTABLE GUIDELINES

The Organization for Human Brain Mapping (OHBM) invites members of our community to submit proposals for **Educational Courses, Symposia, or Roundtables** to be presented at the 2026 OHBM Annual Meeting in **Bordeaux, France, June 14–18, 2026**.

Submission Deadline
Monday, December 15, 2025, at 11:59pm EST (USA)

Important Information for Organizers

- **In-person participation is required.** All speakers must attend the meeting in Bordeaux and present onsite.
- **Organizer responsibility.** Organizers must confirm speaker availability before submitting their session proposal.
- **If a confirmed speaker cannot attend due to exceptional circumstances, organizers must:**
 - Secure a suitable substitute presenter who can attend the meeting and present onsite.
 - Submit a Substitute Presenter Form.
 - If no substitute can be arranged, notify the OHBM Executive Office immediately at kjohnson@humanbrainmapping.org. Documentation of your efforts to secure a substitute will be required and shared with the OHBM Program Committee Chair.
 - If approved by the chair, a pre-recorded presentation must be submitted in advance of the meeting.
- **Substitutions of presenters are permitted only in exceptional cases; substitutions of topics or content are not allowed.**

These steps ensure the quality and integrity of the scientific program.

Proposal Guidelines

Requirements

- Title of session
- Name(s) of organizer(s) (up to 4)
- Name(s) of presenter(s)
- Title and brief summary of each presentation
- Speaker release and financial disclosure forms for all participants
- A short description of the topic's timeliness, importance, format, and desired learning outcomes
- Justification of how the speaker lineup meets OHBM's diversity criteria (gender, career stage, nationality of host institution)
- Confirmation that all presenters will attend in person
- **For Educational Courses:** confirmation that speakers will not present on the same topic during the main conference
- **For Symposia and Roundtables:** confirmation that selected speakers are not Talairach or Keynote presenters

Selection Criteria

Scientific quality, relevance, and appropriateness for the Annual Meeting are primary considerations.

- **Educational Courses**

Educational Courses should provide a clear, well-structured instructional overview of established methods and recent applications. They must include defined educational goals and incorporate interactive engagement, such as discussions, quizzes, or polls, to ensure a hands-on learning experience. Proposals are scored and selected by the OHBM Education Committee.

- **Symposia**

Symposia are designed to cover major themes in neuroimaging science and applications of broad interest to the OHBM community. Novelty and overall scientific appeal are key considerations in the selection process. Proposals are scored and selected by the Program Committee.

- **Roundtables**

Roundtables are best suited for non-scientific topics, such as initiatives emerging from Special Interest Groups (SIGs) or committees. These proposals are evaluated based on their overall quality and adherence to OHBM's diversity requirements, rather than on scientific merit.

Diversity and Inclusion

Science, particularly in the rapidly evolving field of human brain imaging, thrives on collaboration and innovative thinking. Cutting-edge discoveries often emerge from teams that bring together diverse scientific disciplines, methodologies, and perspectives. At OHBM, we recognize that true innovation requires not only technical expertise but also the inclusion of voices from a broad range of backgrounds and experiences.

We are committed to inclusivity, as outlined in our [Code of Conduct](#), which explicitly values diversity in career stage, age, culture, ethnicity, gender identity or expression, accessibility, language, and nationality.

Proposals should strive for balance in presenter gender, career stage, and host institution nationality.

Consideration of additional diversity factors, such as speakers from traditionally underrepresented groups or nations, is strongly encouraged. If a fully balanced lineup is not possible, a brief justification will be required. The Diversity and Inclusivity Committee may be consulted for guidance.

For **educational courses**, proposals should reflect multiple perspectives rather than focusing on a single tool, method, or approach. Courses covering different software packages, analytic strategies, or components of a broader methodology are preferred.

Eligibility & Participation Limits

OHBM's Program and Education Committees aim to include a wide range of perspectives in our scientific program and educational courses. To ensure broad participation:

- Individuals selected as Talairach or Keynote presenters are **not eligible** to speak at or organize a Symposium or Roundtable. They are, however, encouraged to mentor junior colleagues in organizing Symposia, Roundtables, or Educational Courses.
- Individuals may submit **one scientific program (Symposium or Roundtable)** and **one Educational Course**, but the **same content may not be presented in both**. Multiple proposals from the same individual will not be accepted.

- Speakers and organizers are limited to participation in **one Educational Course and one scientific program (Symposia or Roundtable)**, even if the content differs.

Educational Courses should provide a clear, structured overview of established methods and recent advances, with a strong educational focus. Organizers should:

- Include interactive or hands-on components where possible.
- Provide 4–5 explicit learning objectives.
- Avoid repeating material presented elsewhere at the conference.

Session Formats

- Educational Courses: Held June 14, 2026. Half-day (6 presenters, ~3.5–4 hours) or full-day (10 presenters, ~7–8 hours).
- Symposia & Roundtables: 75-minute sessions during the main meeting, June 15–18, 2026 (up to 4 presenters).

Note: Full-day courses are not inherently more prestigious than half-day courses; the emphasis is on quality, organization, and interactivity.

Presenter Release

By submitting a proposal, you grant OHBM permission to distribute the presentation in any format (video, audio, print, or electronic text) through OHBM's social media and website.

Questions?

For additional information: Contact the OHBM Executive Office at info@humanbrainmapping.org.