OHBM 2027 Abstract Submission Instructions

Step-by-step instructions for Oxford Abstracts

Deadline: Monday, December 14, 2026, at 11:59 p.m. EST, USA. No exceptions.

Incomplete submissions will not be reviewed.

Before You Begin

- Use one Oxford Abstracts account for all submission types: Poster Abstracts, Educational Courses, Symposia, Roundtable Discussions, and SIG/Chapter/Committee Activities.
- Your Oxford Abstracts account is separate from your OHBM membership account. Visit the OHBM website to access your membership profile.
- Read the Abstract Submission Guidelines before starting.

1. Access Your Account

Already have an Oxford Abstracts account?

1. Open the OHBM 2027 Abstract Submission Portal.
2. Enter the email address and password associated with your existing Oxford Abstracts account.
3. Click **Sign In**.

Forgot your password? Select **Forgot Password?** and follow the instructions to reset it. The OHBM Executive Office cannot access account details, or provide usernames or passwords.

New to Oxford Abstracts?

1. Open the OHBM 2027 Abstract Submission Portal and select **Sign up to Oxford Abstracts**.
2. Enter your email address. This address will be used for all submission-related communications.
3. Enter your first and last name, then create a password with at least eight characters, including at least one letter and one number.
4. Click **Create Account**.

2. Verify Your Email (New Users Only)

1. Check your inbox for a verification email from Oxford Abstracts (no-reply@oxfordabstracts.com).

2. Open the email and click **Verify Email**. A new browser tab will open with the OHBM 2027 Abstract Submission form.

If the email does not arrive within five minutes, check your spam/junk folder. If it is still missing, follow the Oxford Abstracts verification-email troubleshooting instructions. If the issue continues, email support@conference-compass.com.

3. Choose the Correct Form

The standard abstract submission fee is **$45 USD**. A fee waiver is available if the person submitting the abstract currently lives, works, or studies in a country on the 2027 Abstract Fee-Waiver Country List.

- **Standard form:** Use the Standard Abstract Submission Form if the submitter does not qualify for a fee waiver.
- **Fee-waived form:** Use the Fee-Waived Abstract Submission Form if the submitter qualifies. No submission fee is required.

Check the country list before starting. The fee waiver is based on the submitter's location, even if the submitter is not the first author.

4. Complete the Submission Form

1. Review the instructions on the Abstract Submission homepage and the linked Abstract Submission Guidelines.
2. Complete every field, beginning with the Title. Fields marked with an asterisk (*) are mandatory.
3. Click **Next** to move through the form.
4. Select **Open Preview** in the top-right corner at any time to review your submission.

Your progress is saved automatically; there is no Save button. You can sign in and edit your submission at any time before the December 14 deadline.

To return to your dashboard, click the **O / OHBM 2027** logo in the top-left corner. From the dashboard, you can view or edit existing submissions and create new ones.

5. Check for Incomplete Fields and the Word Limit

A pop-up alert may appear when mandatory fields are incomplete. Your submission remains marked as incomplete until all required fields are filled in. Return to each incomplete step and finish it before the deadline.

The Introduction, Methods, Results, Conclusion, and any figure captions have a combined limit of 650 words. References, acknowledgements, and author information are not included in this limit.

If your abstract exceeds the word limit at submission, it will be marked as incomplete and will not be reviewed.

6. Pay the Fee and Confirm Completion

For standard submissions, after completing the required information and questions, you will be prompted to pay the **$45 USD** submission fee. On the Submission Fee page, select Card Payment and enter your credit card details.

Review your submission and complete the final Submit step after every required step is complete. Fee-waived submissions do not require payment.

You will receive an email confirmation when your submission is received and marked as complete. If it is incomplete, you will also be notified by email. All required information must be finalized by the December 14 deadline.

Final Checklist

- Every required field and question is complete.
- The abstract and figure captions are within the combined 650-word limit.
- You have checked your submission using Open Preview.
- The submission fee has been paid, if required.
- You have received confirmation that your submission is complete.

Questions?

- For help using the submission form, visit the Oxford Abstracts Help Center.
- For questions about the submission guidelines, content or eligibility, contact the OHBM Executive Office at kjohnson@humanbrainmapping.org.