



OHBM 2027 SIG / Chapter / Committee Activity Guidelines

June 27-30, 2027 | Toronto, Canada

Submission Deadline: **Monday, December 14, 2026 at 11:59 p.m. EST, USA (no exceptions)**

1. What Is a SIG / Chapter / Committee Activity?

SIG / Chapter / Committee Activities support the initiatives, priorities, community engagement, and member activities of officially recognized OHBM groups.

The appropriate submission type is determined by the content and format of the proposed session, *not* by the group submitting it.

OHBM SIGs, Chapters, and Committees may submit proposals for Educational Courses, Symposia, or Roundtable Discussions. If the proposed session fits one of those formats, it should be submitted under that category and will be reviewed alongside other proposals of that type.

Use the SIG / Chapter / Committee Activity submission type for official OHBM-affiliated activities that do not fit those formats. Examples may include:

- Lunch with Mentors
- SP-SIG First Day Morning Coffee
- Open Science Room activities
- ComCom's Comms Comps
- Other mentoring, networking, outreach, community-building, or member-engagement activities

2. Format Expectations

Dates	June 27-30, 2027
Scheduling	Activities run in parallel. Organizers and presenters must be available throughout June 27-30 because specific scheduling cannot be guaranteed in advance.
Format	Alternative formats allowed; applicants must describe the proposed format in detail.
Audience engagement	Depends on the proposed format and purpose of the group activity.
Length / participant limit	Activity length varies based on the proposed format and scheduling availability. Proposals may include a maximum of 10 featured participants, such as presenters, panelists, moderators, mentors, or facilitators. This limit refers to featured participants, not attendees. Applicants should specify the requested activity length and anticipated audience size.

3. What You Will Need to Submit

- Activity title.
- Name(s) of organizer(s) - Maximum of 4.
- Name(s) and role(s) of each featured participant, such as presenter, panelist, moderator, mentor, or facilitator—maximum of 10.

- A description of the purpose of the session and how it supports the work of the sponsoring OHBM group. Include the name of the sponsoring OHBM SIG, Chapter, or Committee.
- A detailed description of the proposed format.
- If formal presentations are included, titles and brief summaries of each presentation.
- Financial disclosure/release forms for all presenters and organizers.
- A justification explaining how the selection of featured participants meets OHBM's diversity expectations, as applicable to the activity's purpose and format.
- Confirmation that all proposed featured participants will attend in person and participate onsite.

4. How These Proposals Are Evaluated

All SIG / Chapter / Committee Activity proposals will be reviewed by the OHBM Program Committee as part of the Annual Meeting programming process.

Proposals will be considered based on the purpose and quality of the proposed activity, its potential value and relevance to the OHBM community, and how well the proposed format supports the goals of the activity.

Submission by an OHBM SIG, Chapter, or Committee does not guarantee acceptance or placement on the Annual Meeting schedule. All proposals are subject to Program Committee review and scheduling availability. OHBM receives more proposals than can be accommodated in the program. Because of these limitations, OHBM cannot guarantee acceptance of a proposal solely because it is submitted by an OHBM-affiliated group.

5. Eligibility and Participation

- Speakers, presenters, and organizers may participate in a maximum of one Educational Course and one Symposium, Roundtable Discussion, or SIG / Chapter / Committee Activity.
- Participation as a moderator or mentor does not count toward these limits.
- SIGs, Chapters, and Committees proposing an Educational Course, Symposium, or Roundtable Discussion must submit under the corresponding session type and follow the eligibility and participation requirements for that format.

Important: All proposed speakers and participants must be available to attend and participate onsite. Organizers must confirm the availability of all proposed participants before submitting the proposal.

If an accepted speaker or participant is later unable to attend in person due to exceptional circumstances, a substitute may be considered. Any substitute must be available to participate onsite, and the approved session topic and content may not be materially changed.

Substitution requests must be submitted to the OHBM Executive Office for review. Please contact Katie Johnson at kjohnson@humanbrainmapping.org.

6. Participant and Scientific Diversity

OHBM emphasizes team science and the value of varied scientific and personal perspectives. OHBM is 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.

For activities that include presenters, panelists, mentors, facilitators, or other featured participants, organizers should strive for balance in gender, career stage, and host institution nationality. Consideration of additional diversity factors, including representation from traditionally underrepresented groups or nations, is strongly encouraged.

Organizers should also consider the diversity of perspectives, expertise, and experiences represented in the activity, as appropriate to its purpose and format.

If a balanced group of featured participants is not possible in exceptional circumstances, organizers should provide

a brief justification. The Diversity and Inclusivity Committee may be consulted in some cases.

Proposals that do not adequately address the applicable criteria outlined above may be rejected.

7. Registration and Reimbursement

Activity presenters and organizers do not receive complimentary registration or reimbursement.

Organizer responsibility: Please make registration and reimbursement policies clear to all proposed participants before they agree to participate.

8. Frequently Asked Questions

My session is organized by a SIG, Chapter, or Committee. Which category should I choose?

Choose the submission type based on the **session/activity itself**, not the group organizing it. If the proposal is for an Educational Course, Symposium, or Roundtable Discussion, submit it in that category. Use the SIG / Chapter / Committee Activity category for other types of official OHBM-affiliated programming, such as mentoring, networking, outreach, community engagement, or similar activities.

Questions?

- For help using the submission form, visit the [Oxford Abstracts Help Center](#).
- If you still have a technical issue, email support@conference-compass.com.
- For questions about the submission guidelines, content or eligibility, contact the OHBM Executive Office at kjohnson@humanbrainmapping.org.