OHBM 2027 Session & Activity 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 Session/Activity Proposal Guidelines before starting.

1. Access Your Account

Already have an Oxford Abstracts account?

1. Open the OHBM 2027 Session & Activity 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 Session & Activity 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 Session & Activity 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.

fee waiver is based on the submitter's location, even if the submitter is not the first author.

3. Complete the Submission Form

1. Review the instructions on the Submission homepage and the linked Session/Activity Proposal Guidelines.
2. Complete every field, beginning with the Submission Type. Fields marked with an asterisk (*) are mandatory.
3. Once all sections are complete, click **Submit**.
4. If there are incomplete fields, a notification will appear:
    a. Select "Cancel" to continue editing, or
    b. Select "OK" to proceed. Your proposal will be marked as incomplete until all mandatory fields are completed.

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.

4. Finalizing Your Submission

Once you click Submit and all required fields are complete, a preview of your submission will appear on the next page.

- To make additional changes, click **Edit**.
- To finalize your submission, scroll to the bottom and select **Continue** at the bottom of the page.

After clicking **Continue**, your proposal will be officially submitted for review, and you will receive a confirmation email shortly afterward

Final Checklist

- Every required field and question is complete.
- 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.