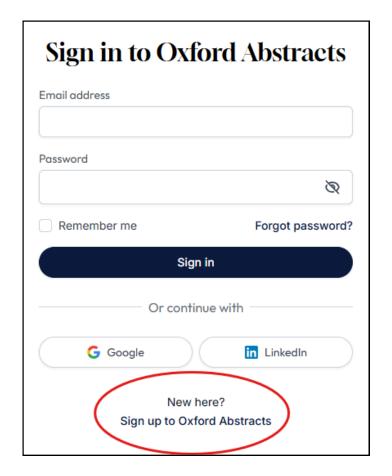


OHBM 2026 ABSTRACT SUBMISSION GUIDE

Step-by-Step Instructions for Submitting Through Oxford Abstracts

STEP 1: CREATE AN ACCOUNT

- Click here to create an Oxford Abstracts account.
- Select Sign up to Oxford Abstracts.
- Enter your email address—this will be used for all submission-related communications.
- Enter your first and last name, then create a password that meets the following requirements:
 - Minimum of 8 characters
 - Includes at least one letter and one number
- Once your password meets the criteria, click Create
 Account.



STEP 2: VERIFY YOUR EMAIL

- After creating an account, you will receive a verification email from Oxford Abstracts
 (<no-reply@oxfordabstracts.com>).
 - Go to your inbox, open the email, and click Verify Email.
 - A new browser tab will open, taking you directly to the OHBM 2026 Abstract Submission form.
 - If you don't receive a verification email within 5 minutes, check your spam/junk folder.
 - If it's still missing, follow the steps in the Oxford Abstracts Knowledge Base article: What to do if a verification email hasn't arrived in your inbox.
 - If issues continue, please contact Oxford Abstracts Support at support@conference-compass.com.

STEP 3: CREATE YOUR SUBMISSION

Once you have completed your account registration and verified your email address:

<u>Click here</u> to login and access the submission form any time before the December 15 deadline.

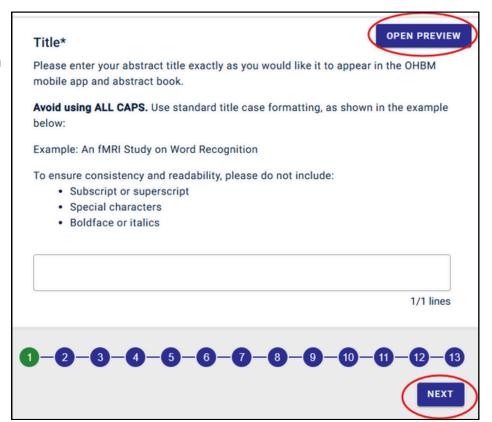
The Abstract Submission homepage includes further instructions and a link to the **Abstract Guidelines**.



STEP 3: CREATING YOUR SUBMISSION

- Create your abstract submission by completing all fields in the online submission form, beginning with the **Title**.
 - Fields marked with an asterisk (*) are mandatory.
- Click Next to proceed.
- You can see a preview of your submission at any time during the submission process by clicking
 Open Preview in the top right corner.

Note: There is no "Save" button—your progress is saved automatically. You can login and edit your submission form any time before the December 15 deadline.



STEP 4: FINALIZING YOUR SUBMISSION

As you complete each step, a pop-up alert may appear if any mandatory fields are left incomplete. Your submission will be marked as "**incomplete**" until all required fields are filled in, so be sure to return and complete each step before the deadline.

Submission incomplete

Are you sure you want to go to the next page?

Introduction

No response to required question

CANCEL CONTINUE

If your word or character count is over the permitted limit, your abstract will also be marked as incomplete.

STEP 4: FINALIZING YOUR SUBMISSION

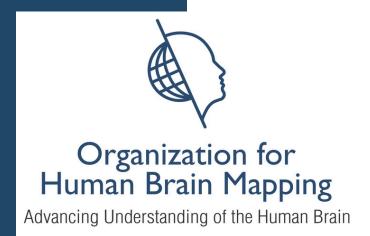
After entering all required information and completing the mandatory questions, you will be prompted to pay the **submission fee of \$40 USD**. On the Submission Fee page, select **Card Payment** and enter your credit card details to complete the process.



You will receive an email confirmation once your submission has been received and marked as complete. If your submission is incomplete, you will also be notified by email. All required information must be finalized by the December 15 deadline.

IMPORTANT REMINDERS

- You only need to create <u>one</u> Oxford Abstracts account. Use the same login credentials for all submission types (poster abstracts, educational courses, symposia, and roundtables/other).
- Once you have accessed the submission site, you can return to your dashboard at any time by clicking the O / OHBM 2026 logo in the top-left corner of your screen. From your dashboard, you can view or edit existing submissions and create new ones.
- Your Oxford Abstracts account is separate from your OHBM membership account. To access your membership profile, please visit the <u>OHBM website</u>.
- Submission Deadline: Monday, December 15, 2025, at 11:59 pm EST, USA. No exceptions.



QUESTIONS?

If you have any technical questions concerning the submission portal, please contact Oxford Abstracts Support at support@conference-compass.com.

For general inquiries, reach out to the OHBM Executive Office at bslater@humanbrainmapping.org.