How to submit a Symposium and supporting Abstracts in

Oxford Abstracts

Here is a link to a helpful article and video from Oxford Abstracts

You can submit a symposium by either submitting your supporting abstracts first, or by submitting the over-arching symposium information and adding abstracts or inviting others to submit abstracts to the main symposium.

Tips for when you submit the individual abstracts first:

1. Make sure you submit in the "Symposium Supporting Peer Reviewed Paper and Poster Form", if you enter your submission into the regular peer-reviewed, the system will not be able to find the matching symposium.
2. You will need to enter all of the information and then hit "Submit" before any ability to link it to the main symposium. Don't worry, even if you hit "submit" you'll be able to amend your abstract until the deadline closes.
3. Once you have submitted, navigate back to the home page of your Oxford Portal. In the portal you will see the option to attach it to a peer-review symposium:

4. Click "attach" and your submission will reopen with all of the available Main symposium titles you can attach your abstract too. Just hit the "attach" button. This is also where you can return to amend your submission if you have updates or edits.

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Directions for adding abstracts if you start with the Main Symposium Submission first:

1. Start by entering your overall symposium information in the "Peer-Reviewed Symposium" form.
2. You will need to enter all of the information and then hit "Submit" before the option to choose abstracts or invite others will appear. Don't worry, even if you hit "submit" you'll be able to amend your abstract until the deadline closes.
3. When you submit, your page will refresh and the options to add supporting abstracts will be accessible. You will have 3 Options:
   a. Attach Submissions: any abstracts submitted in the Symposium Supporting Abstract forms will show. You can search for titles in the Filter area and check the box on the right for the paper you want to add.
   b. You can invite others to submit their abstract. Enter that person's email and hit "invite". They will get an email inviting them to submit their abstract which will link to the main symposium. If you want to invite more than one person, put each email address on it's own line.
   c. "Submit an Abstract"- you can hit "submit an abstract" and fill out the supporting abstract information yourself and it will link to the main symposium.

Attach Submissions

> filter

> 5 - Test Support Symposium Title ☐

ATTACH SELECTED

Invite Users to Attach Submissions

> Add the user emails here, one per line

INVITE

SUBMIT AN ABSTRACT   **CONTINUE**