

Link to Oxford Abstracts Platform: <https://app.oxfordabstracts.com>

All unit convenors should receive an email from Oxford Abstract with the following subject line:

- **Please register to become a Unit convenor - IPSA WiPS 2026**
(If you're new to Oxford Abstracts)
- **You have been invited to the role of Unit convenor - IPSA WiPS 2026**
(If you have signed in to Oxford Abstracts in the past)

Please ensure that you **Sign in** or **Sign up** using the **same email address to which the invitation was sent**. If a different email address is used, you will not be able to review the submissions in your unit.

Important note: Reviewer invitation e-mails for the Oxford Abstracts platform are sent only to convenors of units that have received paper submissions. If your unit has multiple convenors, be sure to coordinate the review among yourselves.

Step 1: Sign in or Sign Up to Oxford Abstracts

- If you have used Oxford Abstracts in the past, sign in using your credentials.
- If you're new to Oxford Abstracts, **sign up to Oxford Abstracts**
 - **Sign up to Oxford Abstracts with e-mail** and create your user account.



[Screenshot](#)

- Provide First Name, Last Name and Password.
- Verify your e-mail and activate your account.
Once your account has been verified, you will be taken to your personal dashboard, where you can see the event(s) your email address is associated with.

Step 2: Access your Dashboard



The Dashboard displays event details and the **Decisions** module, which is used to review papers and assign decisions.

- Click [**VIEW DECISIONS**] to view the list of papers submitted to your unit.

Step 3: Adjust the Columns in Decisions View



Adjust the columns to simplify the Decisions table view and improve the display of paper submissions:

- Click [**COLUMNS**] and select the following:
 - Accordion Tables: Unselect them all. ([Screenshot](#))
 - Main Table:
 - Submission data: Keep selected - Submission Id, Submitter first & Submitter first Last name. ([Screenshot](#))
 - Submission responses: Keep selected -Title, Abstract, Authors, Unit. ([Screenshot](#))
 - Review data: Uncheck all ([Screenshot](#))
Review scoring is not used in this process, only the Decision status.
 - Decision responses: Keep selected - Decision, Final Category, Decision notes. ([Screenshot](#))

Step 4: Review Submitted Abstracts



- Click on the paper submission to view the proposal.
- View and assess the paper submission (title, abstract, authors and unit).
- Click [Next] to scroll through submissions
- Click [X] on the pop-up box to go back to the Decisions view (table).

NOTE: The REVIEWS section is not used in the process and indicates "This submission has no reviews". The review decision (Accepted/Rejected) must be entered for each submission in the Decisions view (table).

Step 5: Assign a Decision (7-20 May 2026)



Assign a decision for **each** paper proposal.

- Go to the Decision column
- Click the Decision status [Pending]
- Select **Accepted** > for Paper Presenter or **Rejected** ([Screenshot](#))
- When rejecting a paper, add a Decision note by clicking on the pencil icon to provide an explanation.

Important

- Each paper should be marked as 'Accepted' or 'Rejected' by the end of the review period.
- You or any other convenor in your unit can assign or amend the decisions until 20 May 2026 via the [Oxford Abstracts](#) system.