

2018 OTAC Annual Conference



Be A Conference Presenter — Submit a Proposal: Presentation or Poster

Presenters may earn PDUs!
CBOT rules apply.

42nd Annual Conference
October 25-28, 2018

Hilton Pasadena/
Pasadena Convention
Center
Sleeping Room Rate: \$164

Deadline to submit
proposals:
April 10, 2018



P.O. Box 276567
Sacramento, CA 95827

Phone: (916) 567-7000
Fax: (916) 567-7001
E-mail: info@otaonline.org

OTAC's Annual Conference is a premier continuing education conference offering an opportunity for OT professionals from around the state to learn, grow, network, and have fun.

All occupational therapy practitioners, occupational therapy assistants, occupational therapy students, and professionals from related fields are invited to submit. *If your proposal or poster is chosen, one primary presenter will receive one complimentary day of conference registration. To be eligible for the complimentary registration, you must be a member of your state OT association.*

Below are the instructions for submitting a proposal to present at the Annual Conference.

For questions about presenting, contact OTAC Professional Development Coordinator Lindsay Campoy at lindsay@otaonline.org.

Highlighting Experiential Learning & Research! Proposal reviewers will focus on ensuring presentation content is: **1)** occupation-based, **2)** evidence-based, and **3)** includes a hands-on, or experiential component.

Please select **SUBMIT PROPOSAL** to submit an online proposal or go to www.otaonline.org.

NOTE: Online submittals must be completed in one sitting. Before beginning, create a written proposal containing all the data below. This hard copy will be your copy of the proposal.

Part 1: General Information (For poster proposals include parts a and b only.)

Include: **a)** all presenters' names with credentials, email addresses, phone numbers and affiliations (the institutions for which they work.) See the important guidelines on page 2, for maximum presenters allowed. Submit **b)** the title (8 words or less please), **c)** 35-word description of your presentation that will be printed in the program if accepted, **d)** how much time you are requesting for your presentation (1-6 hours), **e)** what presentation methods you will use (including PowerPoint, hands-on experiential component, format of presentation, etc.), and **f)** any special requests/needs/attendee limits.

Part 2: Proposal Details (For poster proposals do not include part d.)

Include: **a)** your proposal's specific learning objectives, **b)** an outline of the presentation, **c)** a brief description of the significance of your topic in relation to occupation and current evidence, **d)** how you plan on incorporating a hands-on component into the presentation if applicable, **e)** the area(s) of practice this presentation appeals to, and **f)** a reference list supporting the information that will be given. **Do not** include your name, affiliation or personal identifiers in this section.

Part 3: Uploads (Not necessary for poster proposals.)

Be prepared to upload: a brief (maximum 150 words) biographical summary of each presenter for publication, a professional headshot photo file (high-resolution JPEG or PNG, maximum size 1 MB), and a CV or biographical data sheet on each presenter.

Proposal Submissions: Select the link above to submit your proposal or enter <http://bit.ly/2GP7X56> in your web browser. Please assure that the e-mail address you include in your submission is one that you check often, and is able to receive OTAC incoming e-mail. Submission deadline: **April 10**. You will receive a confirmation e-mail upon our receipt of your submission. Contact us if you do not receive confirmation. Notifications of acceptance will be sent beginning approximately May 20.

Note: OTAC Conference Committee reserves the right to edit titles, course descriptions, or bios.

We want you to be successful — refer to the back for guidelines and reminders to ensure a successful submission and experience.

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➤➤ Be A Conference Presenter — Guidelines and Reminders for a Successful Submission and Experience

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- Guidelines for number of presenters. **For sessions:** 1 hour—not more than 2 presenters; 1.5 to 2 hours—not more than 3 presenters; 3 hours—not more than 4 presenters; 6 hours—not more than 5 presenters; **For posters—maximum limit of four presenters.**
- The primary presenter for both session and poster presentation submissions is the primary point of contact and the one receiver of the complimentary registration benefit (if they are an OTAC member.) Other presenters receive a pass to their session/poster only.
- Presenters listed with your proposal submission should be prepared to participate at the Annual Conference; if an individual is not prepared to participate at the Annual Conference, please indicate this next to the individual's name (e.g., "contributor will not attend"). OTAC publishes only the names of presenters who will be participating at the event as a presenter — applicable for both session proposal and poster presentation submissions.
- Double check that the e-mail addresses for all presenters are correct with no typos
- Include all contact information for presenters — e-mail and telephone.
- Review your proposal for grammatical and spelling accuracy before submitting online.
- Ensure that complete CVs are included for all session presenters.
- Did you include the Learning Objectives? Double check even for poster presentation submissions. OTAC publishes a document that includes all Learning Objectives for all sessions.
- Travel Expenses — any travel expenses (airfare, ground, hotel, etc.) are the responsibility of the presenters.

PLANNING AHEAD FOR SESSION PROPOSALS

- If you need to limit attendees to a maximum number, or if there is a device (laptop, tablet, smartphone, etc.) that attendees should bring to enhance their learning experience, please include under "special requests."
- Should your session proposal be accepted, give consideration to the format and length of your handouts. Attendees will download handouts in advance of the program and the following information is based upon feedback from attendees.
 - ⇒ If your handout will mirror your PowerPoint presentation, please format the handout with three slides to a page with a lined area to the right of the slide (this is accomplished through the PowerPoint application in how you save the document).
 - ⇒ If at all possible, keep your handout to less than 20 pages. If your handout is greater than 20 pages, we ask you to consider providing hard copies of your handouts to attendees. Note: because Internet is not available to attendees at the Annual Conference, many attendees will not be available to download handouts during the workshop session.
 - ⇒ The cost of providing hard copies of handouts is the responsibility of the presenters.



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