

2018 Western Regional OT Spring Symposium

»» Be A Symposium Presenter — Submit a Presentation Proposal

**Presenters may earn PDUs!
State regulatory rules apply.**

2018 Spring Symposium
March 24–25, 2018

Crowne Plaza, San Diego
Sleeping Room Rate:
\$143.00

**Deadline to submit
proposals:
Thursday,
December 14, 2017**



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Sacramento, CA 95827

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This OT Spring Symposium is a premier continuing education conference offering an opportunity for OT practitioners from around the western states to learn, grow, and network.

All occupational therapy practitioners, occupational therapy assistants, occupational therapy students, and professionals from related fields are invited to submit. *If your proposal 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.*

Proposals are submitted online only! Below are the instructions for submitting a proposal to present at the Spring Symposium. **For questions about presenting,** contact OTAC Professional Development Associate, 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 a proposal or go to www.otaonline.org.

NOTE: Online submittals must be completed in one sitting. Before beginning, collect or type up all the data you will need for the following requirements: (Make sure to print / keep a copy for yourself.)

Part 1: General Information

You will need to provide **a)** all presenters' names with credentials, email addresses, phone numbers and affiliations or 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.

Part 2: Proposal Details

You will be required to submit **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

You will be requested to upload a brief 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/2xV9mpX> in your web browser. Please make sure that the e-mail address you include in your submission is one that you check often, and is able to receive OTAC e-mails. **Submission deadline: Thurs, December 7, 2017.** 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 January 11, 2018.

Note: OT Symposium 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 Symposium Presenter — Guidelines and Reminders for a Successful Submission and Experience

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- Guidelines for number of presenters per session: 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.
- The primary presenter 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 only.
- Presenters listed with your proposal submission should be prepared to participate at the Spring Symposium; if an individual is not prepared to participate, 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.
- Double check that the e-mail addresses for all presenters are correct (as examples, look for missing letters, other characters or transposition of numbers and letters).
- Include all contact information for all presenters — e-mail, telephone and affiliation.
- Review your submission for grammatical and spelling accuracy.
- Ensure that complete CVs are included for all presenters.
- Travel Expenses — any travel expenses (airfare, ground, hotel, etc.) are the responsibility of the presenters.
- Thinking ahead #1 — should your proposal be accepted, give consideration to the format and length of your handouts. Attendees will download your 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 connectivity may be weak for attendees, downloading handouts during the workshop session is not a reliable option. We ask that electronic handouts be available in advance.
 - ⇒ The cost of providing hard copies of handouts is the responsibility of the presenters.
- Thinking ahead #2 — if there is a device (laptop, tablet, smartphone, etc.) that attendees should bring to enhance their learning experience, please include a statement in your proposal submission. Include this in "special requests."
- Thinking ahead #3—due to the extremely high cost to provide internet in the Symposium meeting space/area, we cannot guarantee that internet will be available. Please check with Lindsay Campoy if you have any questions, at lindsay@otaonline.org.



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