

2020 OTAC Annual Conference and Expo

Be A Conference Presenter —

Submit a Proposal: Session or Poster Presentation



OCTOBER 8-11 · SANTA CLARA

OTAC's Annual Conference and Expo is a premier continuing education conference offering an opportunity for OT professionals 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.*

Proposals are submitted online only! Instructions are below. For questions about presenting, contact OTAC Professional Development Associate, Lindsay Campoy at lindsay@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 requirements below. Make sure to print or save a copy for yourself.

Highlighting Experiential Learning and 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.

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

► **Proposal Submissions:** [CLICK HERE](http://bit.ly/2020CFPAC) to submit your proposal online or enter <http://bit.ly/2020CFPAC> 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 e-mail.

Submission deadline: Monday, **April 13, 2020**. 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 22-29.

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

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

Deadline to submit:
April 13, 2020

Presenters may earn PDUs!
CBOT rules apply.



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Guidelines and Reminders for a Successful Proposal Submission and Experience



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Deadline to submit:
April 13, 2020

CONTACT US

If you have any questions that are not answered here, please contact the **OTAC Office:**

Toll-free: (888) 686-3225

E-mail: staff@otaconline.org

Guidelines for Number of Presenters.

Session presentations will have the following limits of number of presenters based on the length of the presentation:

- 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 4 presenters.

Presenter Benefits. The primary presenter for session proposals is the main point of contact and the sole receiver of the complimentary day of registration (if they are a member of their state association). All session co-presenters receive a pass to their session only. All poster presenters (primary and co-presenters) receive complimentary registration to the Saturday Expo Hall only.

Important Reminders for Presenters.

- **All presenters listed with your proposal submission should be prepared to participate at the Annual Conference, if accepted.** OTAC will only publish the names of presenters who will be participating at the event as a presenter.
- Confirm that the e-mail addresses for all presenters are current and correct, as well as telephone and affiliation.
- Ensure that complete CVs are included for all presenters.
- Ensure Learning Objectives are included for your presentation submissions. OTAC publishes a document that includes Learning Objectives for all sessions.
- Carefully review your submission for grammatical and spelling accuracy.
- **OTAC education sessions and poster presentations are non-commercial.** Refrain from endorsing specific products. Referencing brand names should be inherently limited. OTAC podium is not to be used for direct promotion related to presenter(s) product/service/monetary self-interest, or overt statements, harsh language, or humor that might disparage any individual or group.
- Travel Expenses — any travel expenses (airfare, ground, hotel, etc.) are the responsibility of the presenters.

**Please note: Presenters submitting proposals that contain copy written or service marked material must have permission to use such material. Proposals containing material used without permission may be removed from consideration for this educational conference.*

Planning Ahead for Session Presentations. If you need to limit attendance to a maximum number, or if there is a device (laptop, tablet, smartphone, etc.) that attendees should bring to enhance their learning experience, or any special accommodation needed, please include an explanation under the **“special requests”** field on the online submission.

Should your session proposal be accepted, give consideration to the format and length of the handouts. Attendees will download handouts in advance of the program. If possible, please limit your handouts to 20 pages.

We look forward to your submissions—thank you for your participation in this premier educational event!



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