

2024 OTAC Annual Conference & Innovation Expo

NOVEMBER 7-10, 2024—HILTON PASADENA

BE A CONFERENCE PRESENTER— SUBMIT A SESSION OR POSTER PROPOSAL

OTAC's Annual Conference & Innovation Expo is a premier continuing education conference offering an opportunity for OT professionals to learn, grow, network, and **be inspired**. All occupational therapy practitioners, students, and professionals from related fields are invited to submit.

Proposals are submitted online. Online submissions must be completed in one sitting. Before beginning, collect or type up all the data you will need for the requirements outlined below. **Please review all of the following information before submitting a proposal.**

Deadline to
submit

~~May 6, 2024~~
May 17, 2024

Online submissions must include the following 3 sections:

Section 1: General Information (*Poster proposals include sections 1 and 2 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, **B)** the title (8 words or less), **C)** 35-word description of your presentation that will be printed in the program if accepted, **D)** time frame for your presentation (60 mins, 90 mins, 120 mins, 180 mins, 240 mins are most common), **E)** what presentation methods you will use (including PowerPoint, format of presentation, etc.), and **F)** any special requests/needs (we may not be able to fulfill all requests).

Section 2: Proposal Details: This is the section that will be reviewed and scored by our committee. Do not include personal identifiers in this section, as submissions need to be anonymous to the reviewers.

Include: **A)** title and outline of the presentation, **B)** your proposal's specific learning objectives, **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/experiential component into the presentation, if applicable, **E)** the area(s) of practice to which this presentation appeals (3 areas max)., and **F)** a current reference list supporting the information that will be given.

Section 3: File Uploads (Sessions only; not Posters):

For each participating presenter, we will need: **A)** a biographical summary for publication (max 150 words), **B)** a professional headshot photo file (should be 4x5, high-resolution, at least 2mb), and **C)** a CV data sheet.

Please make sure your last name is in the file name for each.

Submission deadline: Monday, **May 6, 2024**. You will receive a confirmation e-mail upon our receipt of your submission. Contact us if you do not receive confirmation.

For questions about presenting, contact Executive Director Karen Polastri at karen@otaconline.org



ARE YOU READY TO SUBMIT YOUR PROPOSALS?

► [CLICK HERE](#) to complete your proposals online,
Or, paste this link to your web browser:

<https://otacofca.wufoo.com/forms/z14i3az41101e7q/>

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Guidelines and Reminders for a Successful Proposal Submission and Experience

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Guidelines for Maximum Number of Presenters.

- **For sessions*:**
 - 1 hour-long presentation — maximum 2 presenters;
 - 1.5-2 hours — maximum 3 presenters
 - 3 hours — maximum 4 presenters
 - 3.5 hours or more — maximum 5 presenters
 - *these guidelines are based on feedback from attendees
- **For posters—maximum limit of four presenters due to limited space.**
- Please only include the names of those who will be there to present (if accepted).

Presenter Benefits. The primary presenter for a session/poster is the main point of contact. The primary presenter for sessions is the recipient of a complimentary day of registration on the day of presentation (if accepted and if a member of OTAC). All session co-presenters receive a pass to their session only. All poster presenters receive complimentary registration to poster presentations which is during the Innovation Expo time block on Saturday. Presenter benefits are non-transferrable. **A registration discount is offered to all session/poster presenters (excluding Thursday sessions).**

Important Reminders for Presenters.

- All presenters listed with proposal submission should be prepared to participate in the session, if accepted. OTAC will only publish the names of presenters who will be participating as a presenter.
- If you add any presenters once the registration brochure has been published, we cannot guarantee that we can add their name to that document or the Presenter Directory due to staffing resources.
- **Highlighting Experiential Learning and Research.** Proposal reviewers will focus on ensuring presentation content is: 1) occupation-based, 2) evidence-based, and 3) includes an experiential learning component.
- E-mail addresses and designations for all presenters must be current and correct.
- Ensure that complete CVs, bios and headshots are included for **all session presenters.**
- Carefully review your submission for grammatical and spelling accuracy.
- **OTAC education sessions and poster presentations are noncommercial.** 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.
- Expenses — any expenses related to Conference are the responsibility of the presenters.
- If your team withdraws after your proposal has been accepted, you may be disqualified from presenting in the future as it causes a hardship on OTAC.
- **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.** The OTAC Conference Committee reserves the right to edit titles, course descriptions, and presenter bios.

We look forward to your submissions—

thank you for your participation in this premier educational event!

CONTACT US
If you have any questions that are not answered here, please contact the **OTAC Office:**
staff@otaconline.org



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