



Arizona Occupational
Therapy Association



2021 WESTERN REGIONAL OT SPRING SYMPOSIUM

Want to be a Symposium Presenter?

Submit a Session Presentation Proposal

**This year is
ALL VIRTUAL!**

The Western Regional OT Spring Symposium (WROTSS) is a premier continuing education event offering an opportunity for OT practitioners — from any state — to learn, grow, network, and celebrate.

All occupational therapy practitioners, 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 own state's 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

Proposal Content! Proposal reviewers will focus on ensuring presentation content is: **1)** occupation-based, **2)** evidence-based, and **3)** with an experiential component (however possible in our virtual environment).

Important Notes for the All-Virtual WROTSS! 1) All presentations to be pre-recorded and submitted to the OTAC office 2 weeks in advance of WROTSS dates. 2) All presentations are to be **90 minutes in length total, with 75 minutes of presentation and 15 minutes of live Q&A with attendees.** 3) All presenters are to be in attendance during the date/time of their presentation and available for the live Q&A.

NOTE: The CFP submission platform (Wufoo) requires that online submittals 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 of the submittal.)

- **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), **c)** 35-word description of your presentation that will be printed in the program if accepted, **d)** what presentation methods you will use (including PowerPoint, experiential component, format of presentation, etc.), and **e)** 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 an experiential component if possible in the virtual environment and/or if applicable, **e)** the area(s) of practice this presentation appeals to (maximum of 2), 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 (not to exceed **200** words) 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.

► **Please CLICK HERE to submit a proposal.**

Proposal Submissions: Select the link above to submit your proposal or enter this link into your web browser: <http://bit.ly/2021WROTSSCFP> — *Please make sure that the email address you include in your submission is one that you check often, and is able to receive OTAC emails.*

► **Submission deadline: November 30, 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 in mid-December.

Note: Symposium Committee reserves the right to edit titles, course descriptions, or bios.
Refer to Page 2 for guidelines and reminders to ensure a successful submission and experience.

Guidelines and Reminders for a Successful Submission and Experience During our ALL-VIRTUAL Symposium

Deadline to submit
proposals:
November 30, 2020

CONTACT US:

If you have any questions
that are not answered here,
please contact the

WROTSS Office:

Toll-free: (888) 686-3225

Email:

staff@otaonline.org

- Guidelines for number of presenters per session: not more than 4 presenters.
- The primary presenter is the primary point of contact and the one receiver of the complimentary registration benefit (if they are a state OT association member.) Co-presenters receive a pass to their session only. (All presenters will receive a 10% discount on any days that they wish to register for on their own.)
- All presenters listed in your proposal submission should be prepared to participate at this event; if an individual is not prepared to participate, please indicate this next to the individual's name (e.g., contributor will not attend). We publish only the names of presenters who will be participating at the event as a presenter. Including a name(s) of a presenter(s) who we later learn did not intend to present may be cause to terminate future eligibility to present at OTAC events.
- Confirm that the e-mail addresses for all presenters are current and correct.
- Include contact information for all presenters — e-mail, telephone, and affiliation.
- Ensure that complete CVs are included for all presenters.
- Ensure Learning Objectives are included for your presentation submissions. We publish a document that includes Learning Objectives for all sessions.
- Review your submission for grammatical and spelling accuracy.
- **WROTSS education sessions are noncommercial.** Refrain from endorsing specific products. Referencing brand names should be inherently limited. WROTSS 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. Violating this rule may be cause to terminate future eligibility to present at OTAC events.
- 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 PROPOSALS

- ▶ If there are tools and information that attendees should have on hand to enhance their learning experience, please include under the "**Special Requests**" section of the submission. For example, if attendees need scissors for your experiential activity.
- ▶ Should the session proposal be accepted, give consideration to the format and length of the handouts. Attendees will download handouts in advance of the Symposium and the information below is based upon feedback from attendees.
 - If the handout will mirror the 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 the document is saved).
 - If at all possible, keep the handout to less than 20 pages. If the handout is greater than 20 pages, we ask that you consider condensing the material (as attendees may print handouts to refer to during your session).

Symposium Office



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E-mail: staff@otaonline.org

If you have any questions about our All-Virtual WROTSS, please don't hesitate to reach out to [Lindsay Campoy](mailto:Lindsay.Campoy@otaonline.org) at the OTAC office. Please note that we are working remotely to adhere to local COVID-19 social distancing protocols. Email is the fastest way to reach us. Thank you!