

2022 OTAC Annual Conference and Innovation Hall

OCTOBER 27-30, 2022—SANTA CLARA HYATT

BE A CONFERENCE PRESENTER— SUBMIT A SESSION OR POSTER PROPOSAL

OTAC's Annual Conference and Innovation Hall is a premier continuing education conference offering an opportunity for OT professionals to learn, grow, and network. 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:
April 25, 2022

Online submissions must include the following 3 sections:

Part 1: General Information (*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)** 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.

Part 2: Proposal Details (Abstract): 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)** your proposal's specific learning objectives, **B)** an outline of the presentation (abstract), **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 to which this presentation appeals (3 areas max), and **F)** a reference list supporting the information that will be given.

Part 3: File Uploads (Sessions only):

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

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

Submission deadline: Monday, [April 25, 2022](#). 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 OTAC Professional Development Coordinator, **Lindsay Campoy-Jones**, at lindsay@otaconline.org

Presenters earn PDUs for their presentations. CBOT rules apply.



ARE YOU READY TO SUBMIT YOUR PROPOSAL?

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

<https://otacofca.wufoo.com/forms/2022-otac-annual-conference/>

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Guidelines and Reminders for a Successful Proposal Submission and Experience

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.**
- Please only include the names of those who will be there to present (if accepted).

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Presenter Benefits. The primary presenter for a session is the main point of contact and the recipient of complimentary day of registration (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 and the Innovation Expo Hall time block. Presenter benefits are non-transferrable.

Important Reminders for Presenters.

- All presenters listed with your 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.
- **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.
- Confirm that the e-mail addresses and designations for all presenters are 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.

**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!*

OTAC 2022 CONFERENCE COMMITTEE AND OTAC STAFF

<https://otacofca.wufoo.com/forms/2022-otac-annual-conference/>

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



P.O. Box 276567
Sacramento, CA 95827

Phone: (916) 567-7000
Fax: (916) 294-0415
E-mail: info@otaconline.org