

# 2021 OTAC Annual Conference and Innovation Hall



## Be A Virtual Conference Presenter — Submit Session or Poster Presentation

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, assistants, 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.*

Deadline to submit  
EXTENDED:

**May 10, 2021**

### The 2021 OTAC Annual Conference will be VIRTUAL.

- Sessions will be set to 90-minute time slots. This time slot incorporates 75 minutes of presentation, and 15 minutes at the end for live Q&A between presenters and attendees.
- If accepted, your 75-minute session presentation will need to be **pre-recorded**, and provided to OTAC staff ahead of the event.
- Posters will also need to be **pre-recorded**, 15-minute presentations.

Proposals are submitted online only. Online submissions must be completed in one sitting. Before beginning, collect or type up all the data you will need for the requirements below. Incomplete submissions will not be considered. **Please review all of the following information before submitting a proposal.** Online submissions must include the following 3 sections:

**Presenters earn PDUs for their own presentations.**  
CBOT rules apply.

#### **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 (90 minutes for virtual Conference), **E)** what presentation methods you will use (including PowerPoint, format of presentation, etc.), and **F)** any special requests/needs.

#### **Part 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. (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 to which this presentation appeals, and **F)** a reference list supporting the information that will be given.

#### **Part 3: Uploads** (Not necessary for poster proposals)

Upload for **each participating presenter:** a biographical summary for publication (max 150 words), a professional headshot photo file (should be 4x5 and high-resolution, at least 2mb), and a CV data sheet. *Please name your uploads with the template of 'Last name\_First name'.*

**Submission deadline:** EXTENDED, **May 10, 2021.** You will receive a confirmation e-mail upon our receipt of your submission. Contact us if you do not receive confirmation.



P.O. Box 276567  
Sacramento, CA 95827

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

### READY TO SUBMIT YOUR PROPOSAL?

[CLICK HERE](#) to submit your proposal online,

Or copy/paste this link: [http://bit.ly/2021OTAC\\_AC\\_CFP](http://bit.ly/2021OTAC_AC_CFP)

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## *Guidelines and Reminders for a Successful Proposal Submission and Experience*



Deadline to submit  
EXTENDED:  
**May 10, 2021**

### CONTACT US

If you have any questions that are not answered here, please contact the **OTAC Office:**  
[staff@otaconline.org](mailto:staff@otaconline.org)



P.O. Box 276567  
Sacramento, CA 95827

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

### Guidelines for Number of Presenters.

**Session presentations will all be scheduled for 90 minutes;** 75 minutes of presentation, and 15 minutes of live Q&A between presenters and attendees.

- 90 minute session presentation—not more than 3 presenters.
- All participating presenters must be present for live broadcast and Q&A.

**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 only to their poster presentation time block. Presenter benefits are non-transferrable.

⇒ All presenters receive a nontransferable registration discount.

### Important Reminders for Presenters.

- All presenters listed with your proposal submission should be prepared to participate in the session recording, 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 component as much as possible considering the virtual learning environment.
- Confirm that the e-mail addresses for all presenters are current and correct, as well as telephone and affiliation.
- Ensure that complete CVs, bios and headshots are included for **all 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 the production of the recording 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.*

- **Notifications of acceptance will be sent approximately June 1-5.**
- 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.
- 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.
- 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 virtual educational event!*  
**OTAC 2021 CONFERENCE COMMITTEE AND OTAC STAFF**