

# 2012 Call for Papers

Submission deadline: June 27, 2011

92nd AOTA Annual Conference & Expo • Indianapolis, IN • April 26-29, 2012

## Call for Papers Instructions & Guidelines

AOTA invites you to share your innovations and experiences by submitting a proposal to present at the 92nd Annual Conference & Expo in Indianapolis, IN from April 26-29, 2012. *The theme for 2012 will be **science, innovation, and evidence** in the ever-changing health care environment. You are encouraged to submit proposals that highlight these concepts within the practice of occupational therapy.*

### Instructions for Submission

- Proposals may be submitted anytime through midnight **Monday, June 27, 2011**.
- Proposals will only be accepted through the online process.
- All presenters, for each proposal submitted, must have a valid e-mail address. If you are submitting multiple abstracts, please consistently use one e-mail address.
- Complete required fields in all sections. You may exit and enter the proposal submission process as many times as needed to complete your proposal through **Monday, June 27, 2011**
- We recommend that you first develop your proposal in a word processing program such as Microsoft Word and use the spell check and grammar check features. Then copy and paste the information into the appropriate sections. This will ensure greater accuracy. **Please make sure that spelling and credentials are accurate.**
- Incomplete proposals will be deleted after June 27, 2011.

### Session Formats

Within each format, proposals may be either **general** in nature or **research-based**, except as indicated below. Requirements differ for each.

- **Pre-Conference Institute:** 6-hour session held April 25, 2012.
- **Workshop:** 3-hour session
- **Short Course:** 90-minute session
- **Research Platform:** 90-minute session with 3 20-minute research papers with common themes presented together (allows for a 10-minute discussion after each paper) or a 60-minute session with 2 20-minute research papers with common themes presented together (allows for a 10-minute discussion after each paper).

Three (3) Research Papers or two (2) Research Papers may be submitted together for consideration as a Research Platform or AOTA may create a Research Platform of individual

Research Papers. **Note:** If you are creating your own Research Platform there must be AT LEAST two speakers for a 60-minute session or three speakers for a 90-minute session.

- **Tech Day Session:** 90-minute session. Tech Day sessions are a hands-on interactive exploration of high- and low-technology products to enhance client participation in occupations across the lifespan. Each presenter will have access to one desktop computer during a tech day session. Internet is available during tech day sessions. There will be 10 stations where presentations/demonstrations will be occurring simultaneously and continuously during the 90-minute session. Attendees can circulate through each individual station.
- **Paper** (Research only): 20-minute session with 10-minute discussion.
- **Poster:** Displayed on a **4-ft x 8-ft cork bulletin board**. Posters will be on display during a designated 2-hour time period. Presenters are asked to be with their poster for the entire 2-hour block of time.
- **Research Work in Progress:** These posters will allow presenters to discuss their research that has not yet been completed. Posters should include preliminary data analysis.

### Audiovisual Equipment

The standard room set for ALL sessions (except Poster sessions) is as follows:

- 1 laptop computer w/DVD player and MS Office
- 1 podium and 1 head table
- 1 podium microphone and 1 tabletop microphone
- 1 projection screen
- 1 LCD projector
- Sound system
- Internet connection

### Proposal Selection Process

Proposals are reviewed online by your colleagues in a blind peer review that will begin Tuesday, July 5 and conclude on Tuesday, August 23, 2011. A minimum of 4 blind reviews is given to each general submission and 2 blind reviews for each research submission. Only reviewers who have demonstrated competency in research will review research-related proposals.

Two types of proposals will be considered for the 2012 Annual Conference & Expo:

1. **General Presentations** that advance practice, education, or program development.
2. **Research Presentations** that advance the body of knowledge underlying the practice of occupational therapy.

**General Presentations** are presentations in the areas of occupational therapy practice, education, or program development. The learning objectives should be clearly stated, and should relate to improved understanding or application of knowledge relevant to practice and education. The plan of presentation and the synopsis of the content should indicate how the learning objectives will be fulfilled.

#### Criteria for General Presentations

- Topic is timely
- Topic demonstrates relevance to occupation-based practice
- Topic demonstrates evidence-based practice
- Topic relates to Conference theme of science, innovation, and evidence (full description on previous page)
- Learning objectives are appropriate and clearly stated
- Abstract synopsis articulates purpose and content of presentation
- Level of material is appropriate for the identified target audience
- References are current and relevant
- Proposal is coherent
- Each proposal is considered based on its own merit, not in comparison to other submissions

**Research Presentations** add to the body of knowledge underlying the practice of occupational therapy. These proposals are judged on the significance and need for the study, the soundness of the methodology, and the validity of the conclusion(s) based on appropriate data analysis.

#### Criteria for Research Proposals

1-5 points:

- There is a clear statement of the objective
- The rationale / background is appropriate
- The results, limitations, and conclusions are appropriate (if work in progress, how do findings potentially contribute to OT)
- Topic is part of the [OT Research Agenda](#)

1-25 points:

- The methods section is clearly defined. Design, Setting, Participants, Measures, Interventions, Data Analysis

NOTE: Only completed research will be considered for Research Platforms and Research Papers. Research work that is in progress may be submitted for consideration as a Research Work in Progress Poster.

#### **Scoring of General and Research Proposals**

All proposals are scored on a scale of 1 to 5 (with the exception of the Methods Section of the research submissions - this is scored on a scale of 1 to 25). Reviewer scores for each proposal are averaged, and all proposals that score 37 or higher are considered for scheduling in the conference program. High scoring proposals that are not scheduled due to limitations in the number of rooms available at the conference site will undergo a second level review. The review will be conducted by a committee comprised of occupational therapists on AOTA staff and specifically identified volunteers with expertise in the topic areas. Final selection and scheduling of conference proposals is done by the volunteer committee and is based on a number of factors that help to establish a diverse and balanced program.

#### **Policies Governing Accepted Proposals**

- Once a proposal is accepted, changes to the proposal cannot be made.
- AOTA reserves the right to assign the day and time that accepted proposals will be scheduled. In addition, AOTA reserves the right to publish any submission, in whole or in part, in any form by any printed, visual, or electronic means.
- **All OT, OTA, and student speakers whose proposals are accepted for presentation must register for at least one day of conference.**
- Notification will be sent by e-mail by the end of September 2011 regarding acceptance of proposals. Notifications not acknowledged by the due date, will result in a session being dropped from the final program.
- All speakers must ensure that they have received proper copyright permission for all materials used in their presentations.
- The exclusive promotion or sale of goods, services, or products during educational sessions is prohibited. Speakers who are found to be engaging in such practices will have their sessions halted.