

# Living Life To Its Fullest™



O C C U P A T I O N A L T H E R A P Y

Dear AOTA Conference Speaker:

The American Occupational Therapy Association, Inc. (AOTA) would like to thank you for agreeing to participate in the 2010 Annual Conference & Expo. Your contribution to the conference program allows AOTA to continue providing quality continuing education opportunities to occupational therapists, occupational therapy assistants, and students. Please follow the link for important information about your presentation:

## Speaker Guidelines

- Refer to the AOTA Presenter's Handbook on the AOTA Speaker page: <http://www.aota.org/ConfandEvents/2010AnnualConference/SpeakerUpdates.aspx>.
- Review the guidelines on "Making Your Presentation Accessible" so that all participants can benefit from your session.
- Poster presenters can view sample posters on the [Speaker page](#). Poster board size is 4' x 8'

## Registration

- Speakers receive a discounted registration rate. Register online at <http://www.aota.org/ConfandEvents/Conf.aspx>
- All speakers are required to register for at least one day of Conference.
- The speaker rate also applies to poster presenters and tech day presenters.

## Continuing Education

- Presenters will receive a CE letter for presenting via e-mail after conference.
- Speakers should not have their badge scanned for the session(s) they present.

## Accessibility Services

- Speakers with accessibility needs should provide a detailed description of their accommodation requirements to [accessibilityservices@aota.org](mailto:accessibilityservices@aota.org).
- Also, please provide written notification of any accessibility issues that you have regarding the *actual presentation* of your session via the Accessibility Services Center e-mail address. Please do so no later than **April 2, 2010**.

**Poster Sessions:** Posters will be set up in the Orange County Convention Center according to your assigned date and time.

Date of Poster Session	Poster Session Time	Set-up Time	Teardown Time
Thursday, April 29	9:30 am-11:30 am	9:00 am	11:30 am
Thursday, April 29	1:00 pm-3:00 pm	12:30 pm	3:00 pm
Friday, April 30	12:30 pm-2:30 pm	12:00 pm	2:30 pm
Friday, April 30	3:00 pm-5:00 pm	2:30 pm	5:00 pm
Saturday, May 1	10:00 am-12:00 pm	9:30 am	12:00 pm
Saturday, May 1	12:30 pm-2:30 pm	12:00 pm	2:30 pm

*AOTA cannot assume responsibility for any poster left after tear down time for each day. We have a very tight turnaround time for poster set-up and teardown. You are required to be present at your poster during the entire assigned poster session.*

## Research Platforms

- Research Papers with similar subject matters were grouped together in order to provide the attendee with different research findings. Please present your paper in the order it is listed in the *Conference Program Announcement* and the onsite *Conference Program Guide*.
- Each paper presentation will total 20 minutes (10-15 minute presentation and 5-10 minutes of Q & A for a total of 20 minutes).
- Check the [Online Program Builder](#) to find the name of your co-presenter and contact him/her to coordinate your presentation. If you need assistance with contact information please send an e-mail message to [conference@aota.org](mailto:conference@aota.org).

## Tech Day Sessions

- As a reminder Tech Day sessions are a hands-on, interactive exploration of high- and low-technology products to enhance client participation in occupations across the lifespan. You will have access to one desktop computer (if needed) during a tech day session.
- You will be one of 10 presentations during the 90-minute session. Presenters will discuss and demonstrate new products and software at multiple work stations, and attendees have the opportunity for hands-on learning.
- Internet will be available for Tech Day presenters.
- The floor plan of the Tech Day room layout will be posted to the AOTA Web site by March 15<sup>th</sup>.

## Handouts

- Handouts can be uploaded to the OASIS site. A separate e-mail with instructions will be sent on Thursday, February 4<sup>th</sup>.
- AOTA **does not** reimburse for handouts with the exception of Institute presenters. Institute presenters will be reimbursed for up to 20 pages per handout.

*As a reminder - speakers are responsible for obtaining permission to use copyrighted material.*

## Session Evaluations

- New this year - attendees will have the opportunity to complete an electronic evaluation of each session they attend. The results will be shared with the speakers six weeks after conference.

## Audiovisual

- All session rooms will be equipped with *a laptop computer, projection screen, LCD projector, wired lavalier podium microphone, wired table microphone*.
- PowerPoint will be available on each computer. **Internet access is not an available option** (only for Tech Day sessions).
- You may request **additional equipment** by sending an e-mail request to [conference@aota.org](mailto:conference@aota.org) by March 1. Any equipment not requested by March 1, 2010 will be at the presenter's expense. Please include "A/V Request" in the subject line of your e-mail.
- A/V support will be available at all the sessions.

## Speaker Concierge

- You may view your presentation prior to your session in the Speaker Concierge.
- A/V staff will be available to assist you with setting up your presentation or answer any technical questions.

If any questions arise, please do not hesitate to send a message to [conference@aota.org](mailto:conference@aota.org). Periodic updates to Speakers will be provided over the next several months.

**As the primary presenter it is your responsibility to forward this information to your co-presenters.** We look forward to seeing you in Orlando!

Sincerely,

Frank E. Gainer, MHS, OTR/L, FAOTA  
Director of Conferences

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<b>Key Deadlines</b>	
<b>February 4</b>	Begin uploading session handouts
<b>March 1</b>	Audio/Visual requests are due <a href="mailto:conference@aota.org">conference@aota.org</a>
<b>March 3</b>	Early Registration ends
<b>March 15</b>	Room sizes posted on AOTA Web site <a href="http://www.aota.org">www.aota.org</a>
	Housing Deadline
<b>April 2</b>	Request for accessibility accommodations are due <a href="mailto:accessibilityservices@aota.org">accessibilityservices@aota.org</a>
<b>April 7</b>	Regular Registration ends

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