

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 Poster Presenter:

The American Occupational Therapy Association, Inc. (AOTA) would like to thank you for agreeing to present your poster at 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. Over the last several years, Poster presentations have become very popular and close to 800 attendees come to every 2-hour Poster session.

We are providing you with information specific to the Poster presentations.

Follow this link to view special instructions and session information:

(If the link fails to work, please copy and paste the entire link to your web browser.)

The special instructions file can also be downloaded from the [Speaker Page](#) under Speaker Notices

Conference Registration

- Poster presenters receive the discounted Speaker registration rate. Register online at <http://www.aota.org/ConfandEvents/Conf.aspx> **Early bird registration has been extended until March 7th.**
- All speakers are required to register for at least one day of Conference.

Poster Sizes

- Refer to the AOTA Presenter's Handbook on the AOTA Speaker page: <http://www.aota.org/ConfandEvents/2010AnnualConference/SpeakerUpdates.aspx>.
- Your Poster board will be 4' x 8.' **Please bring your own tacks.**
- Poster presenters can view sample posters on the [Speaker page](#).

Continuing Education

- Prior to your Poster session, you will receive stickers that you will give to attendees after they interact with you about your Poster. Attendees can receive up to 2 contact hours per Poster session. Full credit is given to those who visit with at least 10 Poster presenters.
- Poster presenters will receive a CE letter for presenting via e-mail after conference.

Onsite Logistics

Posters will be set up in the Convention Center according to your assigned date and time.

Date of Poster Session	Poster Session Time	Set-up Time	Teardown Time	Location
Thursday, April 29	9:30 am-11:30 am	9:00 am	11:30 am	W311ABCD
Thursday, April 29	1:00 pm-3:00 pm	12:30 pm	3:00 pm	W311ABCD
Friday, April 30	12:30 pm-2:30 pm	12:00 pm	2:30 pm	West Hall D (Exhibit Hall)
Friday, April 30	3:00 pm-5:00 pm	2:30 pm	5:00 pm	West Hall D (Exhibit Hall)
Saturday, May 1	10:00 am-12:00 pm	9:30 am	12:00 pm	West Hall D (Exhibit Hall)
Saturday, May 1	12:30 pm-2:30 pm	12:00 pm	2:30 pm	West Hall D (Exhibit Hall)

The turn around time will be very tight in the Expo. It is very important that you take your Poster down immediately at the conclusion of your session as the next session could be starting in the next half- hour.

Please make sure you place your Poster on the board displaying your poster number. The poster boards are numbered sequentially.

*AOTA cannot assume responsibility for any poster left after tear down time for each day. As a reminder, you are required to be present at your poster during the **entire** assigned poster session.*

Handouts

- Handouts can be uploaded to the OASIS site. For more information please go to <http://www.aota.org/ConferenceDocs/Speaker2.aspx>
- AOTA **does not** reimburse for handouts with the exception of Institute presenters.

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

Speaker Check-in at the Speaker Counter

- Please check-in at the Speaker Counter located in the West D Registration Area. You will receive all your Conference-related materials, including a tote bag and the *Conference Program Guide*.
- Students who are presenting a poster, will receive a SPOTS logo to place on your Poster board. Let the attendee at the speaker desk let SPOTS=Scholarship Project by Occupational Therapy Students.

Poster presenters DO NOT need to upload your presentation ahead of time with the Speaker Concierge. This is not applicable for Poster presentations.

If any questions arise, please do not hesitate to send a message to conference@aota.org. Regular 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

Key Deadlines	
February 4	Begin uploading session handouts
March 7	Early Registration ends
March 15	Room sizes posted on AOTA Web site www.aota.org
	Housing Deadline
April 2	Request for accessibility accommodations are due accessibilityservices@aota.org
April 7	Regular Registration ends

On the day of your Poster presentation, feel free to leave your Poster with the Information, Accessibility, and Hospitality Booth in the West D Registration Area until the time of your poster presentation. Please place your name and cell phone number on your Poster carrier.