

## Speaker Information Letter – December 2008

The American Occupational Therapy Association, Inc. (AOTA) would like to thank you for agreeing to participate in the 2009 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 carefully read through the information provided below:

**Speaker Guidelines:** The AOTA Presenter's Handbook has been posted to the AOTA Web site and can be downloaded from <http://www.aota.org/ConfandEvents/Conf/SpeakerUpdates.aspx>. Please be sure to review the guidelines on "Making Your Presentation Accessible" so that all participants can benefit from your session.

**Registration:** As a speaker you are eligible for reduced conference fees. All OT, OTA, and student speakers are required to register for Conference. The *Conference Program Announcement*, with complete program information, will be mailed to all AOTA members in mid January. If you are not a member, you may request a program announcement by sending your request to [conference@aota.org](mailto:conference@aota.org). Speakers may register online at the speaker rate <http://www.aota.org/ConfandEvents/Conf.aspx>, beginning on December 8, 2008, and selecting the "Conference Speaker" rate. The speaker rate also applies if you are presenting a poster, presenting a session at Tech Day, and at one of the SIS Roundtable Discussions.

**Continuing Education:** Confirmation of your speaking hours for continuing education will be provided upon request and sent via e-mail after conference. Speakers are requested not to have their badge scanned for the sessions in which they present.

**Accessibility Services:** Speakers with accessibility needs should include a detailed description of the type of accommodation required on the Registration Form or e-mail Accessibility Services at [accessibilityservices@aota.org](mailto:accessibilityservices@aota.org). Also, please provide written notification of any accessibility issues that you may have regarding the *actual presentation* of your session via the Accessibility Services Center e-mail address. Please do so no later than **March 27, 2009**.

**Poster Sessions:** Posters will be set up in the George R. Brown Convention Center and the Hilton Americas, according to your assigned date and time.

Date of Poster Session	Set-up Time	Poster Session Time	Teardown Time
Thursday, April 23 (Hilton Americas)	11:30 a.m.– 12:30 p.m.	<b>1:00-3:00 p.m.</b>	3:00–3:30 p.m.
Friday morning, April 24 (Hilton Americas)	7:00–8:00 a.m.	<b>8:30-10:30 a.m.</b>	10:30–11:00 a.m.
Friday afternoon, April 24 (Expo Hall)	12:00- 1:00 p.m.	<b>1:30-3:30 p.m.</b>	3:30-4:00 p.m.
Saturday morning, April 25 (Expo Hall)	8:00-9:00 a.m.	<b>9:30-11:30 a.m.</b>	11:30 a.m.- 12:00 p.m.
Saturday afternoon, April 25 (Hilton Americas)	12:00- 1:00 p.m.	<b>1:30-3:30 p.m.</b>	3:30-4:00 p.m.

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

**Research Platform:** If you submitted a Research Paper, it may have been scheduled as part of a 1 hour or 1.5 hour Research Platform. 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*. Your individual presentation will total 30 minutes (20-25 presentation and 5-10 minutes of Q & A for a total of 30 minutes). Check the *Conference Program Announcement* 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).

**Handouts: New this year!** Handouts will be made available for downloading from the AOTA Web site. More information will be forthcoming in the next Speaker Update. AOTA **will no longer provide** reimbursement for handouts.

Handouts that are posted to the Web site will be limited to the following amounts:

Institutes: 20 pages/sides  
Workshops: 10 pages/sides  
Short Courses/Research Platforms: 5 pages/sides  
Research Papers/Posters: 2 pages/sides

It is not required that you provide a copy of your entire presentation; however, your audience may appreciate having something to follow. We suggest using an outline format or 6 slides per page format for this purpose. It is always a good idea to include your contact information.

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

**Session Evaluations:** Attendees will have the option to complete a short evaluation of every educational session they attend. This information will be collected by the speakers at the conclusion of their sessions.

**Audiovisual:** AOTA offers all speakers a full complement of audiovisual equipment. All educational 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 the computer to view your presentation slides. Internet access is not an available option. If your presentation requires any other **additional equipment** please notify Professional Development at [conference@aota.org](mailto:conference@aota.org) no later than March 24<sup>th</sup>. Any equipment not requested by March 24, 2009 will be at the presenter's expense. Please include "A/V Request" in the subject line of your e-mail.

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 Houston!

Sincerely,  
Frank E. Gainer, MHS, OTR/L, FAOTA  
Conference Program Manager

<b>Important Dates to Remember</b>	
<b>December 8</b>	Registration & housing opens <a href="http://www.aota.org">www.aota.org</a>
<b>March 23</b>	Begin submitting handouts for posting on the Conference Web page.
<b>March 24</b>	Audio/Visual requests are due <a href="mailto:conference@aota.org">conference@aota.org</a>
<b>March 26</b>	Room sizes posted on AOTA Web site <a href="http://www.aota.org">www.aota.org</a>
<b>March 27</b>	Request for accessibility accommodations are due <a href="mailto:accessibilityservices@aota.org">accessibilityservices@aota.org</a>