

AOTA INSPIRE 2025 Call for Papers Instructions

Deadline: June 20, 2024

AOTA invites you to share your innovations and experiences by submitting a proposal!

Instructions for Submission

- Proposals may be submitted through 11:59 PM PT **June 20, 2024**
- Proposals will only be accepted through the online process.
- All presenters, for each proposal submitted, must have a valid email address. If you are submitting multiple abstracts, please use the same email address for all submissions. Use an email address that you regularly check.
- Each submitter is limited to three submissions.
- We recommend that you first develop your proposal using the [templates provided](#). This will allow you to view detailed criteria, spell check your work and ensure that you are within the noted character limits. Then copy and paste the information into the online process. This will ensure greater accuracy. Please make sure that spelling and credentials are accurate.
- Speakers and authors are responsible for maintaining their own [profile](#), please make sure you have the email linked to the AOTA account for all speakers and authors to ensure the correct account is linked to the submission. If a speaker or author is not an AOTA member you will have the opportunity to add them to the system during the submission process.
- Complete required fields in all sections. You may access the submission process as needed to complete your proposal until the deadline.
- Incomplete proposals will be deleted after the deadline. Please do NOT create a new submission if you have made errors. Simply edit and continue with the existing proposal.

Pro Tips

- Read through the instructions and view the template prior to creating an account in the system. This will allow you to familiarize yourself with the requirements.
- Save as you go! Even if you have not filled out all of the required fields click Save in the bottom of each tab to save information you have entered.
- An exceeded character count will paste into the text box but will not save. Please refer to the character counter below the text box.
- All emails come from noreply-ai@communitybrands.com. To ensure you receive all communication, please be sure to add this email to your approved senders list or have your IT department add it.

If you have any technical issues with the submission site, please email conference@aota.org

Session Type

Supplementary templates and resources are available at <https://www.aota.org/events/call-for-papers>.

- **General** – advance occupational therapy practice, education, or program development.
- **Research** – supports occupational therapy as science-driven and evidence-based, and therefore must include data.

- **Technology** – advanced-level hands on tech labs that highlight service delivery skills featuring actionable technology content for OT practitioners in the field.
- **Critically Acclaimed Paper (CAPs)** – at-a-glance summaries of the findings and methods of individual articles. Accepted CAPs will be presented as posters.

Session Formats

Format varies based on Session Type and requirements differ for each format.

| Format | Type | | | |
|----------------------------------|---------|----------|------------|-----|
| | General | Research | Technology | CAP |
| Pre-Conference Institute | ✓ | ✓ | | |
| Workshop | ✓ | | | |
| Short Course | ✓ | | | |
| Student | ✓ | | | |
| Tech Lab | | | ✓ | |
| Clinical Application of Research | | ✓ | | |
| Poster | ✓ | ✓ | | ✓ |

- **Pre-Conference Institute:** 6-hour session held April 2, 2025. A reflective period must be included. NOTE: If you need to cap the attendance at your proposed Institute, please make a note in the abstract. The only Institutes that will be considered for capping are those that have a clearly defined experiential component as a significant piece of the session overall.
- **Workshop:** 3-hour session with reflective period for attendees with comprehensive understanding of subject matter. **Intermediate and Advanced-level content only.**
- **Short Course:** 1-hour session with reflective time for attendees.
- **Student:** 50-minute session geared towards a student-only audience.
- **Tech Lab:** 1-hour session. Tech Lab 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 be provided with one monitor on Floor Stand with Shelf, and HDMI input, and one laptop computer connected to a dedicated wireless network. There will be up to 4 stations where presentations/demonstrations will be occurring simultaneously and continuously during the 60-minute session. Tech Lab sessions are meant to be interactive. Presenters should NOT prepare a lecture component. Attendees will circulate through various stations within the 60-minutes.
- **Clinical Application of Research:** *Research submissions will be grouped together as a Clinical Application of Research panel. Total session length is 60 minutes. Each participant will present for 15 minutes, with 15 additional minutes for facilitated discussion.
- **Poster:** Displayed on an 8' wide x 4' tall bulletin board. Posters will be on display during a designated 2-hour period. Presenters are required to be with their poster for the entire 2-hour block of time.

*AOTA will create all panels. You are submitting as a paper only.

Level of Material

- **Introductory** level is geared to practitioners with little or no knowledge of the subject matter. Focus is on providing general introductory information.
- **Intermediate** level is geared to practitioners with a general working knowledge of current practice trends and literature related to the subject matter. Focus is on increasing knowledge and competent application of the subject matter.

- **Advanced** level is geared to practitioners with a comprehensive understanding of the subject matter based on current theories and standards of practice as well as current literature and research. Focus is on recent advances and trends, and/or research applications. It is expected that a high-level of participation by attendees is encouraged during this session.

Primary Topic Category

Each proposal will require a selection of one Primary Topic Category that best describes the proposal. AOTA reserves the right to change submitter's Primary Topic Category selection.

- Academic Education (includes Fieldwork Education)
- Advocacy
- Children & Youth
- Coding & Billing/Payment Policy
- Developmental Disabilities
- Diversity, Equity, and Inclusion
- General & Professional Issues
- Home & Community Health
- Innovative & Evolving Practice
- International
- Mental Health & Behavioral Health
- Productive Aging
- Rehabilitation & Disability
- Sensory Integration & Processing
- Work & Industry

Secondary Topic Category

Depending on the Proposal Type, submitters will decide on one Secondary Topic Category that best describes the proposal. AOTA reserves the right to change submitter's Secondary Topic Category selection.

- Academic Education
- Administration & Management
- Advocacy
- Children & Youth
- Chronic Conditions
- Coding & Billing
- Cognition
- Developmental Disabilities
- Diversity, Equity & Inclusion
- Driving & Community Mobility
- Early Childhood
- Entrepreneurship
- Environmental Modifications
- Ethics
- Evidence-Based Practice & Knowledge Translation
- Feeding, Eating, & Swallowing
- Fellowship
- Fieldwork Education
- General & Professional Issues
- Gerontology
- Hand & Upper Extremity
- Health & Wellness
- Home & Community Health
- Innovative & Evolving Practice
- International
- Leadership
- Low Vision
- Mental Health & Behavioral Health
- Occupation-Based Practice
- Oncology
- OT/OTA Wellbeing
- Payment Policy
- Physical Rehabilitation
- Primary Care
- Private Practice
- Productive Aging
- Quality & Value Based Care
- Rehabilitation & Disability
- Research
- School Systems
- Sensory Integration & Processing

- Technology
- Telehealth & Virtual Services
- Women's Health
- Work & Industry

Audiovisual Equipment

The standard room set for ALL sessions (except Poster and Tech Lab sessions) includes:

- 1-Laptop with DVD drive, Microsoft Office, audio, hard-wired Internet, and audio amplified to audience
- 1-Handheld wireless podium microphone
- 1-Wired floor microphone
- 1-Wired head table microphone
- 1-LCD projector and screen

Submission Templates

Complete the corresponding proposal template provided, at www.ota.org/callforpapers, to assist you with gathering your information. Be sure to proof read and use the spell check feature. This will provide you with a saved copy of your submission prior to entering the information online and allows you to copy and paste your responses.

Note: Character count is used NOT word count.

- An exceeded character count will paste into the text box but will not save. Please refer to the character counter below the text box.

Proposal Selection Process

Proposals are reviewed online by your colleagues in a blind peer review that will take place from June 25 – July 23, 2024. See chart below for the minimum number of blind reviews per session type. Only reviewers who have demonstrated competency in research will review research-related proposals. You must have an earned research doctorate to review research proposals.

Reviewer scores for each proposal are totaled and all proposals that score at or above the cutoff are considered for scheduling in the Conference program. Program selection will be conducted by a committee comprised of 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.

| Type | Min. no of reviews | Cutoff Score | Max. Score |
|------------|--------------------|--------------|------------|
| General | 4 | 37 | 45 |
| Research | 2 | 33 | 45 |
| Technology | 2 | 37 | 45 |
| CAPs | 2 | TBD* | 55 |

*CAPs cutoff will be determined based on number of submissions and score range.