2027 Adult Rehabilitation Specialty Conference Instructions & Scoring Guide

Deadline: January 7, 2027

AOTA is seeking volunteers to serve as reviewers for the Adult Conference. Reviewers will help evaluate submissions and contribute to the development of a high-quality conference program focused on innovative, evidence-based strategies that support occupational therapy practice across adult rehabilitation settings.

Instructions for Review

Follow the steps to log in to the review site from your welcome email, which will be sent when the review period opens. Please email conference@aota.org for assistance.

Duplicate Proposals

Please score ALL proposals assigned to you. Some submissions may appear to be duplicates but are submitted with differing session types or formats. Pay close attention to session type and format as you are scoring proposals. If you are assigned a duplicate proposal with an identical session type and format, please score and let us know by emailing conference@aota.org with the title.

Feedback

Reviewer comments are important and valued by submitters. Please provide constructive feedback so the submitter may improve his/her proposal for future submissions. Please provide constructive feedback that is free of personal bias.

Conflict of Interest

If you have a conflict of interest or do not feel qualified to review a proposal, please answer the Conflict of Interest question as “yes” and then submit the review. As a courtesy, please email conference@aota.org and inform us of the submission number so we can maintain the minimum number of reviews for each proposal.

Cut Off Scores

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 based on a number of factors that help to establish a diverse and balanced program.

- Note: Each proposal is considered based on its own merit, not in comparison to other submissions.

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Proposal Content

Session Formats

- **Short Course**: 1 hour session with reflective time for attendees.

Level of Material

- **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.

Learning Objectives

Learning objectives should be specific and complete the statement: “At the conclusion of this session, participants will be able to...”:

- Submitters could identify 1 or 2 learning objectives.

Abstract Synopsis

A summary of the major points of the abstract and describes how the topic will advance either the practice, professional development of the participant or the field of occupational therapy. If the proposal is accepted, this information will be published on the AOTA website and MUST be submitted ready for publication.

References

Please consider that references may be formatted incorrectly due to technical limitations. For scoring purposes, we would like to make sure that submissions include at least two references.

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2027 Adult Rehabilitation Specialty Conference Scoring Guidelines for Proposal Reviewers

This document is a sample template and is not intended for proposal review submission. You must complete the online review form in order for your assigned proposals to be properly scored.

Specialty Conference Proposals advance practice in a specific area of practice. These Conferences are for advanced-level practitioners who have greater than 5 years of clinical experience.

- Note: Each proposal is considered based on its own merit, not in comparison to other submissions.

Score	Descriptor	Additional Guidance for Scoring
5	Exemplary	Exceptionally strong with few or no weaknesses
4	Good	Strong but with some minor weaknesses
3	Sufficient/Adequate	Strong but with at least one moderate weakness
2	Fair	Some strengths but with some moderate weaknesses
1	Poor	Very few strengths and numerous major weaknesses

Scoring Criteria for General Proposals	1	2	3	4	5
1. Topic is timely.					
2. Topic demonstrates relevance to occupation-based practice or occupational therapy.					
3. Topic demonstrates consistency with available literature and evidence.					
4. A clear, reflective component is identified.					
5. Learning objectives are appropriate and clearly stated.					
6. Abstract synopsis articulates purpose and content of presentation.					
7. Level of material is appropriate for the identified target audience					
8. References are current and relevant.					
9. Proposal is coherent.					
Feedback:					

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