

# AOTA INSPIRE 2027

## Reviewer Instructions & Scoring Guide

**Deadline: June 29, 2026**

### Instructions for Review

Reviewers are assigned proposals based on the Category selected on the Reviewer Sign-Up form. The review period will be June 9 – June 29, 2026.

Follow the steps to log in to the review site from your welcome email, which will be sent when the review period opens. All emails come from [noreply-ai@communitybrands.com](mailto: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](mailto:conference@aota.org).

### 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 identical session type and format, please score and let us know by emailing [conference@aota.org](mailto:conference@aota.org) with the control numbers and title.

### Feedback

Providing feedback is VERY important to submitters. This is the #1 complaint we receive when a submitter does not meet the cutoff score. Submitters WANT your feedback. They want to know how they can improve their submission. Your work is critical to ensure that we schedule only the best. 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.

### 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.

Type	Min. no of reviews	Cutoff Score	Max. Score
General	4	37	45
Research	2	33	45
Technology	2	37	45

## Proposal Content

### Session Type

- **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.

### Session Formats

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

Format	Type		
	General	Research	Technology
Pre-Conference Institute	✓	✓	
Workshop	✓		
Short Course	✓		
Student	✓		
Tech Lab			✓
Poster	✓	✓	

- **Pre-Conference Institute:** 6-hour session held April 7, 2027. 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.
- **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. Proposals are submitted 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. The 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 should identify 1 or 2 learning objectives. Pre-Conference Institutes should provide up to 3 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 in the AOTA Annual Conference & Expo mobile app and **MUST** be submitted ready for publication.

## **References**

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

# AOTA INSPIRE 2027

## 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.

### Reviewing General Proposals

**General Proposals** are in the areas of occupational therapy practice, education, or program development. The learning objectives should be clearly stated and relate to improved understanding or application of knowledge relevant to practice and education. The plan of presentation and the synopsis of the content should indicate how the learning objectives will be fulfilled.

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. » <i>Poster submissions should all score 5/5 as their format allows for reflection.</i>					
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:					

Reviewer comments are important and valued by submitters. Please provide constructive feedback so the submitter may improve the proposal for future submissions.

## Reviewing Clinical Application of Research Proposals

**Clinical Application of Research proposals** support occupational therapy as being science driven and evidence based. Proposals must focus on research projects that will contribute to the occupational therapy body of knowledge, articulate and promote the distinct value of occupational therapy, and demonstrate rigor in design. Priority will be given to the following identified research priorities (AOTF, 2016):

- Health behaviors to prevent and manage chronic conditions
- Functional cognition
- Safety and injury prevention in home, clinical, and community settings
- Technology and environmental supports in home and community
- Development and transitions for individuals and families
- Emotional and physiological influences
- Family and caregiver needs
- Health care experience: Access, care coordination, and utilization

Note: Only completed research will be considered. Research work that is in progress must have preliminary data and preliminary analysis.

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 for Clinical Application of Research Proposal Scoring Criteria	1	2	3	4	5
1. <b>PURPOSE:</b> Clearly state the purpose of the study and research question(s) and provide the rationale/background. Explain why your research is needed and how your research addresses an important problem or issue in occupational therapy.					
2. <b>DESIGN:</b> Describe the study design (e.g., experimental, quasi-experimental, descriptive, ethnographic, narrative, phenomenological) and the criteria and method(s) used to recruit and select participants or data sources for study (e.g., condition, age, severity level, studies).					
3. <b>METHOD:</b> Describe the instruments or methods used to collect data (e.g., measurement tools, qualitative methods [interview, approach, etc.]) and the analytical methods/analysis procedure.					
4. <b>RESULTS:</b> Summarize findings, and link findings to your research question and analysis.					
5. <b>CONCLUSION:</b> Explain the conclusions you have drawn from your findings, clearly linking them to the research question(s). Include knowledge translation or implementation strategies, if relevant.					
6. <b>Impact Statement:</b> (Maybe stated in Conclusion section) Explain: (1) How is the proposal important to practice, policy, and/or science? OR (2) How likely will it exert a powerful influence on occupational therapy?					
7. Level of material is appropriate for the identified target audience					
8. Supports occupational therapy as being science driven and evidence based by reflecting one or more of the current research priorities.					
9. Proposal is coherent.					
Feedback:					

Reviewer comments are important and valued by submitters. Please provide constructive feedback so the submitter may improve the proposal for future submissions.

## Reviewing Technology Proposals

**Technology Proposals** are advanced-level sessions highlighting science and service delivery skills featuring actionable technology content for OT practitioners in the field. The learning objectives should be clearly stated and relate to improved understanding or application of knowledge relevant to practice and education. The plan of presentation and the synopsis of the content should indicate how the learning objectives will be fulfilled.

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 Technology 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. » <i>Tech Lab submissions should all score 5/5 as their format allows for reflection.</i>					
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:					

Reviewer comments are important and valued by submitters. Please provide constructive feedback so the submitter may improve the proposal for future submissions.