CALL FOR PAPERS
2018 AOTA Annual Conference & Expo
Salt Lake City, Utah · April 19–22, 2018

AOTA invites you to share your innovations and experiences by submitting a proposal!
<u>Submission deadline: June 8, 2017</u>

Instructions for Submission
- Proposals may be submitted through midnight **June 8, 2017**
- 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.
- Complete required fields in all sections. You may access the submission process as needed to complete your proposal through **June 8, 2017**
- We recommend that you first develop your proposal using the templates provided. This will allow you to 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.
- Incomplete proposals will be deleted after **June 8, 2017**.

<u>Note:</u> The "Summary Information" page is your confirmation and will be submitted to AOTA on the deadline specified above. You may print this page for your records using the link "Click here for a Print-Friendly view of this submission". **The online process will generate a confirmation email that serves as a receipt of submission but this does not include summary information.**

Session Type
There are 3 Session Types available for submission to the 2018 AOTA Annual Conference & Expo
1. **General Proposal** – advance practice, education, or program development.
2. **Research** – supports occupational therapy as science-driven and evidence-based, and therefore must include data.
3. **History of Occupational Therapy** – areas of historical significance and milestones in leadership, professional education, clinical practices and regulation.

Handout Attestation

Session handouts are an important part of session attendees' overall Conference experience and serves as a resource after the participant leaves your session. If my proposal is accepted, I will make every effort to upload a handout for attendees by the suggested deadline of April 1, 2018 to allow attendees time to review them as they build their conference schedule.

NOTE: Handout does not need to be a copy of the session slides or actual poster.

Session Formats

Format varies based on Session Type

Format	Type		
	General	Research	Historical
Pre-Conference Institute	✓	✓	
Workshop	✓		
Short Course	✓		
Student	✓		
Tech Day	✓		
History Panel			✓
Scientific Research Panel		✓	
Poster	✓	✓	✓

Requirements differ for each format

- **Pre-Conference Institute**: 6-hour session held April 18, 2018. 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 or 1.5-hour session with reflective time for attendees.
- **Student:** 1-hour session geared towards a student-only audience.
- **Tech Day**: 90-minute session. Tech Day 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 desktop computer, large monitor, wired Internet connection, and 2 tables. There will be 10 stations where presentations/demonstrations will be occurring simultaneously and continuously during the 90-minute session. Attendees can circulate through each individual station.
- **History of OT Panel:** *Three to four historical submissions will be grouped together as a History of OT Panel with 15 additional minutes for facilitated discussion. Total session length is 60 minutes or 90 minutes. Each participant will present for 15 minutes.
- **Scientific Research Panel:** *Three to four research submissions will be grouped together as a Scientific Research Panel with 15 additional minutes for facilitated discussion. Total session length is 60 minutes or 90 minutes. Each participant will present for 15 minutes.
- **Poster**: Displayed on an 8' wide x 4' tall bulletin board. Posters will be on display during a designated 2-hour time 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.

Audiovisual Equipment

The standard room set for ALL sessions (except Poster and Tech Day sessions) includes:
- 1-Laptop with DVD Drive and Microsoft Office.
- 1-Handheld Wireless Podium Microphone
- 1-Wired Floor Microphone
- 1-Wired Head Table Microphone
- In addition, you will have hard-wired internet access for your presentation.

Proposal Selection Process

Proposals are reviewed online by your colleagues in a blind peer review that will take place from July 7 – August 7, 2017. A minimum of 4 blind reviews is given to each general submission and 2 blind reviews for each research and history of occupational therapy submission. Only reviewers who have demonstrated competency in research will review research-related proposals. You must have an earned research doctorate to review research proposals.

Scoring of General, Research and History of OT Proposals

Reviewer scores for each General and History of OT Proposals are totaled and all proposals that score 37 or higher (out of a possible 45 points) are considered for scheduling in the Conference program. The reviews 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. All research proposals are scored using different scoring criteria with a minimum score of 33.

Submission Templates

Complete the corresponding proposal template provided, at aota.org/callforpapers, to assist you with gathering your information. Be sure to use the spell check and the character count feature to ensure that you are within the noted character count limits. 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.

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.

General Proposals

General Proposals are in the areas of occupational therapy practice, education, or program development. The learning objectives should be clearly stated, and should 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.

Review Criteria for General Presentations
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.(Not applicable for Poster and Tech-Day submissions.)*
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 (e.g. Introductory, Intermediate, Advanced)
8. References are current and relevant
9. Proposal is coherent

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

Primary Categories:
- Academic & Fieldwork Education
- Children & Youth
- General & Professional Issues
- Health &Wellness
- Mental Health
- Productive Aging
- Rehabilitation, Disability & Participation
- Work & Industry

Secondary Categories:
- Academic Education
- Advocacy
- Administration & Management
- Chronic Conditions
- Cognition
- Developmental Disabilities
- Driving & Community Mobility
- Early Childhood
- Environmental Modifications
- Feeding, Eating, & Swallowing
- Fieldwork Education
- General & Professional Issues
- Gerontology
- Hands & Upper Extremity
- Health & Wellness
- Home & Community Health
- International & Cultural Issues
- Low Vision
- Mental Health
- Oncology
- Physical Rehabilitation
- Primary Health Care
- Private Practice
- Research
- School Systems
- Sensory Integration/Sensory Processing
- Technology
- Work & Industry

Scientific Research Proposals

Scientific Research Proposals support occupational therapy as science-driven and evidence-based. Proposals must focus on research projects which will contribute to the occupational therapy's body of knowledge and demonstrate rigor in design. Research papers and posters **require data**.

Review Criteria for Scientific Research Proposals

1. **PURPOSE**: 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. **DESIGN**: 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., diagnosis, age, severity level, studies).
3. **METHOD**: 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. **RESULTS**: Summarize findings, and link findings to your research question and analysis.
5. **CONCLUSION**: 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. This section must include a brief **Impact Statement** (recommended length: <300 characters; these characters are included in abstract limit of 3,800) explaining: (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?

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

Primary Categories:
- Assessment/Measurement
- Prevention and Intervention (e.g. Efficacy)
- Translational Research (e.g. Effectiveness)
- Basic Research
- Health Services Research & Education

Secondary Categories:
- Academic & Fieldwork Education
- Children & Youth
- General & Professional Issues
- Health & Wellness
- Mental Health
- Productive Aging
- Rehabilitation, Disability, & Participation
- Work & Industry

History of Occupational Therapy Proposals

History of Occupational Therapy Proposals are in areas of historical significance and milestones in leadership, professional education, clinical practices, and regulation. The learning objectives should be clearly stated, and should relate to improved understanding or application of knowledge relevant to any aspect of occupational therapy history. **The Conference Planning Committee will schedule one-day of history panels that examine the past and provide insights for the future.**

Review Criteria for History of Occupational Therapy Proposals
1. Topic demonstrates relevance to occupation—based practice including methods, technology, leadership, associations, laws, regulations, standards and public awareness.
2. Evidence of primary literature review
3. Analysis is based on demonstrated understanding of historical context
4. There is discussion of future implications.
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 (e.g. Introductory, Intermediate, Advanced)
8. References reflect a depth of historical understanding relative to the submission
9. Proposal is coherent

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

Primary Category:
- History of Leaders, Profession & Practice

Secondary Categories:
- Academic Education
- Advocacy
- Administration & Management
- Chronic Conditions
- Clinical modalities and design
- Cognition
- Developmental Disabilities
- Driving & Community Mobility
- Early Childhood
- Environmental Modifications
- Feeding, Eating, & Swallowing
- Fieldwork Education
- General & Professional Issues
- Gerontology
- Hands & Upper Extremity
- Health & Wellness
- Home & Community Health
- International & Cultural Issues
- Low Vision
- Mental Health
- Oncology
- Physical Rehabilitation
- Primary Health Care
- Private Practice
- Research
- School Systems
- Science of Occupation
- Sensory Integration/Sensory Processing
- Technology
- Work & Industry