

# 2017 AOTA ANNUAL CONFERENCE & CENTENNIAL CELEBRATION

March 30–April 2  
Philadelphia



*Celebrate 100 years of occupational therapy!*

# How to Submit a Conference Proposal for AOTA's Annual Conference & Expo

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**AOTA**<sup>®</sup>

# Learning Objectives

- Identify the steps necessary for submitting a Conference proposal
- Identify key information that the reviewers evaluate
- Explain the review process

# Number of Sessions

2002	—	600
2004	—	763
2006	—	758
2008	—	986
2010	—	1112
2012	—	1167
2014	—	1425
2015	—	1671
2016	—	1246

# 2017 Submissions

- Approximately **2800!**
- Of these, AOTA accepted almost 1700 submissions, of which 1154 were Posters

# Decisions to Make Prior to Submission

- General or Scientific Research
- Types of Sessions: IN, WS, SC, RP, TD, PO
- Primary Topic Category - see handout
- Secondary Topic Category - see handout
- Subject Matter – good knowledge base
- Read the instructions thoroughly – do NOT scan

# Requirements for *General* Submissions

- Name, credentials, facility, contact information.
  - Email is the **ONLY** form of communication with speakers.
- Any co-presenters and all of their credentials, facility, and contact info.
- Any contributing authors names and credentials.
- Title – be succinct.
- Program Abstract for general sessions - written for the reviewers.

# Requirements for *General* Submissions cont.

- Learning Objectives - no more than 3 (4 for IN) - should be written to answer the question "At the conclusion of this session, participants will be able to....." - are posted on the Web site
- Abstract Synopsis - if submission is accepted - this is what will be presented on the App
- References - for the reviewers
- Level of Material Being Presented - Introductory, Intermediate, Advanced – **one of the biggest complaints from attendees**



# Requirements for *Scientific Research* Submissions

- Stay tuned for the next presentation - presented by Dr. Neil Harvison

# Character Count - Maximums

- Abstracts:
  - 3800 for everyone

**Character counts vs. word count**

# Who are the Reviewer's?

- Completed by AOTA volunteers – no students – practitioners and educators
- Only reviewers who have demonstrated competency in research will review scientific research-related proposals (earned research doctorate)

# Review Process for *General* Submissions

- Each submission is blind reviewed by at least 4 different individuals
- Proposals are scored using a 1-5 grading scale for 9 rated items
- Each proposal is considered based on its own merit, not in comparison to other submissions
- If a reviewer does not feel qualified to score a submission, they do not complete the review and no score is recorded – is assigned to another reviewer

# Scoring Criteria for *General* Submissions

- Topic is timely
- Topic demonstrates relevance to occupation-based practice or occupational therapy
- Topic demonstrates consistency with available literature and evidence
- There is a clear, reflective component identified
- Learning objectives are appropriate and clearly stated
- Abstract synopsis articulates purpose and content of presentation
- Content of session are congruent with the designated level of learning (e.g. introductory, intermediate, advanced)
- References are current and relevant
- Proposal is coherent

# Review Process & Scoring Criteria for *Research* Submissions

- Stay tuned!

# What Sessions are Considered?

Submissions with an average score of **37** or above

# What Sessions are Scheduled?

- Approximate percentages from each Primary Topic Category:
- Academic & Fieldwork Education – 8%
- Children & Youth – 25%
- General & Professional Issues – 12%
- Health & Wellness – 8%
- Mental Health – 7%
- Productive Aging – 10%
- Rehabilitation, Disability, & Participation – 25%
- Work & Industry – 5%
- Looking for diversity across practice areas and settings



# Breakdown by Types of Sessions

- 18-20 IN (Institutes)
- 45-55 WS (Workshops)
- 30 TD (Tech Day)
- 130-150 SC/RP (Short Courses/Scientific Research Panels)
- 750+ PO/RWP (Posters)
- Depends on number of rooms available

# Special Consideration for Posters

- If you submit a Scientific Research Paper or Short Course - you can indicate that you would like to be considered for a PO
- There is generally always room for PO - over 2500 attendees may attend a 2 hour PO session
- Allows for 1 on 1 interaction with attendees
- Contact hours/CEUs are awarded to attendees for PO sessions
- Accepted PO must still score above the cutoff of 37 – go through the same review process

# Tech Day Presentations

- 3 - 90 minute sessions on Saturday
- You are one of 10 presentations during the session
- Sessions are ongoing – attendees rotate throughout the room – constant stream
- Highly interactive
- Each presenter has own workstation with Internet access
- **NOTE:** If you submit a SC - you can indicate that you would like to be considered for a TD session – if this is appropriate

# What Benefits do Speakers Receive?

- Opportunity to present at the largest annual gathering of occupational therapy practitioners in the world
- Employer may fund your attendance
- Honorarium if presenting an Institute
- Professional development/advancement

# Summary

- Submit a topic that you know and are passionate about
- Choose a topic category that draws more sessions
- Complete all requested information
- Consider a Poster for your first presentation
- Consider a submission with a colleague
- Be **THOROUGH** in completing the requested information
- Check spelling and grammar!

**NOTE:** New in 2018 – SIS Poster Awards – stay tuned for more information.

# 2018 Call for Papers

- Will be live from May 1 – June 8, 2017 on AOTA web site at [www.aota.org](http://www.aota.org)
- Submissions will be reviewed between July 7 – August 7
- Program will be selected in early fall
- Submitters will be notified in early October on the status of their submissions.

# 2018 Annual Conference & Expo



See you in 2018!

**2018 AOTA Annual Conference & Expo**  
Salt Lake City, Utah  
April 19-22  
(pre-conference institutes: April 18)



**CALL FOR PAPERS**  
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