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

**Submission deadline: June 8, 2018**

**Instructions for Submission**
- Proposals may be submitted through 11:59 PM PST **June 8, 2018**
- 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.
- 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.
- Complete required fields in all sections. You may access the submission process as needed to complete your proposal until the deadline.
  - You MUST click “Submit” on the bottom right of your screen when you are ready to submit your abstract. (General and Research proposals are assigned to reviewers once submitted. DO NOT submit unless complete.)
- 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 right corner 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@omnipress.com. To ensure you receive all communication, please be sure "omnipress.com" is added as a safe sender or have your IT department white list “omnipress.com.”
- If you have any technical issues with the submission site, please click on “Site Support,” at the bottom of the log in page. For additional help, please use this helpful guide.
**Session Type**

Supplementary templates and resources are available at [www.aota.org/callforpapers](http://www.aota.org/callforpapers).

1. **General** – advance occupational therapy practice, education, or program development.
2. **Research** – supports occupational therapy as science-driven and evidence-based, and therefore must include data.
3. **Technology** – advanced-level sessions that highlight science and service delivery skills featuring actionable technology content for OT practitioners in the field.
4. **BASC** – these advanced-level workshops require at least 1 presenter to be currently AOTA Board Certified or Specialty Certified. Certification proposals will support AOTA Board Certification or Specialty criteria.
5. **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.

<table>
<thead>
<tr>
<th>Format</th>
<th>General</th>
<th>Research</th>
<th>Technology</th>
<th>BASC</th>
<th>CAP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Conference Institute</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Workshop</td>
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<tr>
<td>Short Course</td>
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<tr>
<td>Tech Lab</td>
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<td>Technology Panel</td>
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<td>Scientific Research Panel</td>
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<tr>
<td>Poster</td>
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</table>

- **Pre-Conference Institute**: 6-hour session held April 3, 2019. 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**: 1.5-hour session with reflective time for attendees.

- **Student**: 1-hour session geared towards a student-only audience.

- **Tech Lab**: 90-minute 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 10 stations where presentations/demonstrations will be occurring simultaneously and continuously during the 90-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 90 minutes.

- **Technology Panel**: *Three to four Technology submissions will be grouped together as a Technology Panel. Total session length is 60 minutes or 90 minutes. Each participant will present for 15 minutes, with 15 additional minutes for facilitated discussion.*
o **Scientific Research Panel:** *Three to four Research submissions will be grouped together as a Scientific Research Panel. Total session length is 60 minutes or 90 minutes. Each participant will present for 15 minutes, with 15 additional minutes for facilitated discussion.*

o **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**

o **Introductory** level is geared to practitioners with little or no knowledge of the subject matter. Focus is on providing general introductory information.

o **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.

o **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.

**Practice Concentration** (broad area of concentration)  
Each proposal will require a selection of one Practice Concentration that best describes the proposal. AOTA reserves the right to change submitter’s Practice Concentration selection.

- □ Academic Education (includes Fieldwork)  
- □ Children & Youth  
- □ Developmental Disabilities  
- □ General & Professional Issues  
- □ Home & Community Health  
- □ Mental Health  
- □ Productive Aging  
- □ Rehabilitation & Disability  
- □ Sensory Integration & Processing  
- □ Work & Industry

**Focus Area** (focused area of concentration)  
Depending on the Proposal Type, submitters will decide on one Focus Area that best describes the proposal. AOTA reserves the right to change submitter’s Focus Area selection.

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

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.aota.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 25, 2018. 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.

<table>
<thead>
<tr>
<th>Type</th>
<th>Min. no of reviews</th>
<th>Cutoff Score</th>
<th>Max. Score</th>
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<tbody>
<tr>
<td>General</td>
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<td>Research</td>
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<td>BASC</td>
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<tr>
<td>CAPs</td>
<td>2</td>
<td>TBD*</td>
<td>55</td>
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</tbody>
</table>

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