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

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Learning Objectives

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

New Orleans • April 4-7

2019 AOTA Annual Conference & Expo

AOTA
Number of Submissions

2019 Submissions

- Approximately 2900!
- Of these, AOTA accepted almost 1900 submissions, of which 1400 were Posters

Decisions to Make Prior to Submission

- General or Scientific Research
- Types of Sessions: IN, WS, SC, SRP, Technology, PO, CTM
- Primary Topic Categories
- Secondary Topic Categories
- Subject Matter – good knowledge base
- Read the instructions thoroughly – do NOT scan
Primary Topic Categories:

- Academic Education (includes Fieldwork)
- Children & Youth
- Developmental Disabilities
- General & Professional Issues
- Home & Community Health
- Mental Health
- Productive Aging

Secondary Topic 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
- Hand & Upper Extremity
- Health & Wellness
- Home & Community Health
- International & Cultural Issues
- Low Vision
- Mental Health
- Oncology
- Physical Rehabilitation
- Primary Care
- Private Practice
- Research
- School Systems
- Sensory Integration & Processing
- Technology
- Work & Industry

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. Be complete!
- 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

- There are templates available for cut/paste
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)
- You must be willing to share constructive feedback and set your biases aside

Call for Reviewers

- We have a Call for Reviewers every spring for reviewers:
  - General
  - Research
  - Tech
  - BASC
  - CAPs
- Call for Reviewers is from March 28th to April 25th
- Visit aota.org/Conference-Events/call-for-papers.aspx for reviewer instructions and the link to the sign up form

Review Process for General Submissions

- Each submission is blind reviewed by at least 4-6 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

Will be picked at Conference Planning Meeting in late August – AOTA staff OTs and volunteers
What Sessions are Scheduled?

• Approximate percentages from each Primary Topic Category:
  • Academic Education – 15%
  • Children & Youth (includes Developmental Disabilities and Sensory Integration & Processing) – 25%
  • General & Professional Issues – 15%
  • Home & Community Health – 5%
  • Mental Health – 10%
  • Productive Aging – 5%
  • Rehabilitation & Disability – 20%
  • Work & Industry – 5%
  • Looking for diversity across practice areas and settings

Breakdown by Types of Sessions

• 25-30 IN/S (Institutes & Seminars)
• 45-55 WS (Workshops)
• 40-50 Technology Track Sessions
• 130-150 SC/RP (Short Courses/Scientific Research Panels)
• 50-70 Conversations that Matter
• 1000+ PO (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 3000 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
• Early Career Scientists – Dr. Harvison
Technology Track Presentations

- 3 full days of Technology-related Presentations
- Two stages with simultaneous presentations
- Labs are ongoing – attendees rotate throughout the room – constant stream
- Highly interactive
- Each Lab has own workstation with Internet access

Conversations that Matter

- Part of the Fall Call for Papers in October/November 2019
- No AV!
- 50 minute conversations
- Late Breaking Research Posters – Dr. Harvison

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!

2020 Call for Papers

• Will be live from May 1 – June 5, 2019; on AOTA web site at www.aota.org
• Submissions will be reviewed this summer by volunteer reviewers
• Program will be selected in early fall
• Submitters will be notified in early October on the status of their submissions.

2020 Annual Conference & Expo

May 1 – June 5, 2019