

# FOTA18 Call for Papers Guidelines

## Conversations That Matter - facilitated by SIS Chairs



Our goal is to offer a variety of topics with an emphasis on techniques and evidence that practitioners and educators can use when they return to work.

The FOTA conference is scheduled for Friday October 26 - Saturday October 27, 2018 at the Renaissance Orlando at SeaWorld® 6677 Sea Harbor Drive, Orlando, Florida 32821.

**Application Deadline: May 4, 2018**

### Session Format

**SIS Conversations That Matter** – are 50-minute sessions (1 CE hr) Led by FOTA SIS Chairs on advance practice, education, or program development and a facilitated discussion for attendees. You must be a current SIS Chair to submit in this category.

### Proposal Review

Proposals are reviewed online by your colleagues in a blind peer review that will take place in July. A minimum of 2 blind reviews is given to each submission. Only reviewers who have demonstrated competency in research will review research-related proposals.

Applicants will be informed by email after the review process whether the proposal was accepted. The scheduled day and time of your workshop will be sent to you after that. Submit proposals online only at <http://www.flota.org/>.

**Submission Instructions** Proposals may be submitted through **11:59 pm EST, May 4, 2018**.

Proposals will only be accepted through the online process.

Speakers may receive CE credit for their presentation if they have not previously received CE credit for the same presentation within the current licensure biennium.

**FOR ALL PRESENTERS**, be prepared to submit:

- **Proposal Title: Do not use all caps.** Please do not use abbreviations in the title. You are limited to 150 characters for the proposal title (including spaces)
- **Presenter Info:** name, credentials, e-mail and phone contact
- **Presenter Bio:** Introductory biographical information (max 70 words)
- Presenter educational background
- Presenter professional experience
- List of presenter publications (**up to four(4)**). It may be helpful to have resume(s) or CV available so you can easily enter or copy and paste this information into the form. We cannot accept an attached resume or CV.

### 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.

## **Learning objectives**

Should answer the statement: “At the conclusion of this session, participants will be able to”:  
Please identify up to 3 learning objectives.

Objective 1:

Objective 2:

Objective 3:

## **Abstract Synopsis:** Character Maximum Limit: 300 (including spaces)

Summarize the major points of your abstract and describe how this topic will advance either the practice/professional development of the participant or the field of occupational therapy. If your proposal is accepted, this information will be published on the FOTA website & program and MUST be submitted ready for publication.

**References:** APA citation of resources used for your presentation.

**Handouts:** Session handouts are an important part of session attendees’ overall Conference experience and serves as a resource upon course completion. As soon as your proposal is accepted, please make every effort to upload a handout for attendees by the suggested deadline of September 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. Early posting of handouts can generate interest for your session.

## **ALL conference presenters**

MUST register for conference online at <http://www.flota.org/>. Conference presenters are eligible for a reduced presenter rate registration fee. FOTA members are eligible for an additional discount.

**Presenters will check-in** at the registration desk on the day of the conference to receive a speaker ribbon and conference package.

## **Presenter Contact**

In the case of multiple presenters, the first presenter listed is the primary presenter and will be the FOTA contact person. The primary presenter will receive the result of the proposal review and other communications from the Conference Education Committee. The primary presenter is responsible for sharing all FOTA conference communications with contributing presenters.

If you have any questions, contact Debra Misrahi at VP@Flota.org.