

# FOTA18 Call for Papers Guidelines

Professional Posters, Short Course & Workshop



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

## Session Format

There are 3 session types available for the 2018 FOTA Annual Conference & Expo Call for Papers.

1. **Workshops:** 2-hour sessions designed by experienced practitioners on topics with direct relevance to practice.
2. **Short Courses:** 50 minute sessions designed by experienced practitioners on topics with direct relevance to practice.
3. **Poster Research Proposal:** supports the AOTA Vision 2025, and represents a culmination of scholarly activity. 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 session. Note: Entry level OT/OTA students must present as a student, and post-professional doctoral students must submit as professional posters.

## 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, **June 30, 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**, the following items are required:

- **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 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

Please identify up to 3 learning objectives that describe what the participant learn in the session. Do not add more than 3 objectives, as they will not be included in the program/website.

## 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.

## Professional Posters:

- Create your poster so that all letters and diagrams are large enough and legible from a minimum of 6 feet. Use colors, symbols, and schemes to improve clarity and emphasis. Suggested letter size is a minimum of 1 inch for the title and .5 inch for names and section headings.
- The posters will be viewed and presented on artist easels provided for you at the conference poster session. FOTA does not supply any other supplies. Posters should have a hard and steady back for support, with approximate dimensions of 3 feet high and 4 feet wide.
- The poster should be self-explanatory, but don't load it down with large amounts of methodological details, or lists of references. Observers can ask you about these things directly.
- Prepare a verbal presentation of about five minutes to quickly walk interested parties through your poster. In the spirit of poster presentations no audiovisual or other technology support may be used.

## 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.

**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 October 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.

## 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](mailto:VP@Flota.org)