



FOTA23 Call for Papers Guidelines



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Submission Deadline: July 31, 2023

Saturday November 4 - Sunday November 5, 2023

**NOVA Southeastern University. * Tampa Bay Regional Campus
3400 Gulf to Bay Boulevard, Suite 3425 * Clearwater, FL 33579**

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.

***PLEASE NOTE- BY SUBMITTING a PROPOSAL, YOU AGREE TO HAVE YOUR COURSE RECORDED FOR POSSIBLE USE IN THE FUTURE BY FOTA*.**

All presenters must attend the conference, there are no virtual presentations.

Session Types: There are 4 session types available.

1. **Short Courses:** 50- minute sessions presented by experienced practitioners on topics with direct relevance to practice.
2. **Professional Poster:** Supports the AOTA Vision 2025 and represents a culmination of scholarly activity. Posters will be on display during a designated time period. Note: Entry level OT/OTA students must present and submit as a student, and post-professional doctoral students must submit as professional posters.
3. **SIS Conversations that Matter:** Available to current FOTA SIS & FOTA Committee Chairs. This is a :50 min session, roundtable discussion.
4. **Workshop:** 1 hour and :50 min session presented by experienced practitioners on topics with direct relevance to practice. (Lab space available for Pediatrics, Splinting, Mental Health, Rehab & ADL)

Proposal Review

Proposals are reviewed using a blind peer review methodology. Each proposal is reviewed by a 3-person panel. Only reviewers who have demonstrated competency in research will review research-related proposals.

Applicants will be informed of acceptance/denial via email after the review process is complete. You are asked to complete an intent to present contract, The scheduled day and time of your session will be sent to the person submitting the proposal in a separate email.

The primary proposal applicants will be informed of acceptance/denial, date and time of your presentation via email by the end of August. .



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Submission Instructions & Details

1. Submit proposals online only at <http://www.flota.org/>. We will not accept proposals sent in any other fashion.
2. Proposals may be submitted through 11:59 pm EST, July 31, 2023.
3. **Title:** Please keep it short if possible.
 - a. **Title:** *Do not use all caps*. Please do not use abbreviations in the title. You are limited to 150 characters (including spaces).
 - b. **Virtual Title:** Up to 60 Characters (shorten title for virtual app and calendar use)
4. **Description:** Shortened version of your abstract. 140 Character
5. **Abstract:** this is a descriptive overview of your presentation/poster (500 characters, 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.
6. **Learning Objectives:** Brief paragraph containing 3 learning objects (max 400 characters, including spaces). Do not number your objectives, instead form 3 complete sentences. Your objectives should answer “The participants will ...”. *Do not start each sentence with this phrase however.*
7. **References:** APA citations of resources used. If no references are provided your proposal will not be accepted.
8. Presenter(s) Info
 - a. Name, credentials, email and phone contact
 - b. Bio: Introductory biographical information (max 70 words)
 - c. Educational background & professional experience
 - d. Only Name and Credentials will be published.
9. **Level of Material**
 - a. **Introductory** level is geared to practitioners with little or no knowledge of the subject matter. Focus is on providing general introductory information.



FOTA23 Call for Papers Guidelines



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- b. **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.
 - c. **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.
10. **References:** APA citation list of resources used for your presentation.
11. **Professional Posters:**
- a. Posters will be displayed onsite and only available to live attendees.
 - b. Posters must be no larger than 36x48”.
 - d. The poster should be self-explanatory, but don’t display large amounts of methodological details, or lists of references. Observers can ask you about these things directly.
 - e. Prepare a verbal presentation for up to 10 minutes to present your poster. In the spirit of poster presentations, no additional audiovisual or other technology support may be used.
 - f. Poster easel will be provided for you however, presenters are responsible for providing poster backing, tape, clips or other supplies that may be needed to adhere your poster to the easel.
12. ALL conference presenters must be on site for a live discussion with attendees at your session. Each speaker will receive a discounted registration price. Each speaker must register for the conference online at <http://www.flota.org/>.
13. **Short Course/Conversations That Matter & Workshop Presentations**
- a. All courses that will be using a powerpoint or documents **must utilize the official FOTA23 presentation template.**
 - b. Do NOT change the preset font settings when creating your presentation. This template has been designed for the virtual conference world to be accessible to attendees with low vision and attendees using mobile devices.



FOTA23 Call for Papers Guidelines



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- c. Templates must include the title slide, Objectives, References, and final slide including the sponsor information. You may use your own format for all other slides or utilize the provided format.
 - d. All presentations must be submitted as PPT, Google Slide or PDF by the deadline of **OCTOBER 13, 2023**. No exceptions, and no changes after submissions.
14. **Handouts:** Session handouts are an important part of attendees' overall Conference experience and serve as a resource upon course completion. As soon as your proposal is accepted, please make every effort to upload handouts for attendees by the suggested deadline of October 20, 2023. Early posting of handouts can generate interest for your session. NOTE: Handouts do not need to be a copy of the session slides or poster.
15. **Presenter Contact:**
- a. In the case of multiple presenters, **the first presenter listed is the primary presenter and will be the only 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 our Conference team at VP@Flota.org