

**FOTA Annual  
Conference**

# FOTA23 Student Poster Guidelines



**FOTA**  
Florida Occupational Therapy Association

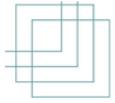


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## **Submission Deadline: July 29, 2023**

To submit as a student, you must be a current **entry-level OTA or OT student**, or a recent graduate (< 1 year ago) of an entry-level OTA or OT school whose poster topic was part of a project completed while you were a student.

- If you are a current OTA who is going to school for OT, you register as an OTA student.
  - If you are a current OT who is attending for a post professional doctorate in Occupational Therapy, you register and submit as a professional and are not eligible to compete with non-practitioner students.
1. **Submit your proposal** online at [www.flota.org](http://www.flota.org) by July 29, 2023. You **MUST** include:
    - a. A descriptive title for the poster
    - b. Primary student name, email and phone contact. The primary student will be the single point of contact from FOTA.
    - c. Names, e-mails and phone contacts for up to four (4) additional student co-presenters per poster
    - d. School affiliation and school address
    - e. Faculty advisor name and credentials
    - f. Faculty advisor email and phone contact
  2. **Submit poster information:**
    - a. Title: Not in all caps and limited to 150 characters
    - b. Abstract: this is a descriptive overview of your poster (max 400 characters)
    - c. Learning Objectives for attendees (3 learning objectives & max 300 characters)
    - d. References: APA citation of resources used
  3. **Poster Review:**
    - a. The Conference Committee reviews all student poster proposals. Upon revision completion, submission will be approved and accepted and the primary student will be notified. **Only the primary presenter (the submitter) will be notified of acceptance.** The faculty advisor is not notified, nor are any co-presenters. It is the responsibility of the person who submits the Call For Papers form to relay messages to the faculty and co-presenters.
  4. **All student poster presenters MUST** register for the conference online at [www.flota.org](http://www.flota.org).
    - a. Student poster presenters qualify for a discounted conference presenter rate--Visit [www.flota.org](http://www.flota.org) for details.
  5. **Poster Prep:**
    - a. Research poster (not a power point): include a descriptive title, presenter(s) name(s), school affiliation, an abstract, introduction, materials, methods, and conclusions or results.



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- b. Non-research poster: include a descriptive title, presenter(s) name(s), school affiliation, an abstract, introduction, content, and conclusion.

## **7. Poster Content**

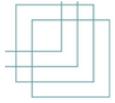
- a. **Size:** Posters should be no larger than 36 x 48 inches.
- b. **Format:**
  - i. Poster text should be well-labeled in a simple font (such as Arial or a sans serif style) legible from a distance of 2-3 feet. Avoid the use of fancy fonts for professional presentations. The effectiveness of a poster presentation can be enhanced greatly by inclusion of color, photos, and graphics where appropriate. A good poster presentation is organized, neat, eye-catching, and presents a clear message.
  - ii. Posters often include the following components:
    - title of project
    - discussion or conclusions in relation to your research question(s) or hypothesis, written in user
    - Other points to remember: Use short sentences and simple words. Columns should be left-aligned rather than centered. Do not use acronyms, jargon, or unusual abbreviations, Tables and graphs should have any unnecessary information removed.
  - c. 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.
  - d. Prepare a verbal presentation of no more than 7-8 minutes (preferably 5-6 minutes) to quickly walk interested parties through your poster

## **7. Poster Judging**

- a. Poster judging will take place in advance of the conference via zoom.
- b. For the poster judging, presenters will be sharing an electronic version of their poster and a verbal presentation of the poster (not a Power Point presentation).
- c. All presenters should plan on attending the judging sessions which will be scheduled 1-2 weeks before the event.
- d. All presenters must be registered for the conference to participate in the judging session.

## **8. Poster Presentations at FOTA23:**

- a. Poster presentations will take place live at the event.
- b. A poster easel will be provided for you. Presenters are responsible for providing poster backing, tape, clips or other supplies that may be needed to adhere your poster to the easel.
- c. The presenters should be present during the entire presentation session (typically 1 hour)



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- d. Conference attendees who are viewing poster presentations are eligible to (1 CE) per session.

## 9. Poster Awards

- a. There are **6 possible awards**: Best Overall Poster (OT Student), Best Overall Poster (OTA Student), Soul of OT, Dynamic Presentation, Scientific Rigor, and Visually Engaging.
- b. Awards and recognitions will be presented on Sunday, November 5, 2022.

### **Submission Instructions** Proposals may be submitted through 11:59 pm EST, **July 29, 2023**

Proposals will only be accepted through the online process. Conference presenters are eligible for a reduced presenter registration fee. FOTA members are eligible for an additional discount. If accepted, you must sign an intent to present contract.

If you have any questions, contact Student Poster Chairperson Melissa Sevestre at [msevestre@pinecastle.org](mailto:msevestre@pinecastle.org)