AOTA INSPIRE 2025

General Proposal Template

Deadline: June 20, 2024

This document is a sample template and is NOT intended for proposal submission. You must complete the online submission process in order for your proposal to enter the review process and be considered for presentation at AOTA INSPIRE.

# AOTA General Proposal

General Proposals advance the areas of occupational therapy practice, education, or program development.

# 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).

Title:

# Session Format

* + **Pre-Conference Institute**: 6-hour session held April 2, 2025. A reflective period must be included.  
    NOTE: If you need to cap the attendance at your proposed Institute, please make a note in the abstract. The only Institutes that will be considered for capping are those that have a clearly defined experiential component as a significant piece of the session overall.
  + **Workshop**: 3-hour session with reflective period for attendees with comprehensive understanding of subject matter. Intermediate and Advanced-level content only.
  + **Short Course**: 1-hour session with reflective time for attendees.
  + **Student**: 50-minunte session geared towards a student-only audience.
  + **Poster**: Displayed on an 8’ wide x 4’ tall bulletin board. Posters will be on display during a designated 2-hour period. Presenters are required to be with their poster for the entire 2-hour block of time.

# Speakers and Authors

Please include all presenters and authors. Presenters will be published in the order listed. Speakers and authors are responsible for maintaining their own [profile](https://www.aievolution.com/aotaproposals/), please make sure you have the email linked to the AOTA account for all speakers and authors to ensure the correct account is linked to the submission. If a speaker or author is not an AOTA member you will have the opportunity to add them to the system during the submission process with all of the required information listed below.

Reminder: All OT, OTA, and student speakers whose proposals are accepted for presentation must register for at least one day of the Annual Conference & Expo.

* + **Primary Speaker** – The only person to whom AOTA will send subsequent communication regarding acceptance of the proposal and onsite logistics.
  + **Additional Speaker** - Will be onsite presenting with the Primary Speaker.
  + **Contributing Author** - Persons who have contributed to the development and content of the proposal but will NOT be presenting onsite.

IMPORTANT: You must select only ONE person to be the Primary Speaker.

The following information is collected for each Speaker/Author and will be published as submitted.

## Name\*

\*First Name:

Middle Name or Initials:

\*Last Name:

## Credentials

* + Ensure capitalization and sequence are correct (e.g., PhD, OTR/L, FAOTA). Please do not use periods in credentials.
  + List only the highest degree earned.
  + Do **NOT** list student credentials. AOTA does not recognize credentials such as BA, BS, OTS or PhD(C), which identify students in pursuit of a degree not yet earned.

Credentials:

## Contact Information

Member ID Number:

Daytime Phone Number (incl. area code and extension):

\*Email Address:

## Employer or Academic Institution

\*Employer Name:

\*Employer City:

\*Employer State/Province:

\*Employer Country:

# Abstract Synopsis

Character Maximum Limit: 250 (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 in the AOTA INSPIRE mobile app and MUST be submitted ready for publication.

**Abstract Synopsis**:

# Learning Objectives

Should complete the sentence: “At the conclusion of this session, participants will be able to...”:

Please identify 1 or 2 learning objectives. Pre-Conference Institutes may provide up to 3 objectives.

Character Maximum Limit: 150 (including spaces)

\***Learning Objective 1**:

**Learning Objective 2**:

**Learning Objective 3 (Institutes ONLY)**:

Abstract   
Character Maximum Limit: 2,000 (including spaces)

The scoring of your proposal depends upon following the submission criteria closely and completely. Reviewers will use this information to score your submission.

* + Topic is timely
  + Topic demonstrates relevance to occupation-based practice or occupational therapy
  + Topic demonstrates consistency with available literature and evidence
  + A clear, reflective component is identified
  + Learning objectives are appropriate and clearly stated
  + Abstract synopsis articulates purpose and content of presentation
  + Level of material is appropriate for the identified target audience (e.g., Introductory, Intermediate, Advanced)
  + References are current and relevant
  + Proposal is coherent

**Note:** Character count is used NOT word count.

* + An exceeded character count will paste into the text box but will not save. Please refer to the character counter below the text box.

**Abstract**:

# Primary Topic Category

Each proposal will require a selection of one Primary Topic Category that best describes the proposal. AOTA reserves the right to change submitter’s Primary Topic Category selection.

* + Academic Education (includes Fieldwork Education)
  + Advocacy
  + Children & Youth
  + Coding & Billing/Payment Policy
  + Developmental Disabilities
  + Diversity, Equity, and Inclusion
  + General & Professional Issues
  + Home & Community Health
  + Innovative & Evolving Practice
  + International
  + Mental Health & Behavioral Health
  + Productive Aging
  + Rehabilitation & Disability
  + Sensory Integration & Processing
  + Work & Industry

# Secondary Topic Category

Depending on the Proposal Type, submitters will decide on one Secondary Topic Category that best describes the proposal. AOTA reserves the right to change submitter’s Secondary Topic Category selection.

* + Academic Education
  + Administration & Management
  + Advocacy
  + Children & Youth
  + Chronic Conditions
  + Coding & Billing
  + Cognition
  + Developmental Disabilities
  + Diversity, Equity & Inclusion
  + Driving & Community Mobility
  + Early Childhood
  + Entrepreneurship
  + Environmental Modifications
  + Ethics
  + Evidence-Based Practice & Knowledge Translation
  + Feeding, Eating, & Swallowing
  + Fellowship
  + Fieldwork Education
  + General & Professional Issues
  + Gerontology
  + Hand & Upper Extremity
  + Health & Wellness
  + Home & Community Health
  + Innovative & Evolving Practice
  + International
  + Leadership
  + Low Vision
  + Mental Health & Behavioral Health
  + Occupation-Based Practice
  + Oncology
  + OT/OTA Wellbeing
  + Payment Policy
  + Physical Rehabilitation
  + Primary Care
  + Private Practice
  + Productive Aging
  + Quality & Value Based Care
  + Rehabilitation & Disability
  + Research
  + School Systems
  + Sensory Integration & Processing
  + Technology
  + Telehealth & Virtual Services
  + Women’s Health
  + Work & Industry

# 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. A high-level of participation by attendees is encouraged during this session.

# Level Rational \*

Please state why you selected this level:

# References

References to the literature should be formatted using APA style. A minimum of 2 references are required. A maximum of 4 references can be submitted. All references to journal articles should include the DOI (digital object identifier).

\***Reference 1**:

\***Reference 2**:

**Reference 3**:

**Reference 4**:

# Consideration Requests per selected format

All proposals that meet or exceed the cutoff score will be considered for scheduling in the selected format. Your answer to the following statements will be reviewed after all sessions are filled. Your answer to these statements will NOT prevent you from initial consideration.

## Registration Cap (Pre-Conference Institute ONLY)

If you need to cap the attendance at your proposed Pre-Conference Institute please make a note in the abstract. The only Institutes that will be considered for capping are those that have a clearly defined experiential component as a significant piece of the session overall.

**Maximum # of Attendees**: \_\_\_\_\_

## Consider for Poster (Short Course ONLY)

In the event that there is not enough space for my short course to be scheduled, I would like for it to be considered as a Poster.

* + Yes
  + No

## Consider for Student Session (Short Course ONLY)

In the event that there is not enough space for my short course to be scheduled, I would like for it to be considered for the Student Session Series.

* + Yes
  + No

# Special Accommodations

This information assists AOTA with programming and logistics. Please answer these questions on behalf of the speaker(s) that will present this session if accepted. **Due to the large number of speakers, AOTA can only guarantee avoiding scheduling conflicts among primary speaker role.**

## **Accreditation Council for Occupational Therapy Education**

Are you or any of the additional speakers associated with this proposal a member of the ACOTE Council meeting at the conference?

* + Yes
  + No

## Religious Conflict

This session can be presented on a Saturday (no religious conflicts)?

* + Yes, I can present on Saturday.
  + No, I cannot present on Saturday due to my religious practices.

## Accessibility Need

Do you or any of the additional speakers associated with this proposal have a mobility need that would require them to use a ramp or lift to gain access to the speaker platform?

* + Yes
  + No

## Post-Conference

Are you interested in having your session repurposed after INSPIRE and presenting a live or pre-recorded webinar?

* + Yes
  + No

# Policies Governing Accepted Proposals

I agree to the following statements:

## Changes \*

Once a proposal is accepted as a session, changes to the proposal cannot be made.

## Handouts \*

Session handouts are an important part of session attendees’ overall Conference experience and serves as a resource after the participant leaves your session. If my proposal is accepted, I will make every effort to upload a handout for attendees by the suggested deadline of late-February 2025 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.

## Schedule \*

AOTA reserves the right to assign the day and time that accepted proposals will be scheduled. In addition, AOTA reserves the right to publish any submission, in whole or in part, in any form by any printed, visual, electronic, or auditory means.

## Registration \*

All OT, OTA, and student speakers whose proposals are accepted for presentation must register for at least one day of the conference.

## Status Updates \*

Status updates will be sent by e-mail by mid-September 2024 regarding acceptance of proposals. Invitations to present not acknowledged by the due date, will result in a session being dropped from the final program.

## Promotion is Prohibited \*

The exclusive promotion or sale of goods, services, or products during educational sessions at conference is prohibited. Speakers who are found to be engaging in such practices will have their sessions halted.

## Copyrights, Royalties, and Trademarks \*

Speaker warrants that no literary or artistic work or other property protected by copyright will be performed, reproduced or used, nor will the name of any entity protected by trademark be reproduced or used by Speaker during your speech and presentation (including but not limited to any exhibits, movie clips, videos, graphics) unless Speaker has obtained written permission from the copyright or trademark holder. Speaker covenants to comply strictly with all laws respecting copyright, royalties and trademarks. Speaker shall indemnify and hold AOTA, its officers, agents and employees harmless from all claims, losses and damages (including court costs and attorney fees) with respect to any such copyright, royalty or trademark rights.

## Audiovisual \*

Each presentation room will be preset with the following equipment:

* + 1-Laptop with DVD drive, Microsoft Office, audio, hard-wired Internet, and audio amplified to audience
  + 1-Handheld wireless podium microphone
  + 1-Wired floor microphone
  + 1-Wired head table microphone
  + 1-LCD projector and screen

## Multiple Submissions \*

The same email address must be used on the Submission Contact tab when submitting multiple submissions. AOTA does NOT use these email addresses for marketing purposes. These are only used for communicating with speakers.

## Policies and Deadlines \*

I understand and accept the policies and deadlines for proposal submission.