



FOTA21 Call For Papers Guidelines

Submission Deadline: July 15, 2021

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 AND UPON ACCEPTANCE OF YOUR PROPOSAL, YOU AGREE TO HAVE YOUR COURSE RECORDED FOR POSSIBLE USE IN THE FUTURE BY FOTA

The FOTA21 conference is scheduled for Saturday November 13 - Sunday November 14, 2021.

Session Format

There are 3 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 Chairs. This is a :50 min session, discussion.

Proposal Review

Proposals are reviewed online by your colleagues in a blind peer review that will take place in July/August. A minimum of 3 blind reviews are 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 to 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, July 15, 2021.
 - 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.
1. You MUST include a shorter title/description for our **online presentation format**:
 - a. **Title:** Up to 60 Characters
 - b. **Description:** Shortened version of your abstract. 140 Character
 2. You MUST include the following for the **Submission Form and Conference Program**
 - **Title:** *Do not use all caps*. Please do not use abbreviations in the title. You are limited to 150 characters (including spaces).
 - **Abstract:** this is a descriptive overview of your poster (400 Characters, including spaces)
 - **Learning Objectives:** Brief paragraph containing 3 learning objects (max 300 characters, including spaces). Do not number your objectives.
 - **References:** APA citation of resources used
 - Presenter(s) Info
 - name, credentials, e-mail and phone contact
 - bio: Introductory biographical information (max 70 words)
 - Educational background & 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.
 - Only Name and Credentials will be published. The above information will be used for session approval purposes.
 3. **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.

4. **Learning Objectives:** Character Maximum Limit: 300 (including spaces)
 - Please identify up to 3 learning objectives that describe what the participant learns in the session (one sentence each or combined into a paragraph)
5. **Abstract Synopsis:** Character Maximum Limit: 400 (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.
6. **References:** APA citation list of resources used for your presentation.
7. **Professional Posters:**
 - Posters will be submitted as a .pdf and viewed virtually. Please format your poster to display as video size: 1920x1020 px. (1pg)
 - The posters will be viewed and presented during our virtual conference.
 - 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.
 - Prepare a verbal presentation of 7 minutes to present your poster. In the spirit of poster presentations, no additional audiovisual or other technology support may be used.
8. ALL conference presenters must register for conference online at <http://www.flota.org/>.
9. **Handouts:** Session handouts are an important part of 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 handouts for attendees by the suggested deadline of October 1, 2021 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 poster. Early posting of handouts can generate interest for your session.
10. **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 our Conference team at VP@Flota.org

It depends on the words u use. A good way to check is to type using Microsoft word, and at the very bottom it tells u how many you've used .