CALL FOR WORKSHOP AND POSTER PRESENTATION PROPOSALS
OCTOBER 19 – 20, 2018 | THE SHERATON PARKWAY TORONTO NORTH, RICHMOND HILL, ON.

The Ontario Society of Occupational Therapists’ new Strategic Plan is focused on advancing occupational therapy in Ontario and has a strong focus on empowering our occupational therapy community as a force to achieve our visions for a future in which every Ontarian has access to comprehensive, high quality occupational therapy that enables their life goals. Conference 2018 provides a terrific opportunity to address both these objectives!

We invite you to contribute to a dynamic program that will stimulate attention and action to advance our profession in Ontario. *Where are the needs and opportunities for new practice development? What new evidence is shifting our practice? How can we show and share the value occupational therapy brings to our clients and the systems in which we work? What skills do we need to succeed?* In our diverse practice there are many answers to these questions.

We know we each play a role in advancing our profession and other’s understanding of the value we bring to the clients we serve. But, how do we mobilize and motivate our individual commitments to be most impactful and successful? Where better than a conference to explore this challenge! If to *empower: [is] making [someone] stronger and more confident, especially in controlling their life and claiming their rights*, then let us aim to empower our participants to take what they learn and integrate this into their practice, their practice planning and their professional perspectives.

As we gather to LEARN, SHARE, NETWORK & BE INSPIRED TO INTEGRATE NEW KNOWLEDGE INTO OUR PRACTICE & CAREER PLANNING, your workshop or poster presentation could be influential in advancing occupational therapy practice in Ontario! We invite proposals from clinicians, administrators, inter-professional colleagues, researchers, Student OTs and consultants that will contribute to our strategic theme & questions. Consider contributions that focus on:

- Best practice, leading edge assessment & treatment models
- New opportunities/emerging trends
- Innovative projects & programmes
- Consumer perspectives
- New evidence & research informing practice & the value of occupational therapy
- Promoting the profession & its value

Contribute to Conference 2018, our annual gathering to celebrate our profession and community, to share and learn, and to leave empowered to further advance our profession!

SUBMISSION PROCESS

- Submit your Abstract(s) by **Friday February 16, 2018**
- Proposals must be a maximum of 250 words and include all information outlined in the Submission Guidelines
- Submit to:
  OSOT 2018 Conference Planner: Heather Reid
c/o Innovative Conferences & Communications
PO Box 319
Delaware, ON, N0L 1E0
**Email:** hreid@innovcc.ca
**Fax:** 519-652-5015
Workshop Submission Guidelines

PLEASE COMPLETE ABSTRACT SUBMISSION COVER SHEET & ENSURE YOUR PROPOSAL ADDRESSES THE FOLLOWING REQUIREMENTS

○ Presentation Title
Use a title that reflects the content of your presentation (maximum 10 words).

○ Speaker Contact Information
Identify the PRIMARY CONTACT for the workshop – all conference workshop correspondence will be with the primary contact only.

List all speakers with the following information:

- First and last name
- Credentials (e.g. MSc.OT; as you would wish them to be reflected in a program)
- Employer
- Mailing address with postal code
- Preferred phone number
- Preferred fax number
- Preferred email address

○ Presentation Description
Provide a summary of the presentation and include relevance to the conference domains (maximum 250 words).

○ Target Audience
Identify the key OT audiences to whom your workshop will be of interest. For example: clinicians (specify the population, sector), managers & leaders, researchers etc.

○ Learning Outcomes
List three objectives that reflect what participants will learn as a result of your presentation. For example: to enhance knowledge, develop skills etc.

○ Presentation Day
Please select the preferred presentation day. Your choice(s) cannot be guaranteed.

- No preference
- Friday October 19, 2018
- Saturday October 20, 2018

○ Session Length
Please select your preferred session length. Your choice(s) cannot be guaranteed and preference will be given to 3 hour timeslots.

- Workshops may be delivered in blocks of 1.5 hours, ranging from 1.5 hrs to 3 hrs.

○ Comparisons & Disclosure
The workshop will not make comparison to companies or products for any purposes of product marketing nor, will topics or materials used in the workshop discredit companies or products. As well, the workshop proposal should make full disclosure of corporate funding sources.

• First and last name
• Credentials (e.g. MSc.OT; as you would wish them to be reflected in a program)
• Employer
• Mailing address with postal code
• Preferred phone number
• Preferred fax number
• Preferred email address

• No preference
• Friday October 19, 2018
• Saturday October 20, 2018

• Workshops may be delivered in blocks of 1.5 hours, ranging from 1.5 hrs to 3 hrs.
Audiovisual Equipment

OSOT will provide the following presentation equipment to support your workshop:

- Laptop
- LCD projector (for PowerPoint)
- Screen
- Podium and microphone (if appropriate for room size)

Any additional equipment requests must be identified in the submission – if the workshop submission is accepted, OSOT will negotiate with the primary speaker re: additional AV costs.

Speaker/Workshop Reference

For each presenter, provide a brief biography and submit reference details including:

- Name, email address and phone number of knowledgeable colleague who can comment on the quality of your submission

Expenses

Acceptance of the workshop submission does not waive conference registration, transportation or accommodation costs. However, please note a special speaker rate is provided to all accepted presenters. Details to follow at a later date.

WORKSHOP SUBMISSION CHECKLIST

Please note that only complete submissions will be considered.

- Complete Abstract Submission Cover Sheet
- Presentation Description – maximum 250 words
- Workshop Information – using Workshop Submission Guidelines
- Submit to hreid@innovcc.ca no later than Friday February 16, 2018

WORKSHOP FOCI MAY INCLUDE:

- Best practice, leading edge assessment & treatment models
- Health policy directions & implications/opportunities for OTs
- Innovative projects & programmes
- Consumer perspectives
- Measuring/demonstrating the value of OT
- New evidence/research informing practice evolution
- Panel perspectives on challenging practice issues/opportunities
- Promotion of the profession & its value
- Change management strategies

We ask that all workshops address ways in which participants can apply and integrate new learning into their clinical practice, practice development planning or personal professional development/perspective.

ADDITIONAL CONSIDERATIONS

Honorarium

OSOT understands that delivering a vibrant and educational workshop to OT colleagues requires considerable resources and time on behalf of all presenters. To acknowledge this, OSOT offers a modest honorarium of $300 for each workshop selected. While we understand that this honorarium does not cover all costs, it is hoped that it is recognition of your efforts.

In addition, speakers will have access to the following provisions:

- Lunch on the day of your workshop
- Access to other workshops on the day of your workshop at a special speaker rate
- Handouts to support your workshop at OSOT’s cost
Poster Submission Guidelines

PLEASE COMPLETE ABSTRACT SUBMISSION COVER SHEET & ENSURE YOUR PROPOSAL ADDRESSES THE FOLLOWING REQUIREMENTS

- **Presentation Title**
  Use a title that reflects the content of your presentation (maximum 10 words).

- **Presenter Contact Information**
  Identify the PRIMARY CONTACT for the poster – all conference poster-related correspondence will be with the primary contact only. Identify all poster authors and include:
  - First and last name
  - Credentials (e.g., MSc.OT; as you would wish them to be reflected in a program)
  - Employer
  - Mailing address with postal code
  - Preferred phone number
  - Preferred fax number
  - Preferred email address

- **Presentation Description**
  Provide a brief summary of poster presentation and include its relevance to the conference domains (maximum 250 words).

- **Target Audience**
  Identify the key OT audiences to whom your poster will be of interest. For example: clinicians (specify the population, sector), managers & leaders, researchers etc.

- **Learning Outcomes**
  List three objectives that reflect what participants will learn as a result of viewing your poster. For example: to enhance knowledge, develop skills etc.

- **Poster Reference**
  Please submit:
  - Name, email address and phone number of knowledgeable colleague who can comment on the quality of your submission (someone who is not related to your poster presentation).

**ADDITIONAL CONSIDERATIONS**

- **Poster Boards**
  OSOT will provide one 4’ tall x 8’ wide Velcro-friendly poster board for each poster presentation. OSOT will also provide a generous amount of Velcro for poster adhesion to the poster board.

- **Timeframe of Poster Displays**
  It is expected that posters will be displayed for at least one day of the conference (Friday or Saturday); the length of display time will be determined by the volume of poster submissions accepted; a designated time will be arranged for poster authors to accompany their posters for a Q&A session with delegates.

- **Expenses**
  Acceptance of the poster submission does not waive registration fee, transportation or accommodation costs. However, please note a special speaker rate is provided to authors. Details to follow at a later date.

**POSTER SUBMISSION CHECKLIST**

- Complete all of the above requirements and submit to
  - hreid@innovcc.ca
  - No later than **Friday, February 16, 2018**
1. This abstract is submitted to provide
   - Workshop
   - Poster Presentation

2. Title of Workshop/Poster

__________________________________________________________________

3. Primary Contact
   Name:
   Preferred Email:
   Preferred Telephone number:

4. Reference – identify a knowledgeable colleague who can comment on the quality of your submission
   Name:
   Email:
   Preferred Telephone number:

WORKSHOP SUBMISSIONS PLEASE ALSO COMPLETE THE FOLLOWING:

5. Workshop Presentation Day - check all possibilities
   - Friday October 19, 2018
   - Saturday October 20, 2018
   - Preferred day ___________________

   ** Note that presentation availability may affect selection

6. Workshop Length – workshops are scheduled around 1.5 hour blocks of time. Please indicate the number of blocks that best suits your workshop
   - 1 Block - 1.5 hours
   - 2 Blocks - 3 hours

   Are you able to be flexible about the length of your workshop?
   □ Yes           □ No