



Ontario Society of  
Occupational Therapists

## OSOT Conference 2012

CALL FOR WORKSHOP AND POSTER PRESENTATION PROPOSALS

SEPTEMBER 21 – 22, 2012 | THE INTERNATIONAL CENTRE, TORONTO, ON

The Ontario Society of Occupational Therapists' (OSOT) annual conference offers a workshop based format. With approximately 300 attendees expected, we anticipate giving 4 - 6 concurrent workshops at any time during the 2 day period. In addition, poster presentations will provide an excellent opportunity to share innovative projects and findings with your colleagues.

The Ontario Society of Occupational Therapists invites you to submit a proposal to present at our 2012 Annual Conference! Educational sessions are from 2.5 to 3 hours in length; poster presentations are displayed for the full 2-day duration. This conference gives you an opportunity to share your expertise by providing a practical workshop or poster presentation targeted to your occupational therapy colleagues from across Ontario.

Workshops and posters can focus on any of the following domains: clinical best practice (recommendations, guidelines etc.), current assessment tools and treatment modalities, scope of practice initiatives, innovative projects and programs, evidence-based/informed practice and or research, latest developments on key issues affecting the profession, presentation of leadership models and change management strategies. Submissions are requested from clinicians, administrators, managers, researchers, OT students and consultants.

### SUBMISSION PROCESS

- Submit your proposal(s) by **Friday March 2<sup>nd</sup>, 2012**
- Proposals must be a maximum of 250 words and include all information requested outlined in the Submission Guidelines
- Submit proposals and your abstract to OSOT Conference Planner, Heather Reid

**Email:** hreid@innovcc.ca

**Fax:** 519-652-5015

**OSOT 2012 c/o Innovative Conferences & Communications**

PO Box 319

Delaware, ON, N0L 1E0

*\*Presenters will be notified of the status of their workshop proposal by Friday April 13, 2012*



## Workshop Proposal Submission Guidelines

OSOT CONFERENCE 2012

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### 1. Presentation Title

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

### 2. Speaker Contact Information

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

List all speakers and the following information:

- First and last name
- Credentials (eg., BScOT, 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

### 3. Presentation Description

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

### 4. Target Audience

Identify the key OT audiences to whom your workshop will be of interest. Examples may include clinical (specify the population

or sector), managers and leaders, researchers and academics.

### 5. Learning Outcomes

List three objectives that reflect what participants will learn as a result of your presentation. This may be to enhance knowledge, develop skills etc.

### 6. Presentation Day

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

- No preference
- Friday September 21, 2012
- Saturday September 22, 2012

### 7. Session Length

Please select your preferred session length. Your choice(s) cannot be guaranteed.

- 1.5 hours in length
- 2.5 to 3 hours in length

### 8. Speaker Experience

For each presenter, provide a brief outline of speaking experience. Please consider the following:

*Continued on next page...*

- List of presentations made previously
- Current CV
- Name, email address and phone number of reference who has heard presenter speak (optional)

### 9. Audiovisual Equipment

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

- 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.

### 10. 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.

### ADDITIONAL CONSIDERATIONS

#### Honorarium

OSOT understands that delivering a vibrant and educational workshop to OT colleagues requires considerable resources and energies 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

### Expenses

Acceptance of the workshop submission does not waive registration (see special rate), transportation or accommodations fees.

### WORKSHOP SUBMISSION CHECKLIST

Please note that only complete submissions will be considered.

- Presentation Description – maximum 250 words
- Workshop Information – using Workshop Submission Guidelines
- Submit to [hreid@innovcc.ca](mailto:hreid@innovcc.ca) no later than **Friday March 2<sup>nd</sup>, 2012**



Judith Friedland, OSOT Conference 2011



## Poster Submission Guidelines

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### 1. Presentation Title

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

### 2. 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 (eg., BScOT – as speakers would like to be recognized in program)
- Employer
- Mailing address with postal code
- Preferred phone number
- Preferred fax number
- Preferred email address

### 3. Presentation Description

Provide a brief summary of poster presentation and include its relevance to the conference domains.

### 4. Target Audience

Identify the key OT audiences to whom your poster will be of interest.

### 5. Learning Outcomes

List 3 objectives that reflect what participants will learn as a result of viewing your poster. This may be to

enhance knowledge, demonstrate a new clinical skill etc.

### 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 the full duration of the conference (Friday & Saturday); a designated time will be arranged for poster authors to accompany their posters for Q&A time with delegates.

#### Expenses

Acceptance of the poster submission does not waive attendance fee (registration, transportation or accommodations).

### POSTER SUBMISSION CHECKLIST

Only complete submissions will be considered:

- Poster Presentation Description
- Poster Information – using Poster Submission Guidelines
- Submit to [hreid@innovcc.ca](mailto:hreid@innovcc.ca) no later than **Friday March 2<sup>nd</sup>, 2012**