

Call for Proposals

2024 TOTA Annual Conference

November 15-16, 2024, in Frisco, TX

The Texas Occupational Therapy Association (TOTA) is now accepting proposals for the 2024 Annual Conference. Proposals may be submitted by occupational therapists, occupational therapy assistants, and occupational therapy students (Note: student submissions must include a faculty or clinician co-author). Proposals from related professions are also welcome. Proposals must meet the TBOTE definition for Continuing Education (§367.1): professional development activities that are directly relevant to occupational therapy practice (as defined in §362.1), health conditions treated by OT, ethical or regulatory matters in OT, or OT documentation or reimbursement. Selections are made at the sole discretion of TOTA.

Instructions for Submission

- Proposals may be submitted until 11:59 PM CST **May 31, 2024**.
- Proposals will only be accepted through the online process.
- Please gather all information before beginning your submission
- If you are submitting multiple proposals, please use the same email address for all submissions.
- Click on the “Save” button to save any information you have entered.
- The TOTA Continuing Education Review Committee completes a blind review of all conference proposals. Submissions must avoid any reference to persons and facilities.
- Avoid providing any protected health information (PHI) as it may be a HIPAA, FERPA, or state medical records statute violation.
- Exhibitor presenters must indicate the name of their company
- Student presenters must note their faculty advisor.
- **Incomplete proposals cannot be accepted and will be deleted from the system.**

Proposal Submission Requirements

Primary Contact Information

The only person to whom TOTA will send subsequent communication regarding acceptance of the proposal and conference logistics.

Presentation Format

Choose from the following:

- Poster
 - Posters should be no larger than 36” x 48”. Posters will be on display during an assigned 1-hour poster session. Presenters (maximum of 2) are required to be with their poster the entire 1-hour block of time.

- Research Forum
 - This is a 2-hour forum session with multiple presenters. Presenters (maximum of 2) are assigned to a 20-minute time slot to present their research.
- Practice Forum
 - This is a 1-hour interactive networking session for OTPs in similar practice areas. Presenters (maximum of 3) facilitate conversation around current issues in practice, share resources, and/or collaborate around setting-specific initiatives to enact beyond the conference as a community of practice.
- Short Course
 - 1-hour – Maximum of 2 presenters
 - 2-hours – Maximum of 3 presenters; one 15-minute break required
- Long Course
 - 4-hours – Maximum of 5 presenters; two 15-minute breaks required
- Workshop
 - 7.5 hours – Unlimited number of presenters; three 15-minute breaks required

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.

Primary Topic Category

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

- Academia
- Children and Youth
- Documentation, Billing, and Regulatory Matters
- Ethics
- Health and Wellness
- Mental Health and Behavioral Health
- Productive Aging
- Rehabilitation, Disability, and Participation
- Work and Industry

Area of Focus

- **Academic Focus** is geared toward the professional development of academic OTPs and those who want to transition from clinical practice to academia. This may include fieldwork and

doctoral capstone or concern the pedagogy, education, ethics, or theory development of occupational therapy.

- **Clinical Focus** is geared toward the professional development of those with interest in health conditions and/or evaluation and intervention processes and procedures impacting occupational performance, health, and well-being.
- **Research Focus** is geared toward presentations with an emphasis on current research.
- **School-based Practice Focus** is geared toward the professional development of those with interest in the school setting.
- **Student Focus** is geared to students with essential information needed to transition to the role of an entry-level practitioner.

Proposal Title

Limited to 80 characters, including spaces. Please do not use abbreviations or ALL CAPS in the title.

Short Abstract

Limited to 300 characters, 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 TOTA conference app and attendees will use it to select courses.

Full Abstract

Limited to 2000 characters, including spaces. Clearly state the purpose of the presentation, describe the relevance to occupation-based practice or occupational therapy (*educational value*), and demonstrate consistency with available literature and evidence.

Learning Objectives

Provide 2 or 3 specific and measurable learning objectives that complete the statement: “At the conclusion of this session, participants will be able to ...”

- Review Bloom’s Taxonomy for examples of measurable verbs. For example, to demonstrate *understanding* of the content, measurable action verbs may include *summarizing* or *comparing*.
- Example Learning Objective: At the conclusion of this session, participants will be able to identify 3 new action verbs from Bloom’s Taxonomy to use when writing specific and measurable course objectives.

Literature Citations

References to the literature should be formatted using APA style. A minimum of 2 reference are required. A maximum of 4 references can be submitted. Majority of references should be within last 10 years.

Educational Value

Describe the relevance to occupation-based practice or occupational therapy.

Conference Presentation Format Preference

- **In-Person (Frisco, TX)** – courses are presented in-person and will not be available on-demand

- **Pre-recorded and provided On-Demand** – courses and posters will be pre-recorded for on-demand access to all conference attendees through the Whova app. On-demand access will be available to registrants through December 31, 2024.
- **No preference** – the conference committee can decide the format that best serves the needs of the conference.
- **Note:** The conference format may be altered to align with local guidelines or regulations.

Speakers and Authors

Please include all presenters and authors. Presenters will be published in the order listed. Reminder: All OT, OTA, and student speakers whose proposals are accepted for presentation must register for at least one day of the Annual Conference and Expo.

- **Primary Speaker** – You must select only ONE person to be the Primary Speaker. This is the only person to whom TOTA will send subsequent communication regarding acceptance of the proposal and online logistics. (Note: student submissions must include a faculty or clinician speaker and/or author)
- **Additional Speaker(s)** – 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.

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

- Name (first, last)
- Credentials
 - Ensure capitalization and sequence are correct. Please do not use periods in credentials.
 - List only the highest degree earned
- Current resume or CV. If multiple Speakers/Authors, please upload as one file.
- If presentation is provided by an exhibitor, please provide the name of the exhibitor.

Audiovisual and Room Requests

The standard room set for ALL courses and workshops includes:

- 1-LCD projector and screen
- 1-handheld wireless podium microphone

Additional audiovisual and room setup requests will ONLY be considered for workshop presenters. Presenters are responsible for bringing their own laptop and HDMI connecting device.

Policies Governing Accepted Proposals

Status Updates

The Primary Contact will be notified by email of the TOTA Continuing Education Review Committee's decision regarding acceptance of proposals by **July 10, 2024**. Invitations to present not acknowledged by the due date will result in a session being dropped from the final program.

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 serve as a resource after the participant leaves your session. Handouts should be uploaded to the conference app in a PDF file by the suggested deadline of mid-October to allow attendees time to review them as they build their conference schedule. Note, handouts do not need to be a copy of the session slides.

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.

Questions

Any questions can be directed to help@tota.org

