



Call for Papers Submission Requirements

The following information will need to be included in a Call for Papers submission.

Primary Presenter/Key Contact Person:

- Name, credentials, and contact information

Session Information:

- **Title of presentation** (25 or fewer words)
- **Presentation type**
 - In-person 1.5-hour Instructional Course
 - In-person 30-Minute Platform Presentation
 - In-person Poster Session
 - Virtual 1.0-hour Pre-Recorded Short Course
- **Main Presentation Focus**
 - Research-oriented, or
 - Practice-oriented
- **Consideration for Virtual Presentation:** For speakers submitting a proposal for IN-PERSON Courses, would you be interested in converting your proposed presentation into a VIRTUAL pre-recorded course if we are not able to accept your proposal for the IN-PERSON session?
- **In-Person Presentation Day Preference:** The 2025 conference will be returning to a two-day conference on Friday & Saturday. While we cannot guarantee the day you will be scheduled to present, the committee would like to take preferences into consideration. If you have a preference for the day you'd like to present, please indicate it here.
- **Target audience** (can choose more than one):
 - Student- Geared toward students currently enrolled in an OT or OTA program.
 - Entry-level - Geared toward practitioners with little or no knowledge of the subject matter. Focus is on providing general introductory information.
 - Intermediate-level - Geared toward practitioners with a general working knowledge of current practice trends and literature related to the subject



matter. Focus is on increasing understanding and competent application of the subject matter.

- Advanced-level - Geared toward practitioners with 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.

- **Primary and Secondary Practice Concentrations:**

- Academic Education / Fieldwork
- Administration & Management
- Assistive Technology
- Developmental Disabilities
- General
- Home & Community Health
- Justice, Equity, Diversity, & Inclusion
- Mental Health
- Physical Disabilities – including Neurorehabilitation & Orthopedic Rehab
- Productive Aging
- Pediatrics – including Early Intervention, School-Based Practice, Sensory Integration

- **Presentation Short Description** (500-character limit including spaces): Provide a brief, 2-3 sentence summary of your proposed presentation/conversation that covers expectations to draw your target audience. This description will be used for promotional material and programming. If your proposal is accepted, this information will be published on the ILOTA Annual Conference website and **MUST** be submitted ready for publication. Please ensure proper spelling, grammar, and punctuation.
- **Presentation Abstract:** Provide a 2-3 paragraph description of your proposed presentation/discussion that provides details of the purpose of the presentation, explains the relevance of your presentation to occupational therapy, and includes



references to demonstrate that your presentation is evidence-informed and occupation-focused.

- **Learning Objectives:** Please identify 2-3 learning objectives. Should be specific and complete the statement: “At the conclusion of this session, participants will be able to...”
- **Speaker Qualifications** (400-character limit including spaces): Please include a brief statement about qualifications of the speaker(s) relative to the proposed topic. DO NOT include names of affiliations of speakers or authors. During the final selection of proposals, qualifications of the speaker(s) may be considered when more than one proposal addresses the same or similar topic area
- **Reference List:** Include a complete list of evidence-informed resources cited in your presentation (books, journal articles, websites, etc.)

Additional Presenters:

- For additional presenters, please list only the individuals who will be presenting during the ILOTA Annual Conference. There is space below to list up to six additional presenters (for a total of seven presenters). If you have more than seven, please email us the additional names at Office@ilota.org.
- If people have contributed to your presentation, but are not planning on participating/presenting during the conference, please DO NOT list them as a presenter. Enter them as a contributor in the next section below.

Contributors:

- Please identify the individuals who contributed to this presentation but who are NOT presenting at the ILOTA Annual Conference. There is space below for up to seven contributors. If you have more than seven, please email us the additional names at Office@ilota.org.

Registration:

- All speakers of in-person courses whose proposals are accepted for presentation must register for at least one day of the conference.