



Call for Papers FAQ

These frequently asked questions are provided to individuals considering submitting a proposal for the ILOTA Conference through the Call for Papers process. If you have additional questions, please reach out to our Executive Director at office@ilota.org.

- **Do I have to be published or does my topic have to be published in order to submit?**
 - No! You do not need to be published in order to submit a proposal to present at conference. However, you should refer to current published evidence when developing your presentation to ensure that it is evidence-informed or evidence-based.
- **What are the benefits of presenting a poster or short course at a conference?**
 - Presenting at a conference demonstrates a commitment to your professional development and a contribution to the body of knowledge within the OT profession. Presenting also promotes networking with other OT professionals. It also looks great on your resume/CV!
- **Who can submit a proposal for the conference? Can students submit?**
 - Anyone with information relevant to occupational therapy can submit a proposal to present at conference. This includes OT/OTA practitioners, educators, students, and researchers. This also includes other professionals outside of OT that can contribute to the OT profession.
- **How do I request a certificate of attendance or participation?**
 - After the conclusion of the conference, all conference presenters will automatically be given a certificate of appreciation for presenting at the conference. Attendees at the conference will be given instructions on how to claim certificates of attendance after registering for the conference. (Conference registration usually opens 1-2 months prior to the start of conference.)
- **Are presenters required to be an ILOTA member?**
 - No, both members and non-members of ILOTA can submit a proposal to present at conference.
- **Are presenters required to pay a registration fee for presenting at conference?**
 - ILOTA policies regarding this requirement change each year. For the 2025 conference, presenters of **virtual presentations** will not be required to register for the conference. However, they will be encouraged to register. All speakers of **in-person courses** whose proposals are accepted for presentation must register for at least one day of the conference.



- **Is IRB approval needed for presentations?**
 - If you are proposing to present about a research study you conducted that involved human subjects research, then yes, you should have had an IRB review your study. If you are presenting about topics that do not involve human subjects research, then no, you do not need IRB approval.
- **Are there instructions or guidelines on how to prepare my presentation?**
 - If your proposal to present is accepted, yes, you will receive basic guidelines about how to prepare your presentation.
- **Can individuals submit more than one proposal for the ILOTA conference?**
 - Yes! You can submit as many proposals as you want. However, keep in mind that preparation for a conference presentation takes a lot of time and effort, so please only submit proposals for presentations that you have the time to prepare.
- **When are notifications of acceptance or rejection sent after I submit a proposal? If rejected, can I appeal the decision?**
 - Specific dates for acceptance/rejection notifications change each year, but the anticipated dates are published along with the Call for Papers process. For 2025, the conference committee anticipates informing all submitters of proposals of acceptance or rejection by mid-July. The conference committee does not allow for rejection decisions to be appealed; however, they will share feedback from the proposal reviewers so that you can make improvements to your submission for the following year or a different conference if you choose to do so.
- **Can someone other than the primary author present on the primary author's behalf?**
 - Yes! Whoever submits the proposal will be identified as the primary speaker and the key contact person for all communications regarding the proposal and subsequent presentation if accepted. The primary speaker should plan to actually present the presentation, along with any additional speakers that can be identified on the proposal submission. Anyone else who contributed to the presentation but will not actually be presenting can be identified as a contributor on the proposal submission.