

# ILOTA Conference Proposal Preparation Workshop

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Illinois  
Occupational  
Therapy  
Association

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## Primary Presenter/Key Contact Person

This is the person responsible for submitting the proposal.

They should plan on being present for presentation.

They will be the one receiving all communications from the ILOTA Conference Committee. They should be prepared to share all communications with their co-presenters, if applicable.



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# Session Information

**Title:** (25 or fewer words)

Clear and concise description of what the presentation is about.

**Presentation type:**

**In-person 1.0 hour instructional course:** should include some interactive learning.

**In-person 1.5 hour instructional course:** this length is designed for more interactive/active learning and more complex topics.

**In-person poster:** Opportunity to have one on one and small group conversations about a research study or innovative project you would like to share. Analysis of the results should be completed and shared in the poster.

**Virtual 1.0 hour pre-recorded short course:** a good option if you are unable to attend in-person, shared with in-person and virtual attendees over a period of time (asynchronous).

**Consideration for Virtual Presentation:** For speakers submitting a proposal for in-person courses can convert proposal into a virtual pre-recorded course.



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## 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.



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# Primary and Secondary Practice Concentrations

Each proposal will require a selection of one primary & secondary concentration that best describes the proposal:

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



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## 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 2023 ILOTA Annual Conference website and **MUST** be submitted ready for publication. Please ensure proper spelling, grammar, and punctuation



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## 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**.

\*Be sure to reference current literature to demonstrate relevancy and support for the presentation.



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## Learning Objectives

Please identify 2-3 learning objectives. They should be specific and complete the statement: “At the conclusion of this session, participants will be able to...”

Make sure to focus on what the learner will get out of the presentation, not your goals for the presentation.

Be realistic about what learners will actually be able to do at the end of your 1/1.5 hr presentation or poster.

Consider verb usage- demonstrate, discuss, express understanding of, compare/contrast, reflect, etc.





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## Learning Objective Examples

Describe the role of community partners in occupational therapy practitioner education.

Explore opportunities within your area of practice to integrate diverse, equitable, and just principles and practices.

Explain the major components of an intervention approach and discuss when to apply the intervention in practice.

Reflect on others' experiences and identify future doctoral capstone outcomes that could be targeted in one's own practice setting.



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## 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.



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## Reference List

Include a complete list of evidence-informed resources cited in your presentation (books, journal articles, websites, etc.)

Should include 3-5 varied resources preferably within the last 10 years.

Seminal pieces older than 10 years are acceptable.



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## Additional Presenters

For additional presenters, please list only the individuals who will be presenting during the 2023 ILOTA Annual Conference. There is space to list up to four additional presenters (for a total of five presenters). If you have more than five, please email us the additional names at [Office@ilota.org](mailto: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.



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## Contributors

Please identify the individuals who contributed to this presentation but who are NOT presenting at the 2023 ILOTA Annual Conference.

There is space for up to five contributors. If you have more than five, please email us the additional names at [Office@ilota.org](mailto:Office@ilota.org).



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## In Summary

Ensure your proposal is timely, relevant, coherent, and consistent with current literature.

Make sure your learning objectives are focused on the learner.

Proofread your work and ask a peer to proofread and provide feedback.

Advanced topics are welcomed and encouraged, especially from practitioners.



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## Suggested Topics for Presentations

Examples of how you've implemented a new intervention approach/technique and related client outcomes.

Discussion of quality improvement initiatives that you've implemented in your workplace and could be replicated by others.

Innovative initiatives you have implemented into your practice or workplace.

Ways in which you have overcome or dealt with challenges and/or barriers in the workplace.



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Time for your questions and ideas!

