

Call for Proposals NCOTA Spring Conference 2018

March 17, 2018
Rowan-Cabarrus Community College
Salisbury, NC



North Carolina Occupational Therapy Association
PO Box 20432, Raleigh, NC 27619-0432
NCOTAConference@gmail.com
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919-785-9700

Proposal Due Date: January 8, 2018

Call for Proposals - NCOTA Spring Conference 2018

**Rowan-Cabarrus Community College
Saturday, March 17, 2018**

Submission Deadline – January 8, 2018

SPEAKER INFORMATION:

The **primary speaker** is the only person to whom NCOTA will send subsequent communication regarding acceptance of the proposal and onsite logistics. Communications will be via email. Any change in email address should be reported promptly to NCOTAConference@gmail.com to ensure that communication between NCOTA and the primary speaker is uninterrupted.

Please complete electronically (fields expand to allow space to complete) and submit via email to NCOTAConference@gmail.com

Primary Speaker				
Name and Credentials				
Affiliation or employer				
Mailing Address				
Preferred Phone				
Mobile Phone				
E-Mail				
NCOTA member?		Yes		No
Additional Speaker(s)				
Name and Credentials				
Affiliation or employer				
Mailing Address				
Preferred Phone				
E-Mail				
NCOTA member?		Yes		No

Session Title (No more than 10 words, should clearly convey content or topic):

Session Type:

Preference:	Type	Time
	Short Course	1.5 hours
	3-h Intensive Course	3 hours

Focus Area: Check one area. If more than one applies, indicate 1st and 2nd choices.

<input type="checkbox"/>	Pediatrics (including school-based practice)	<input type="checkbox"/>	Home and Community Health
<input type="checkbox"/>	Assistive Technology	<input type="checkbox"/>	Mental Health
<input type="checkbox"/>	Education/Research/Fieldwork	<input type="checkbox"/>	Administration and Management
<input type="checkbox"/>	Physical Disabilities	<input type="checkbox"/>	Geriatrics
<input type="checkbox"/>	General	<input type="checkbox"/>	Student Focused

Session Synopsis : (No more than 125 words) Summarize the **major points** of your presentation 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, the synopsis will be posted in the online conference program which attendees will use to select their session choices. The synopsis will also be published in the onsite conference program.

Presenter Bio: Please include a brief bio for the presenters which will be published on the NCOTA website with the conference materials. Include the most pertinent information as it relates to your presentation.

Primary Speaker:
Additional Speaker:
Additional Speaker:

Level of Presentation: Check all that pertain

<input type="checkbox"/> Novice/Entry Level	<input type="checkbox"/> Intermediate	<input checked="" type="checkbox"/> Advanced
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Target Audience: Check all that pertain

<input type="checkbox"/> OT	<input type="checkbox"/> Educator/Fieldwork Educator
<input type="checkbox"/> OTA	<input type="checkbox"/> Student

AV Equipment and Room Set Up Request:

The standard AV setup is built into each room. Bring your presentation on a flash drive and as a backup, NCOTA recommends that you email yourself a copy.

Please check as appropriate:

<input type="checkbox"/>	I will need access to a computer, projector, and screen.
<input type="checkbox"/>	I will not need access to a computer, projector, or screen.
<input type="checkbox"/>	I will be bringing other equipment for demonstration purposes and need space in the front of the room.
<input type="checkbox"/>	This session is a panel and requires a speakers' table at the front.

Conflict of Interest:

No promotion of or sale of goods, services, or products is permitted during educational sessions. Any session where this occurs will be halted. NCOTA recognizes that a speaker may have a financial interest in products or services discussed during an educational session. Such an interest is not prohibited, but it must be disclosed. Please check the appropriate statement. If a financial interest exists, it must be described below.

<input type="checkbox"/>	No speaker has a financial interest in products or services to be discussed in the proposed program.
<input type="checkbox"/>	The following speakers have a financial interest in products or services to be discussed in the proposed product:

Please Read Carefully:

- I/we understand the AV options available and understand/agree to abide by the policies governing accepted proposals.
- I/we understand the requirement that all OT, OTA and student speakers must register for the conference.
- In addition to any presentation materials, speakers will need to provide attendees with access to an outline of the presentation, at a minimum. Handouts can be distributed at the time of the presentation. This is to provide justification for continuing education credit if a practitioner is audited.

Primary Presenter Name & "agree" will be considered evidence of agreement to terms:	
Date submitted:	

It is strongly suggested that presenters who are OT practitioners take advantage of the speaker discount to register and attend at least one day of the conference.

Learning Objectives/Content/Methods

Session Title:

Session Type (see previous page):

Short Courses must have 2 objectives. Intensive Courses must have 3 – 4 objectives.

Objectives are measurable and achievable. Words such as describe, explain, identify, design and apply are measurable objectives for what a participant should be able to do after attending the session.

LEARNING OBJECTIVES <small>LIST OBJECTIVES IN OPERATIONAL/BEHAVIORAL TERMS</small>	CONTENT (TOPICS) <small>LIST EACH TOPIC AREA TO BE COVERED AND PROVIDE A DESCRIPTION OR OUTLINE OF THE CONTENT TO BE PRESENTED</small>	TIME FRAME <small>STATE THE TIME FRAME FOR THE TOPIC AREA.</small>	PRESENTERS <small>LIST THE FACULTY PERSON OR PRESENTER FOR EACH TOPIC</small>	TEACHING METHODS <small>DESCRIBE THE TEACHING METHODS USED FOR EACH</small>
Objective 1				
Objective 2				
Objective 3				
Interactive Component (encouraged but not required) Examples: Breakout group Simple games Hands-on/kinesthetic learning Technology (Kahout, Socrative)				

(Note- You can add, delete, and expand, contract row as needed for the number of topics and length of objectives.)

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