



LOTA Annual Spring Conference
East Jefferson General Hospital
Friday, March 27 -28, 2009
LOTA Leading the Way to Excellence

LOTA Call for Papers

The LOTA Annual Spring Conference is a time for practitioners, educators, scientist and students to share their work – work that will further the profession of occupational therapy as it seeks to contribute its knowledge to improve the lives of those who can benefit from occupational therapy services. LOTA invites you to share your innovations and experiences by submitting a proposal to present at the LOTA 2009 Annual Spring Conference.

Instructions for Submission

- Proposals may be submitted anytime through midnight central standard time **December 12, 2008**.
- All presenters for each proposal submitted must have a valid e-mail address
- Complete required fields in all sections.
- Please make sure that you are accurate with spelling and credentials
- Proposal are to be emailed to lotassoc@aol.com or mailed and postmarked by **December 12, 2008** to: LOTA PO BOX Baton Rouge, LA

Session Formats

- Workshops: Please indicate presentation minimum and maximum time limits
- Poster: Posters will be on display during a designated time period and presenters are asked to be with their poster for the duration of the session (usually a 30 min block of time).

Audiovisual Equipment

The standard room set for all sessions (except posters) is as follows:

- 1 laptop computer
- 1 podium and 1 head table
- 1 head table microphone
- 1 projection screen
- 1 LCD projector

Proposal Selection Process

Proposals are blind reviewed by conference committee with recommendations made to the LOTA board of directors for final approval. **Please note that the travel arrangements and expenses will be the responsibility of the speakers.**

Criteria for Proposals are as follows:

- Topic of timely, professional relevance, and advances the practice and education of the field of occupational therapy or specifically addresses the professional development of the participant.
- Topic demonstrates relevance to occupation-based practice.
- Presentation method is appropriate for the topic.
- Learning objectives are appropriate and clearly stated.
- The abstract synopsis articulates the purpose and content of presentation.
- Level of material is appropriate for the identified target audience and learning objective.
- References are current and relevant.
- Proposal is organized, well written and reflects thought and attention.

Scoring of Proposals

Final selection and scheduling of conference proposals is done by the conference committee and LOTA board of directors and is based on a number of factors that help to establish a diverse and balanced program.

Policies Governing Accepted Proposals

- Once a proposal is accepted, changes to the proposal must be approved by the conference committee
- LOTA reserves the right to assign the day and time that accepted proposals will be scheduled.
- Notification will be sent by e-mail by **January 9, 2009** regarding acceptance of proposals.
- Notifications not acknowledged by the due date will result in a session being dropped from the final program.
- All speakers must ensure that they have received proper copyright permission for all materials used in their presentation.

General Proposal

Policies Governing Accepted Proposals

I agree to the following statements:

- Once a proposal is accepted, changes to the proposal must be approved by the conference committee
- LOTA reserves the right to assign the day and time that accepted proposals will be scheduled.
- Notification will be sent by e-mail by **1/09/08** regarding acceptance of proposals.
- Notifications not acknowledged by the due date, will result in a session being dropped from the final program.
- All speakers must ensure that they have received proper copyright permission for all materials used in their presentation.
- I understand and accept the policies and deadlines for proposal submission.
- I understand that I am responsible for travel arrangements and expenses.

Primary Speaker

The primary speaker is the only person whom LOTA will send subsequent communication regarding acceptance of the proposals and onsite logistics. Please include credentials and contact information. Valid Email address is required.

Name: _____
(Name, Degrees and Credentials)

Home or Business Address:

Daytime Phone: _____

E-mail address _____

Present Position (title) and Employer:

<i>Degree</i>	<i>Institution (Name, City, State)</i>	<i>Major area of study</i>	<i>Year degree awarded</i>

Additional Information: _____

Additional Speakers

Please include name, credentials, affiliation, and qualifications of any additional speakers.

Speaker 2

Name: _____
(Name, Degrees and Credentials)

Present Position (title) and Employer:

<i>Degree</i>	<i>Institution (Name, City, State)</i>	<i>Major area of study</i>	<i>Year degree awarded</i>

Additional Information: _____

Speaker 3

Name: _____
(Name, Degrees and Credentials)

Present Position (title) and Employer:

<i>Degree</i>	<i>Institution (Name, City, State)</i>	<i>Major area of study</i>	<i>Year degree awarded</i>

Additional Information: _____

PROPOSAL TITLE:

DO NOT USE ALL CAPS. Please do not use abbreviations in the titles.

Format:

- Workshop _____

Please indicate the minimum and maximum amount of time for the proposed presentation.

Time Frame: _____ Teaching Method: _____

- Poster

Posters will be on display during a designated time period and presenters are asked to be with their poster for the duration of the session (usually a 30 min block of time).

Primary Content Focus (area of concern):

Secondary Content Focus (population/practice area):

Learning Objectives:

At the completion of this program the participant will be able to:

1. _____

2. _____

3. _____

4. _____

5. _____
