

Association of Caribbean Occupational Therapists'
13th Biennial Scientific Conference:

***Occupational Therapy in the Caribbean, 25 years of
Making Waves and Building Bridges***

November 2 - 4, 2017

New Kingston, Jamaica



Special invitation to practitioners of professions beyond Occupational Therapy (OT): For the celebration of our 25th anniversary as an association, we invite not only OTs but also practitioners of related professions to submit presentations. Physiotherapists, speech and language therapists, mental health professionals, public health professionals, medical doctors, just to name a few, are welcome to submit abstracts for material of interest on topics that concern Occupational Therapy.

GUIDELINES FOR SUBMISSION OF ABSTRACTS

The Conference Planning Committee requests submission of abstracts for all presentations, including oral, poster and workshop.

ABSTRACT SUBMISSIONS ARE DUE BY *June 1, 2017*.

ORAL PRESENTATIONS

Each presentation will be allocated 20 minutes (this includes 15 minutes for presentation and 5 minutes for questions) Time limits will be strictly adhered to.

POSTER PRESENTATIONS

Posters will be displayed throughout the conference, but times will be allocated for presenters to discuss pertinent issues of their poster with interested parties. Presenters will be expected to be present at their posters at the assigned times.

Poster Specifications:

- The allocated space is 51cm high X 64 cm wide. A maximum of 4 poster sheets will be permitted. The posters will be fixed with Prestik, which will be available on site.
- Poster material must be prepared in advance and be large enough to be viewed and read easily from a distance of 2 metres.
- Each poster must have a top label indicating the title of the poster, the name(s) of the authors(s), and their affiliation(s). The font size should be at least 2.5 cm and the type should be simple and easy to read.
- Drawings, charts, photos and other graphics should be clear and simple.

WORKSHOP PRESENTATIONS

Please note audiovisual equipment will be supplied however we expect you bring all supporting materials. Please contact the Conference Planning Committee should you need any additional materials locally: Contact by email at: acotconference@gmail.com

The abstract must be clearly titled and identified as a workshop. The presenter(s) of the workshop must be clearly identified by name, title and affiliation. The outcomes should be specified and the required length of time must be specified.

Workshops should:

- Provide an opportunity for experiential learning; encourage discussion of new ideas and debate about critical issues.
- Elicit contributions from participants and ideally lead to some pre-determined outcome.
- The length of workshops is 1hr 45 minutes (one session) or 3hrs 30minutes (two sessions)

AUDIO-VISUAL EQUIPMENT

Standard equipment will be available, including power point projectors and microphones. Presenters are required to:

- Indicate their audio-visual requirements in their abstract
- Make use of the Conference computer and data projector equipment (there is no time between presentations to set up own equipment)
- Provide a hard disk of their presentation to the Conference Technician.
- Contact the Conference Planning Committee should you need any additional materials locally. Contact by email at: acotconference@gmail.com

ABSTRACT FORMAT

This format is required irrespective of the type of presentation being proposed

Type of Presentation: (oral, poster, interactive or workshop)

Title: BOLD CAPITALS

Author(s): List all authors and affiliations. Presenting author to be underlined.

Abstract Style: single spacing, left justified on A4 size paper (8 ½ X 11)

References: a minimum of 2, within the past 10 years

Content: No more than 200 words. Aims of the study/paper/workshop/intervention must be clearly stated. The main findings/content to be stated. A brief conclusion to be written. Jargon or highly specialized language should be avoided. Do not include subtitles, tables, figures or diagrams.

Audiovisual Equipment: specify requirements.

Contact details: Name(s), address(es), telephone numbers (landline and cell), fax number(s), e-mail address(es) of all authors.

BIOGRAPHY FORMAT

Maximum of 60 words.

Include name, affiliation, can include professional interests, other points of note.

ABSTRACT AND BIOGRAPHY SUBMISSION GUIDELINES

Only electronic submissions will be accepted. Submit abstracts and biographies by email to acotconference@gmail.com and place **CONFERENCE ABSTRACT/CONFERENCE BIOGRAPHY** in the subject field.

The abstracts and biographies should be sent as an attachment in Microsoft Word or Rich Text Format (abstracts for inclusion in a Conference book of abstracts)

Closing date for abstracts and biographies: *June 1, 2017*

Questions about the Scientific Programme can be directed to: acotconference@gmail.com

Selection criteria of abstracts for 13th ACOT Biennial Scientific Conference

“Occupational Therapy in the Caribbean, 25 Years of Making Waves and Building Bridges”

Name of Abstract _____

Submitted as: Oral ___ Poster ___ Workshop ___

Date submitted _____ Reviewer _____

Date of review _____

Criteria	Score (1 weak -10 strong)	Comments
Evidence-based (minimum of 2 references within the last 10 years)		
Quality of abstract		
Addresses the theme of <i>“Making waves and building bridges”</i> for the profession		
Innovative and relevant for practice or education in the Caribbean		
Occupation centered		
TOTAL (50)	/50	

- 40 points accepted as an oral presentation;
- >45 points accepted as a workshop;
- < 39 points recommended as a poster

Recommend as an oral presentation _____

Recommend as a workshop presentation _____

Recommend as a poster presentation _____