**TNOTA Annual Conference**

**Call for Papers**

**Policies Governing Accepted Proposals**

**Please agree to the “Policies Governing Accepted Proposals” and keep a copy for your reference.**

**Policies Governing Accepted Proposals**

**□** Once a proposal is accepted as a session, changes to the proposal may not be made.

□ TNOTA reserves the right to assign the day and time that accepted proposals will be scheduled.

□ All OT, OTA, and student speakers who proposals are accepted for presentation must register for at least one day of conference. Accepted speakers will be given a discounted rate to conference.

□ Notification will be sent by email by mid July 2019 regarding acceptance of proposals. Notifications not acknowledged by July 31, 2019 will result in a session being dropped from the final program.

□ Standard audiovisual equipment will be available for each presentation, with the exception of poster presentations.

□ Presenters are expected to provide a session handout for their presentations. These handouts will be posted on the TNOTA website for registered attendees to access.

□ I understand and accept the policies and deadlines for proposal submission.

TNOTA Annual Conference

September 6-7, 2019

University of Tennessee at Chattanooga

Call for Papers

***Important -*** *Please be sure this form is filled out completely. Please* ***type*** *the needed information and send via email to* ***conferencecommittee@tnota.org.***

**Call for Papers: Presentation Information Form**

*Please legibly list all presenters in the order they should be listed in the program. Please provide the presenter's name, degree and certification, and place of employment or affiliation. The contact person(s) should be listed first. Attach additional page in necessary.*

**Presenter Name, Degree & Certification: Employment/Affiliation:**

1. Click here to enter text. Click here to enter text.

2. Click here to enter text. Click here to enter text.

3. Click here to enter text. Click here to enter text.

**Contact Information for Presenter 1:**

(W): Click here to enter text. (C): Click here to enter text.

Email: Click here to enter text.

**Contact Information for Presenter 2:**

(W): Click here to enter text. (C): Click here to enter text.

Email: Click here to enter text.

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Call for Papers

**Directions for Submitting Proposals**

* Review the Call for Papers directions carefully
* Send any questions or concerns to conferencecommittee@tnota.org
* Ensure that all sections of the Call for Papers have been completed
* Send the **COMPLETED PROPOSAL PACKET** to conferencecommittee@tnota.org by **Monday, June 17, 2019.**
1. **Proposed Session Title**

Be concise and descriptive

1. **Session Format**

Please choose the session format for your presentation:

* **Workshop:** 2 hour session with reflective period for attendees with comprehensive understanding of subject matter
* **Short Course:** 1 hour session with reflective time for attendees
* **Poster:** **Displayed on an 8’ wide x 4’ tall bulletin board.\*** Posters will be on display during a designated 2-hour time period. Presenters are required to be with their poster for the entire 2-hour bock of time.

**\*TNOTA will provide easels for display, but WILL NOT provide poster backing board**

1. **Level of Material**

Please select the level of material being presented:

* **Introductory** level is geared toward practitioners with little or no knowledge of the subject matter. Focus is on providing general introductory information.
* **Intermediate** level is geared toward practitioners with a general working knowledge of current practice trends and literature related to the subject matter. Focus is on increasing knowledge and competent application of the subject matter.
* **Advanced** level is geared toward practitioners with a 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. It is expected that a high-level of participation by attendees is encouraged during this session.
* **Poster**

Please select the level of material being presented:

☐ Introductory ☐ Intermediate □ Advanced

**Title of Presentation:** Click here to enter text.

**Topic Area** (check all that apply):

☐ Psychosocial ☐ Pediatric ☐ Adult ☐ Geriatric ☐ General

☐ Developmental ☐ Ortho ☐ Neuro ☐ Cognition ☐ Vision

☐ General Practice

**Call for Papers: Submission Information**

Proposals are due **June 17, 2019**

**Proposal packets must include the following:**

1. Call for Papers Presentation Information Form - ***must be filled out in its entirety***

2. Biographical information for each presenter in **brief** narrative format (100 words or less and ready to print). Please provide the following information:

 a. Degree(s) and where earned

 b. Professional experience

 c. Any publications or research history

 d. Awards/honors

 e. Other information of interest

3. Course objectives: Provide a minimum of 3 clear, concise course objectives for your proposed presentation with indication of the target audience.

4. Course synopsis: Provide an edited abstract **(50 words or less)** that may be printed in the convention program without additional editing.

Please submit **COMPLETED PROPOSAL PACKET** no later than **June 17, 2019**

Send packet to **conferencecommittee@tnota.org**

**Proposal Packet Checklist:**

□ 1 Copy of the completed **Call for Papers Presentation Information Form**

□ 1 Copy of **Biographical Information** for each presenter

□ 1 Copy of **Course Objectives**

□ 1 Copy of **Course Synopsis**

**For Conference Committee Use Only:**

**Date Received -** Click here to enter text.

**Presentation Day and Date -** Click here to enter text.

**Time -** Click here to enter text.

**Room Assignment -** Click here to enter text.