

PROCESS FOR DEVELOPING THE SCIENTIFIC PROGRAM

1. CALL FOR PROPOSALS

- Conference Steering Committee decides the conference theme, and prepares the Call for Papers
- CAOT National Office advertises the Call for Papers, outlining the process for submission of an abstract (https://www.caot.ca/site/pd/conferences/call_for_papers?nav=sidebar)
- Abstracts are submitted to the CAOT National Office electronically.
- CAOT National Office screens abstracts for adherence to criteria, and sends non-compliant abstracts back to the author, who can adjust their submission by the deadline.

2. SELECTION OF ABSTRACTS – *Abstract Review Board*

- CAOT National Office sends out a call for CAOT members to participate in the Abstract Review Board, with a personal invitation to previous board members. There are criteria to be a Review Board member (experience presenting at a previous CAOT conference and/or experience presenting at other national or international peer reviewed conferences and/or authored an article in a peer reviewed journal.)
- Review Board members declare their area of expertise from the following choices: (in administration health policy, community, education, institution or theory for the following: Child/Adolescent Physical Health, Child/Adolescent Psychosocial Health, Child/Adolescent General; Adult Physical Health, Adult Psychosocial Health, Adult General; Older Adult Physical Health, Older Adult Psychosocial Health, Older Adult General; Non-specific to Client Group)
- CAOT National Office assigns abstracts to review board members with matching areas of expertise.
- Each abstract is assigned to two review board members to review using the Abstract Review Form. Identifying information is removed, so the process is blind.
- Review Board members complete their forms online by the deadline. They must recommend to 'accept' or 'reject' the abstract and comment on any low scores to rationalize their decision to the Conference Scientific Program Committee (CSPC).
- Note that there is a Power Point Presentation on the CAOT website that provides guidance to review board members on the abstract review process
<https://www.caot.ca/document/4167/Guide%20to%20CAOT%20Abstract%20Review.pps>

3. SELECTION OF ABSTRACTS – *Scientific Program Committee*

- CSPC members, selected by the Chair of the CSPC, identify their areas of expertise.
- CAOT National Office sends all abstracts in each categories, to one or two CSPC members, with the review board's ratings and comments for review. By receiving all abstracts submissions in one category, they are better able to make a more informed decision.
- The CSPC member recommends either to accept or reject the abstract.

- An average score above 40 (out of 50) is typically accepted, unless the CSPC members can justify otherwise. Low average scores are usually rejected, unless the CSPC member can justify otherwise. The CSPC member is asked to comment on their decision.
- The CSPC will meet to make the final decision on whether to accept or reject. Abstracts that are accepted are then reviewed to see if they will be accepted in the format that they have chosen or if they will be offered a different format.

4. CREATION OF SCIENTIFIC PROGRAM

- CAOT National Office collects the responses from the abstract authors on whether they have accepted what they have been offered. The final acceptance list, including any conflicts that affects the program, is provided to the CSPC.
- The CSPC meet face to face to create the scientific program.
- The committee members schedule the abstracts so as to create a program that balances research, practice, education, theory and administration, as well as the practice areas of child, adult, adolescent, and older adult, and physical medicine, mental health, and non-specific to practice group.
- The room allocation at the conference site determines the number of extended sessions vs, papers presented (size of room).
- The other sessions at conference will also determine the number of rooms available for paper or extended sessions (ex. Muriel, plenary, sponsored sessions and professional issue forums, etc).
- The CAOT National Office then notifies the abstract authors of the time, date and room they will be presenting in.
- The chair of the CSPC works with the CAOT National Office to substitute presentations that cancel up until one month prior to the conference.