

SUBMISSION FAQS

Submission FAQs

Will I receive a confirmation from CAOT that my abstract has been received?

Yes, you will receive an email confirmation that your abstract has been received. If you do not receive it right away, check your spam. If it is not there, contact conference@caot.ca

Can I make changes to an abstract that I have submitted?

Yes, you can email changes to conference@caot.ca by the deadline. After the deadline, your abstract is assigned to a reviewer to begin the review process and cannot be changed.

I am submitting just before the deadline and I am having technical issues and cannot reach anyone at CAOT, what should I do?

Send an email to conference@caot.ca before the deadline. Include your name, the title of your abstract, your abstract, client group and area of focus. This will be considered on time for the review process. CAOT will reach out to you to collect the additional information.

When will I get notified if my abstract has been accepted?

Notifications will go out mid-December.

What format should the title be?

For titles we follow APA style. Only the first word of the title, or any word following a colon should be capitalized unless it is a proper noun.

Abstracts need to be a maximum of 250 words, are all words included in that count?

No, the five required headings and any references are not counted as part of the 250 words.

How do you format the abstract- should each heading be their own paragraph?

No, the final abstract should be just one paragraph for all five sections. This is a requirement.

Can the name of a city or province be included in the abstract? Do not include this information at the submission stage as it often suggests the location of the author. This information can be added back to the program, once you have been accepted.

What if an author does not have an employer or is not connected to a university, what do we indicate?

It is ok to leave it blank.

Is there a limit to how many authors can be listed?

No, there is no limit to the number of authors. However, there are only 10 spaces in the online form. You can add additional authors in the notes section.

Does the primary author have to present or can one of the other authors do the actual presentation?

No, any author listed could present the session.