



CAOT · ACE

Canadian Association of Occupational Therapists  
Association canadienne des ergothérapeutes

# CAOT CONFERENCE SUBMISSION GUIDELINES



## Introduction

This document is to show you what you will be required to fill out on the abstract submission form and how to properly format the content.

## Submission contact

The contact details of those who should be receiving communications from CAOT:

**Contact**

First Name \*

Last Name \*

---

Contact email \*

Telephone # \*

Note: This does not include you in the author list. You must add it again.

## Authors

The list of authors. For the primary author you will be required to include first name, last name, employer/university, city of employment and email address if you would like to appear on the app. If you do not wish to list your employer, city or email address, leave the field blank.

**Primary Author**

First Name \*

Last Name \*

---

Employer/University

City of employment

Email (will appear on the app)

Each additional author to a max of ten authors you will be required to include first name, last name, employer and email address if you would like to appear on the app. You must have permission from each author to include their email address as it will appear on a public app.

# ABSTRACT CONTENT

## ABSTRACT CONTENT Title

The title should be no more than ten words total. It should follow APA style guides. It should not be all caps. Capital letters should only be used at the beginning of the title, for a proper noun or after a colon. While abbreviations are discouraged, if it is a commonly known abbreviation, it is allowed.

**Example of a correct title:** This title is correct for CAOT: Don't you think?

**Example of an incorrect title:** This Title is Correct for CAOT: Don't You Think?

## Abstract

The abstract should be no more than **250 words** (paper or poster submissions) or **350 words** (extended discussion or hands-on submissions) plus the five required headings.

1. Introduction OR Rationale
2. Objectives
3. **Methods OR Approach**  
(papers/posters) / **Session description**  
(extended discussions/hands-on)
4. Practice implications OR Results
5. Conclusions

The final abstract should be just one paragraph, not one line/paragraph for each heading. The five headings should not be capitalized.

**Example of correct abstract** (not correct # of words for example):

Introduction: This is where I introduce my topic. Objectives: This is where I list the goals of my presentation. Methods: This is where I describe how I will meet my objectives. Results: This is where I describe my results or practice implications. Conclusions: This is where I wrap up my abstract.

The following five headings must be used:

# ABSTRACT CONTENT

**Example of an incorrect abstract** - not one paragraph or capitalized headings:

INTRODUCTION: This is where I introduce my topic.

OBJECTIVES: This is where I list the goals of my presentation.

METHODS: This is where I describe how I will meet my objectives.

RESULTS: This is where I describe my results or practice implications.

CONCLUSIONS: This is where I wrap up my abstract.

## Anonymity

Abstracts should not provide information that would enable reviewers to directly or indirectly identify authorship through the naming of an individual (i.e., therapist or service recipient), program, service, health care provider or geographic region. Reviewers and the Conference Scientific Program Committee members must not be able to identify authorship

and therefore, abstracts received with identifying information will be returned to the author and may result in disqualification of the submission. Author can request identifying content to be added back into the abstract once the submission has been accepted.

## Reference list

Reference lists should only be included for **in-text citations** within the abstract. References must be used sparingly (e.g. when discussing a specific approach or model) and must use the APA style. Citations included in the body of the abstract will be included in the word limit. The reference list will not be counted in the word limit.

# ABOUT YOUR ABSTRACT

## Format type

A topic may only be submitted in one category of presentation. Please choose the format that best fits your topic. Research in progress can only be submitted in poster format.

### Paper presentation

Paper presentations are sessions in which scientific, theoretical, professional issues and practice information is exchanged. This includes any Q&A time. It is recommended that only one person present. The total length of the session is 25 minutes. (accepting CSOS submissions in this format)

### Extended discussion

Extended discussions consist of two parts: a presentation by one or more speakers for part of the session (approximately 20 minutes) and a group discussion or learning experience on the topic, facilitated by the presenter(s). Abstracts must include a description of how the session will be facilitated. The total length of the session is 55 minutes.

### Poster presentation

A poster presentation is a visual display session. Topics may include scientific, theoretical, professional issues or practice information. The presenter will be expected to prepare a brief overview of his or her poster presentation and be available for questions and discussion. (accepting CSOS submissions in this format)

**Submission options:** Face-to-face, research in progress or virtual

### Face-to-face

Poster presentations will be electronic and be presented on monitors. Presenters will be required to upload their poster two weeks in advance. The total length of the presentation time is 25 minutes. Often this allows the poster to be presented more than once as delegates circulate.

### Research in Progress

If you are submitting an abstract in this category, the research must be in progress at the time of the Call for Papers submission deadline. If your research is in progress at the time of the submission

# ABOUT YOUR ABSTRACT

deadline but will be complete by the conference, you should still submit your abstract as a poster on research in progress. If the abstract is accepted, you may submit final results by March 1st, to be reconsidered as a paper presentation. Please note, a limited number of paper presentations will be available at the March 1st deadline.

## Virtual

Not able to attend the conference to present your poster presentation? There will be a limited number of poster presentation slots that will allow you to present your poster virtually. You will login through Zoom at your presentation day/time. A volunteer will start and moderate your presentation.

## Hands-on learning session

Hands-on learning sessions are skills-based sessions with the aim that delegates will be able to take these skills back to their practice. Abstracts must include a session description. The total length of the session is 115 minutes. You

will also be required to provide the following in your submission:

An indication of the minimum amount of time you require for your session, to accomplish your objectives.

A list of the existing evidence base for the theory and practice that supports your hands-on session, ie: references to articles, systematic reviews and other sources of evidence.

## You will have to provide the following:

My abstract submission is primarily: research, practice or education (academic).

The authors are primarily: practitioners, researcher/academics, or students.

My results are 'in progress': yes, no, or N/A for hands-on sessions; extended or non-research submissions.

# ABOUT YOUR ABSTRACT

## Client group

You will need to choose one of the following client groups:

- Children and youth
- Adult
- Older adult
- Community/Population
- Non-specific
- Not applicable

## Focus area

You will need to choose one of the following [focus areas](#):

- Acute conditions
- Advocacy/Change agent
- Chronic conditions
- Early childhood
- Environment
- General/Professional issues/Practice
- Health and well-being
- Mental health
- Occupational therapy education
- Primary care/Primary health care/Population health

## Key words

You will be required to choose up to TWO key words that reflect your abstract for indexing purposes. If you choose more than two words, only the first two will be used.

acute care	community care	long term care	pandemic
advocacy	community development	mental health	parkinson's disease
ALS	dementia	models	school health
arthritis	developmental coordination disorder	multiple sclerosis	seating
assessments	dysphagia	obesity	Sensory integration
assistive devices	evaluation	occupational justice	spirituality
autism	evidence-based practice	occupational science	stroke
blindness	falls	older drivers	teaching/education
brain injury	fieldwork	orthopaedics	technology
cancer	hand therapy	orthotics	theory
clinical reasoning	interprofessional	palliative care	

# STUDENT SUBMISSION

## Student submission

If you are a student who has not yet graduated from an occupational therapy program, please indicate the name of your university. OTA students can choose 'other' and indicate your college/university:

The screenshot shows a web form titled "Student submission" with three tabs: "Assessments", "Demographics", and "Long term". The form contains three questions:

- "I am submitting as a student who will graduate entry-level in Fall 2020 or later- my university is" with a dropdown menu open showing a list of universities: University of British Columbia, University of Alberta, University of Manitoba, University of Toronto, Western University, Queen's University, Université d'Ottawa, Université de Montréal, McGill University, and Université Laval.
- "As a student (entry-level or graduate level) I would like to be considered in the poster competition."
- "At the time of submission, I am a(n):"

This is for entry-level students and not those in a graduate program.

## Student poster competition

In order to participate in this competition, **the presenter** at the conference must be an entry-level student or an occupational therapist/assistant in a post-graduate program. This competition is not open to student submissions where the student is not the presenter.

The screenshot shows a web form titled "Poster Competition" with the following elements:

- A question: "As a student (entry-level or graduate level) I would like to be considered in the poster competition." with radio buttons for "Yes" and "No".
- A question: "At the time of submission, I am a(n):" with a dropdown menu open showing two options: "entry-level student (not an OT yet)" and "post graduate student".



# ABOUT YOUR SUBMISSION

## Final disclosure page

You will be asked to answer the following with a yes or no:

I understand that my abstract could be disqualified if I don't meet the following:

My abstract does not contain any content that could identify me, such as an employer/university/known project, city, etc.

My abstract is 250 (paper/poster) or 350 (extended discussion/hands on) words or less.

My title is 10 words or less.

As the submitter of this abstract, I have permission from all listed authors to include their email address, if included, which will appear in the conference program on the app.

## Program development

In order to assist with the program development, you will be asked to indicate all categories that your abstract would fall under. Your abstract does not need to fit in any of the categories to be considered for conference. The categories listed assist the Scientific Program Committee in developing some of the larger streams:

- Academic education/fieldwork\*
- Diversity, equity, rights and inclusion
- Mental health
- Occupational justice
- Occupational science\*\*
- Technology
- Home modification
- Pandemic
- Driving
- None of the above

\* This stream is dedicated to issues of both academic and fieldwork education. Possible topics could include curriculum in

# ABOUT YOUR SUBMISSION

the university setting, online, blended learning or continuing education. Fieldwork experiences provide the opportunity for experiential learning where students acquire abilities and professional behaviors as well as new knowledge. This session will appeal to students, preceptors, onsite fieldwork coordinators, academic faculty members and university fieldwork coordinators who collaborate in linking fieldwork experiences to reinforce academic learning.

\*\* The CSOS stream welcomes poster and paper presentations submissions, that are well situated in occupational science, in English or French. Occupational science (OS) is a basic science dedicated to the understanding of human occupation.

## Conflict of interest

If the author(s) has/have any commercial interests or associations that might pose a conflict of interest regarding this submission, please list them:

A conflict of interest can occur when you (or your employer or sponsor) have a financial, commercial, legal, or professional relationship with other organizations, or with the people working with them, that could influence your submission.

Potential conflicts of interest in relation to your submission could include consultancies, employment, grants or fees/honoraria.

When making a declaration, the disclosure information must be specific and include any financial relationship that the author(s) of the abstract submission has/have with any sponsoring organization and the for-profit interests the organization represents, and with any for-profit product. Any commercial or financial involvements that might represent an appearance of a conflict of interest need to be additionally disclosed on the abstract submission form.

# 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](mailto:conference@caot.ca)

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

Yes, you can email changes to [conference@caot.ca](mailto: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](mailto: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.