

College of Occupational Therapists 34th Annual Conference and Exhibition

PLUS

TWO Specialist Sections' Annual Conferences:

HIV/AIDS, Oncology, Palliative Care

Older People

The College's 34th Annual Conference will run together with the Specialist Sections' annual conferences for Older People and HIV/AIDS, Oncology, Palliative Care. This collaboration will enable delegates to select sessions from any of the three conferences, providing a superb opportunity for delegates to meet their career and development needs.

Your work available worldwide

This is your opportunity to report on the innovative work that you have been doing, whether it is policy, practice, management, theory, education or research. Abstracts are welcomed from everyone. Successful abstracts give authors a UK platform to share their ideas and to influence the future of the profession, and what's more, all abstracts will be available to a worldwide audience via a special online *British Journal of Occupational Therapy* (BJOT) supplement. Your work, if accepted, will be read by an international audience comprising practitioners, students and tutors. This is a unique and valuable CPD experience. Read on to find out how you can participate in this unique collaboration. There is a choice of presentation formats:

Paper presentation (15 minutes' presentation for each paper, plus time for questions at the end of the session)

This is a good way of introducing your work in a concise manner and allowing some discussion with colleagues. You will have 15 minutes to present your work without interruption and then time for questions at the end. You will be supported by a chairman, who will guide you through the session.

Seminar (45 minutes in total)

A presenter-led session, where you have the opportunity to present your topic with questions raised within the session time. You will be responsible for chairing and facilitating the session, based on audience participation. Audiovisual equipment is included.

Round table An interactive discussion (45 minutes in total – maximum 25 participants)

This discussion forum enables you to present topics for interactive debate with delegates. A session lasts for 45 minutes, giving you plenty of time to debate the topics and get input from delegates working in similar areas. You will be responsible for chairing and facilitating, based on audience participation. Delegates attending the session will be encouraged to participate. There is no audiovisual equipment available.

Workshop (90 minutes in total – maximum 30 participants)

Workshops are available for you to pass on your skills to others. Each Workshop will last for 90 minutes and is limited to 30 participants. Workshops may be related to practice, management, theory, education or research and development. You need to allow for some practical work with delegates, and you will be responsible for chairing and facilitating the session.

Poster display

A visual display area (approx 90cm x 120cm) will be available for all accepted posters and there will be allocated times in the programme for delegates to speak to poster presenters. Posters offer another opportunity to communicate with colleagues and allow for presenters to talk with delegates during the refreshment breaks.

Poster discussion sessions (maximum 20 participants)

Some poster presenters will participate in small poster discussion groups (that take place in a separate room) in parallel with the scientific programme. These sessions provide an opportunity for you to present and discuss your poster with a small group of delegates and fellow poster presenters. Each session will have a facilitator and presenters will be expected to present their poster in five minutes. Except for the allocated Poster discussion session when posters will be relocated to the relevant room, posters accepted for these sessions will be located in the main poster display area in the Foyer.

Innovative technology

If you have designed and produced equipment, software, training materials, videos or communication aids, this is your chance to share these innovations with fellow occupational therapists and obtain feedback. Space will be available to enable you to provide demonstrations, present a video, or show the product in question. A visual display area (approx 90cm x 120cm) will be available, but there will also be a table top area for you to demonstrate your ideas. You will need to provide your own equipment, where required.

Awards

Every year the Scientific Programme Committee gives an award for the following:

- Best Paper Presentation from an Associate member of the British Association of Occupational Therapists (£50.00 prize)
- Best Paper Presentation from a First Year Practitioner presenting Final Year Research (at the time of the abstract deadline) (£50.00 prize)

To be eligible, you must be a member of the British Association of Occupational Therapists.

Instructions for preparation of abstracts

Abstracts are now invited for inclusion in the 2010 programme as either oral or poster presentations. Submissions can describe developments in areas of policy, practice, education, current research, inter-professional or inter-agency working in occupational therapy. Abstracts should be submitted ONLINE through the annual conference website.

Please read the instructions below carefully before preparing your abstract

The Abstracts will be printed directly from the information you have provided, and will be posted onto the website. An Abstract CD will be available to all conference delegates. In addition, the abstracts will also appear as a *British Journal of Occupational Therapy* (BJOT) electronic supplement, accessible by all BJOT subscribers.

Completion

You **MUST** complete your Abstract in the official conference abstract template – if you do not do so, your abstract is likely to be rejected. The template can be downloaded from www.cot.org.uk. If you do not have access to the website, please contact the Conference Secretariat for details of alternative ways to submit your abstract.

The Abstract submission covers the following areas:

Title

The title of your Abstract should be succinct yet accurately describe its main content. The title is important as it helps delegates to select the Conference sessions they wish to attend. Do not use abbreviations. Limit your title to 12 words and use sentence case (i.e. the first letter of the sentence is capitalised, with the rest being lower case except for proper nouns and acronyms). The title of accepted abstracts will be published in the Provisional and Final Programmes and on the Conference website. You should adhere to the original title and content of the abstract when presenting. The title of your session may be edited by the Conference organiser or the Scientific Programme Committee to meet Conference style requirements.

Content

The main text of the Abstract (including references) **MUST be no longer than 250 words**. This will be checked and **Abstracts will be rejected if they exceed this word count**. Full references may be noted in the box provided at the end of the Abstract (references in this box are not included in the 250 word limit).

Your Abstract should be an accurate representation of what you know you will present and should not include phrases such as “findings will be described...”

All abstracts should cover the following:

1. Introduction/background to the topic and aims/rationale for the work done – what did you want to find out and why?
2. Methods – what was the design of the work and involvement of participants? For workshops and round tables, a clear outline is required of the issues to be explored and the methods to be employed within the session.
3. Results/conclusions – what was the outcome of the work and what were the conclusions, or what is the likely outcome of the workshop/round table?
4. Impact on service users – what was the impact on service users or what type of service user issues arose during the work that led to your presentation? For example, from simple issues of asking participants to be involved or setting about changing service delivery, to complex issues of confidentiality and ethical review.
5. Clear implications for occupational therapy – why is your presentation relevant and important to occupational therapy?
6. Details of ethical approval as appropriate. Where appropriate, please provide evidence that this work has been given the necessary approval by a recognised ethical review group. This may be at an NHS site, University or regional or national ethical review group. A reference number is acceptable.

For more information to help you to prepare your Abstract, you can access ‘Guidelines for preparing abstracts for conferences’ on our website <http://www.cot.org.uk/submitanabstract> and click on ‘Annual Conference 2010’ and ‘Resources for presenting your abstract at Annual Conference’ and then click on ‘Abstract presenters’.

Research governance compliance/ethical approval

Abstracts reporting research carried out in health or social care settings must provide evidence of ethical review and approval in line with the relevant research governance frameworks for Health and Social Care or university issuing body. Submitting authors **MUST** provide the ethical approval number (or equivalent) on the online submission. Failure to provide such evidence may result in rejection of research-based abstracts.

References

Your Abstract must include references; a maximum of five references will be accepted. Only sources referred to in the text should be included in the reference list. Give full references in the box provided at the end of the Abstract (**references in this box are not included in the 250 word limit**). Referencing must be Harvard style to be in keeping with the College's reference guidelines. Any other referencing style will result in the Abstract being rejected.

For further information visit: www.cot.co.uk/bibliographies. Incomplete or inappropriately referenced work will be marked down by the reviewers.

Word count

Authors must complete the relevant box in the Abstract template stating the number of words contained in the body of the Abstract. This must not exceed 250 words, or it will be rejected.

Keywords

You need to select up to four of the following keywords in order of relevance to highlight the main focus of your work. The first keyword you identify will be considered the Abstract's main focus. This information will help delegates to select which sessions they should attend by linking the relevant Abstracts to their interests and continuing professional development needs:

Occupational Base	Person Base	Domain	Methodology
Occupational adaptation	Adult physical health	Assistive technology	Audit
Occupational deprivation	Children and families	Care pathways	Opinion
Occupational disruption	End of life care	Commissioning	Policy
Occupational engagement	HIV/AIDS	Community	Practice development
Occupational inclusion	Learning disability	Education (CPD, LLL, skills)	Research
Occupational integration	Long term conditions (including progressive & chronic)	Health and wellbeing	Service evaluation
Occupational isolation		Housing	Service innovation
Occupational justice	Mental health (including forensic)	International perspectives	Theory
Occupational performance	Occupational therapists	Management and leadership	Other
Occupational science	Older people	Partnerships	
Occupational therapy process (assessment, intervention)	Oncology	Private practice	
Other	Students	Service user involvement	
	Other	Social care transformation	
		Vocational rehabilitation/work	
		Other	

Preferred presentation

Choose your first and second choice of presentation from Paper, Seminar, Round table, Workshop, Poster discussion session, Poster display or Innovative technology.

Target audience

Indicate the target audience for your presentation from the following options: educators; first year practitioners; managers; researchers; senior practitioners; students; support workers or all levels.

Preferred conference

Indicate if you want your paper to be considered for the Annual Conference of the College of Occupational Therapists or for one of the two Specialist Section conferences taking place at the same time, either Older People or HIV/AIDS, Oncology, Palliative Care. The final decision will be at the discretion of the Scientific Programme Committee and your Abstract may be allocated to any part of the 2010 programme.

Description of session format

Complete the comment box describing briefly how you will present your work and how you plan to involve your audience during the session.

Learning outcomes

Authors are invited to submit a maximum of THREE learning outcomes relating to their session – with a **MAXIMUM OF 32 WORDS IN TOTAL**. The learning outcomes should describe the skills or knowledge that authors believe delegates will attain as a result of attending their presentation. Please see sample formats below. This copy will be included in the Provisional Programme, the Final Programme and on the Conference website, so the quantity of words and style needs to be followed to ensure consistency throughout. The organisers reserve the right to edit your learning outcomes to ensure consistency and style.

Example one

Learning outcomes

- Evaluate how the current practice environment influences professional thinking and action
- Recognise characteristics of critical reflection and how to enable this process
- Utilise a tool to facilitate critical reflection within practice

Example two

Learning outcomes

- Learn methods to support patients in selecting and applying methods of self-care
- Understand how self-care management of this patient group can be achieved
- Understand how self-care is transferable to other conditions

Example three

Learning outcomes

- Gain an appreciation of the implications of MHRA guidance on the stability of wheelchairs
- Consider occupational therapy training implications for wheelchair provision
- Identify pertinent quality issues regarding short-term loans

Authors

Give initials, last name and affiliation (place of work or location where work was carried out) of main authors associated with the Abstract. Omit degrees, titles or appointments. Provide contact details for the submitting author/presenter, and supply a brief biography (not more than 25 words each) for the principal and second author/presenter.

Address for publication

The presenting author's address and contact details will be printed within the Abstract, unless we are notified to the contrary. Please give full address including postcode, contact email address and telephone number where possible. NOTE: This address may be different from the main contact address of the submitting author.

Numbers of Abstracts per author

There is no limit to the number of Abstracts that can be submitted by any individual or organisation, but only one Abstract per topic may be submitted. The Scientific Programme Committee reserves the right to limit the number of accepted Abstracts from any one source. Those listed as main authors must be prepared to present the paper in the absence of the named presenter.

Awards

If you are eligible to be considered for an award for 'Best Paper Presentation from an Associate Member of the British Association of Occupational Therapists' or 'Best Paper Presentation from a First Year Practitioner presenting Final Year Research' (at the time of the Abstract deadline), you should indicate your status in the relevant section on the submission form.

How to use the online submission system

Accessing the system

1. Access the website at www.cot.org.uk/submitanabstract or, if you are a member, log into the members'-only site using your BAOT number, go to the quick jump menu and select 'Submit abstract'.
2. Click on 'Online submission' and follow the instructions to register your personal information (email address, your chosen password and other contact details) with the online Abstract system. Please note: you cannot submit an Abstract until after you have completed this process.
3. Once you have registered, you will be able to access the online Abstract submission system, with detailed instructions on the preparation of Abstracts, together with the official Abstract template. This is a Microsoft Word file, which is designed to ensure that your Abstract is prepared in the right way for the conference. We strongly recommend that you print the instructions before you begin to submit your Abstract. You will also receive an email with your registration details.
5. Log back in as a 'Registered User' and follow the on-screen instructions to submit your Abstract.
6. Please ensure that you have all the following details to hand before accessing the system:
 - The title of your Abstract (maximum 12 words)
 - The location where you have saved your abstract template on your computer
 - Your main keywords (see list on page 5)
 - Reference number and name of issuing body, ethical approval if applicable
 - Your first and second choices of presentation
 - Your target audience and your preferred choice of conference
 - How you plan to present your work during your chosen session
 - Your learning outcomes
 - Your full postal address (work)
 - Brief biographies for the first and second presenters (maximum of 25 words each)
 - Institution (place of work) where or on whose behalf work was carried out
 - List of all contributing authors
 - Agreement of all co-authors that they will be prepared to present the work in your absence
7. Please **DO NOT** email or send a paper copy of the Abstract after submitting online.

Deadline for receipt of abstracts – Monday 28 September 2009

Peer review of abstracts

All Abstracts are anonymously peer-reviewed and marked by at least two reviewers. Reviewers do not mark Abstracts if there is a conflict of interest, for example, when the reviewer is the author of the Abstract or the author of the Abstract is known to the reviewer. All reviewers have a duty to notify the Chairman at any time of any conflict of interest in relation to the Annual Scientific Programme.

An Abstract may be selected for Paper, Seminar, Round table, Workshop, Presented-or-displayed poster presentation or Innovative technology, or it may be rejected. Abstracts will be considered for presentation at the Conference(s) you have indicated, but the type of session and the Conference allocated may not be the preferred choice of the author. Confirmation of acceptance or rejection will be emailed to the email address given by the submitting author by the end of November 2009. This will include notification of the provisional date and time of the presentation if the Abstract is accepted. The decision of the Committee is final and resources do not permit feedback or further discussion if you have been unsuccessful.

At the time of submission, authors MUST ensure that they can be available to present on all days of the Conference.

Presenting authors MUST PAY a Conference registration fee. A reduced rate is offered to authors who are listed in the Provisional Programme.

All Abstracts will be evaluated using criteria based on the questions below. Abstracts are anonymous at the time of marking. The following criteria will be scored as 0, 1, or 2, with a maximum score of 10. The content of the Abstract must consider the following questions:

1. Is it clear what the author(s) wanted to find out and why?
2. Is the design of the work and involvement of participants adequately described?
3. Is the outcome of the work clear and are any conclusions justified?
4. Have the author(s) considered the impact of the work on service users? (Minimum 1 point or rejected)
5. Does the Abstract cover a subject of relevance and importance to occupational therapy? (Minimum 1 point or rejected)

In addition, all Abstracts must satisfy the criteria below or they will be rejected regardless of their score:

Submitting author's essential checklist

- Referencing must be Harvard style, in keeping with the College's reference guidelines. Any other referencing style will result in the Abstract being rejected.
- All references/background reading must be explicit with a clear relevance to occupational therapy, otherwise the Abstract will be rejected.
- Ethical issue/impact upon service users and/or what considerations were given towards contributors and participants in the Abstract project must be mentioned in the body of the Abstract. Otherwise the Abstract will be rejected. Have the authors considered the impact of ethical issues?
- Structure, grammar and spelling should be of a professional standard.
- The title should be no more than 12 words, and the Abstract (including references within the body of text) should be no more than 250 words long.

Instructions for the preparation of Abstracts can be found on pages 4–5 and are also available on the College's website. Please read the instructions carefully before submitting your Abstract online.

To help you to prepare your Abstract, you can download information entitled: 'Guidance notes for submitting abstracts for conferences' from our website at <http://www.cot.org.uk/abstracts>. These are listed under 'Resources for presenting your abstract at Annual Conference', and then under 'Abstract Presenters'.

If you do not have access to the internet, please contact Happening, the Conference Secretariat for details of alternative methods of submission.

For examples of unsuccessful Abstracts visit our website: www.cot.co.uk/abstracts

Publication/registration

In order for Abstracts to be presented, the author must be registered to attend Conference. Please ensure that you have funding before submitting an Abstract for review. The presenters' rate will be in the region of £255.00* for attendance at the whole event and £195.00* for attendance for one day only (at the Early Bird rate).

In November 2009 authors will be informed whether their Abstract has been accepted and the probable time of their presentation. Please ensure that you can be available on each day of the Conference. Extracts from successful Abstracts may be published in the Provisional Programme and on the College's website.

* the fee for 2010 has yet to be confirmed and so prices are subject to change.

*Three cutting-edge conferences for occupational therapy
Your chance to share your work internationally*