

College of Occupational Therapists 35th Annual Conference and Exhibition

PLUS THREE Annual Conferences:

Specialist Section – HIV/AIDS, Oncology, Palliative Care

Specialist Section – Neurological Practice
and



(A sub group of Specialist Section – Mental Health)

28 June – 1 July 2011
Brighton Centre, Brighton, Sussex

Abstract Guidelines 2011

Share your work with a worldwide audience
Support your CPD



Abstract submissions are invited for these **four** conferences
A superb opportunity to share best practice and further your career

Closing date for submission of completed abstracts: 20th September 2010
Notification of abstract acceptance: 26th November 2010

Continuing
Professional
Development



College of
Occupational
Therapists



Specialist Sections

HIV/AIDS, Oncology, Palliative Care
Neurological Practice

Forensic Forum (Mental Health)

The College's 35th Annual Conference will run together with the Specialist Sections' annual conferences for HIV/AIDS, Oncology, Palliative Care, Neurological Practice and Forensic Forum. This collaboration will enable delegates to select sessions from any of the four conferences, providing a superb opportunity for delegates to meet their career and development needs.

Your work will be 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 (40 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 (40 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 25 participants)

Workshops are available for you to pass on your skills to others. Each Workshop will last for 90 minutes and is limited to 25 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.

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 **2011** 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.

All Abstracts should be submitted ONLINE through this abstract submission system.

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.

Template

You should enter your Abstract in the official conference abstract template. The template can be downloaded from the abstract submission system and www.cot.org.uk/annualconferences

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 **MUST be no longer than 250 words**. This will be checked and **Abstracts will be rejected if they exceed this word count**.

References should be cited only within the body of the abstract ie (Thomas et al 2007)

The complete list of references should be listed in the separate box in the abstract template and will be copied into the abstract submission system, after the abstract has been uploaded.

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 2011' 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

References should be listed in the separate box in the abstract template and will be copied into the abstract submission system, after the abstract has been uploaded.

- A maximum of five references will be accepted
- References should be complete and correct – including full author name, date, correct full title, place of publication and publisher name
- For journals - volume, issue and page numbers must be included
- Only sources referred to in the text should be included in the reference list
- 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

The system will not permit submission of abstracts which exceed the 250 word count.

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:

Occupation 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	Forensic Practice	Community	Practice development
Occupational inclusion	HIV/AIDS	Education (CPD, LLL, skills)	Research
Occupational integration	Learning disability	Health and wellbeing	Service evaluation
Occupational isolation	Long term conditions	Housing	Service innovation
Occupational justice	(including progressive &	International perspectives	Theory
Occupational performance	chronic)	Management and leadership	Other
Occupational science	Mental health	Partnerships	
Occupational therapy process (assessment, intervention)	Neurological Practice	Private practice	
Other	Occupational therapists	Service user involvement	
	Older people	Social care transformation	
	Oncology	Vocational rehabilitation/ work	
	Students	Other	
	Support Workers		
	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 **three** Specialist Section conferences taking place at the same time, either HIV/AIDS, Oncology, Palliative Care, Neurological Practice or Forensic Forum. The final decision will be at the discretion of the Scientific Programme Committee and your Abstract may be allocated to any part of the 2011 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.

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.

College of Occupational Therapists Annual Conference

Abstract Submission & Marking Criteria 2011

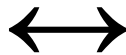
Submitting author's checklist:

Abstracts must satisfy the 4 essential criteria below or they will be *rejected* regardless of their evaluation score:

- A. The title should be no more than 12 words, and the Abstract (including **cited** references within the body of text) should be no more than 250 words long. The title should be succinct yet accurately describe its main content. If the Title is longer than 12 words and/ or the Abstract longer than 250 words it will be rejected.
- B. References should be provided and must be BJOT Harvard style, in keeping with the College's reference guidelines; no more than five (5) references should be given. Full references may be noted in the box provided (references in this box are not included in the 250 word limit).
- C. The authors must have considered the impact of ethical issues. Any topic of discussion in health, social care or education practice is likely to give rise to ethical issues, including contributors' confidentiality, data collection, permission for use of data, recording and storage of data and authors must be aware of these and address them. If ethical considerations are not adequately considered, abstracts will be rejected. The ethical issue/impact upon people and/or what considerations were given towards contributors and participants must be mentioned in the body of the abstract. A drop down menu has been provided in the on-line submission process to confirm the nature of the ethical issues. You must complete this mandatory field.
- D. The Abstract should cover a subject of relevance and of an important interest to occupational therapy, (preferably associated with its core skills & values). This should be made explicit in the abstract.



RESEARCH



PRACTICE/ EDUCATION

The following criteria will be scored as 0, 1, or 2, with a maximum score of 10.

The content of the Abstract must consider either of the following sets of questions:

1. Is the structure of the Abstract clear; is it written in plain English, with good grammar and spelling?

2. Is it clear what the author(s) wanted to find out and why?

3. Is the design of the research and is involvement of participants adequately described?

4. Is the outcome of the research clear and are any conclusions justified?

5. Is the inherent value of the research to Occupational Therapy clear in the Abstract?

1. Is the structure of the Abstract clear; is it written in plain English, with good grammar and spelling?

2. Is it clear what aspect of occupational therapy practice/education is being addressed and what the importance of this is?

3. Is the development of the practice issue or theoretical approach clear and is the involvement of service users/colleagues/others adequately described?

4. Is the outcome of the practice development/theoretical approach clear, what has been learnt from the process and are any further developments planned?

5. Is this an innovative/new approach in Occupational Therapy or of clinical/ educational importance?

**The College of Occupational Therapists Annual Conference
Abstract Marking Criteria 2011**

	0	1	2
1. Is the <u>structure</u> of the Abstract clear; is it written in <u>plain English</u>, with good grammar and spelling?	Poor Structure Grammar and spelling poor Difficult to follow	Reasonable structure Reasonable spelling and grammar	Good structure Good spelling and grammar
2. Is it clear what the author(s) wanted to find out and <u>why</u>? or 2. Is it clear what aspect of occupational therapy practice/education is being addressed and what the importance of this is?	Poor overall description of the topic/ question/ problem. Context not well indicated. Backdrop/ theory/ evidence not mentioned, or done so in a confusing manner.	Topic/ question/ problem/ aim made evident. Context broadly indicated. Underpinning theory/ evidence or general backdrop mentioned, perhaps not fully enough, but at least without creating confusion.	Clear outline of topic/ question/ problem. Clear aim (s). Context described adequately. Underpinning theory/ evidence or general backdrop adequately and clearly outlined.
3. Is the <u>design</u> of the research and involvement of participants adequately described? or 3. Is the development of the practice issue/ theoretical approach clear and the involvement of service users/colleagues/others adequately described?	Nature of project/ development not clearly identified. Methodology unclear or confused or overlooked. Approach to analysing/ evaluating data/info/outcome not described, or confused. Recruitment and selection overlooked. Involvement of others is unclear.	Nature of project/ development readily discernable. Methodology outlined at least basically; may be insufficient, but not confused. Notional description of analysis/ evaluation approaches. Describes any involvement of others. Recruitment/ selection referred to if appropriate.	Adequately addresses the nature of the project/ development. Clearly conveys outline of methodology/ approach. Adequately describes methods used for collecting and analysing/ evaluating data/info/outcomes. Collaborators & /or contributors mentioned. Recruitment/selection described briefly.
4. Is the <u>outcome</u> of the research clear and are any conclusions justified? or 4. Is the <u>outcome</u> of the practice development/	Inadequate/ unclear outline of results/ findings/ conclusions.	Adequate outline of results/findings and their relevance. Some mention of realistic relevance of findings/conclusions beyond study, project	Nature and relevance of results/ conclusions/ outcomes/ lessons learned made clearly evident.

<p>theoretical approach clear, what has been learnt from the process and are any further developments planned?</p>		<p>or development context.</p>	<p>Mention of validity and generalisation/ relevance to other people or settings</p>
<p>5. Is the <u>inherent value</u> of the research to OT clear in the abstract?</p> <p>or</p> <p>5. Is this an innovative/new approach in Occupational Therapy or of clinical/ educational <u>importance/ relevance</u>;</p>	<p>The inherent value/ importance/ relevance to OT not commented on explicitly.</p> <p>Overly simplistic or superficial or impractical. Leaves the reviewer to make the connections between abstract and the inherent value to OT practice or theory.</p>	<p>The inherent value/ importance/relevance to OT commented on but not fully or clearly elaborated or is apparent to reviewer (implicit or self-evident) but not made explicit by the author.</p>	<p>The inherent value/ importance to OT made explicitly and realistically clear.</p> <p>Represents clearly a new way of thinking in OT.</p> <p>Ground breaking work.</p> <p>Major development for OT.</p>

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 **£265.00*** for attendance at the whole event and **£200.00*** for attendance for one day only (at the Early Bird rate).

In November **2010** 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 **2011** has yet to be confirmed and so prices are subject to change.

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