

# 2025 OTAC 4th Annual Academic Symposium

OTAC 2025  
4TH Annual  
ACADEMIC  
SYMPOSIUM  
VIRTUAL · JUNE 20·



## Be A Virtual Symposium Presenter

OTAC's 4th Annual Academic Symposium is a premier continuing education opportunity for current and future occupational therapy educators and academic administrators to share best practice, knowledge, and experience in topics of pedagogy and higher education. This will be a unique opportunity for OT professionals to learn, grow, and network.

Occupational therapy educators and academic administrators are invited to submit a proposal. If your proposal is chosen, you will receive complimentary registration for the full symposium.

### The 2025 OTAC Academic Symposium will be VIRTUAL.

- Sessions will be set to 60-minute time slots. This time slot incorporates 45-50 minutes of live presentation and 10-15 minutes at the end for live Q&A between presenters and attendees.

Proposals are submitted online only. Online submissions must be completed in one sitting. Before beginning, collect or type up all the data you will need for the requirements below. Incomplete submissions will not be considered. **Online submissions must include the following 3 sections:**

#### Section 1: General Information

Include: **A)** all presenters' names with credentials, email addresses, phone numbers, and affiliations (the institutions for which they work.) See the important guidelines on page 2 for maximum presenters allowed. Submit **B)** the title (8 words or less please), **C)** 35-word description of your presentation, **D)** time slot—all are 60 minutes, **E)** what presentation methods you will use (including PowerPoint, format of presentation, etc.), and **F)** any special requests/needs.

**Section 2: Proposal Details.** \*This is the section that will be reviewed and scored by our committee. Do not include personal identifiers in this section, as submissions need to be anonymous to the reviewers.

Include: **A)** the title, **B)** proposal's specific learning objectives, **C)** an outline of the presentation, **D)** a brief description of the significance of your topic in relation to occupational therapy education/academic administration with relevant citations and current evidence included, **E)** how you plan on incorporating an engagement component, and **F)** a current reference list supporting the information that will be submitted.

#### Section 3: Uploads

Upload for **each participating presenter:** a biographical summary for publication (max. 150 words), a professional headshot photo file (should be 4x5 and high-resolution, at least 2mb), and a CV data sheet. *Please name your uploads with the template of 'Last name\_First name'.*

**Submission deadline:** Monday, **March 3, 2025.** You will receive a confirmation e-mail upon our receipt of your submission. Contact us if you do not receive confirmation.

Deadline to submit:  
**Monday,  
March 3, 2025**

**Presenters may earn  
PDUs for their own  
presentations.  
CBOT rules apply.**



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### READY TO SUBMIT YOUR PROPOSAL?

[CLICK HERE](#) to submit your proposal online, or copy this link to your browser:

<https://otacofca.wufoo.com/forms/z1ul73l30axp7gs/>

# 2024 OTAC 3rd Annual Academic Symposium

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**4TH** Annual  
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Deadline to submit:  
**Monday,**  
**March 3, 2025**

**CONTACT US**  
If you have any  
questions that are not  
answered here, please  
contact the  
**OTAC Office:**  
execdir@otaonline.org



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## Guidelines and Reminders for a Successful Proposal Submission and Experience

### Guidelines for Number of Presenters.

**Session presentations will all be scheduled for 60 minutes;** 45-50 minutes of presentation and 10-15 minutes of live Q&A between presenters and attendees.

- 45-50 minute session presentation—not more than 3 presenters.
- All participating presenters must be present for live broadcast and Q&A.

### Presenter Benefits.

A complimentary full registration for the symposium. This benefit is nontransferable. **Please note:** OTAC requests permission to record the Symposium.

### Important Reminders for Presenters.

- All presenters listed with your proposal submission should be prepared to participate live, if accepted. OTAC will only publish the names of presenters who will be participating as a presenter.
- **Highlighting Best Practice in Pedagogy and Academic Administration.** Proposal reviewers will focus on ensuring presentation content reflects: 1) significance in relation to OT education/academic administration, 2) best practice, and 3) includes an experiential/active learning component (to the extent possible considering the virtual learning environment).
- Confirm that the e-mail addresses for all presenters are current and correct, as well, as telephone and affiliation.
- Ensure that complete CVs, bios, and headshots are included for **all presenters.**
- Carefully review your submission for grammatical and spelling accuracy.
- **OTAC education sessions and presentations are noncommercial.** Refrain from endorsing specific products. Referencing brand names should be inherently limited. OTAC podium is not to be used for direct promotion related to presenter(s) product/service/monetary self-interest, or overt statements, harsh language, or humor that might disparage any individual or group.
- Expenses. Any expenses related to the production of the recording, etc. are the responsibility of the presenters.

*\*Please note: Presenters submitting proposals that contain copy written or service marked material must have permission to use such material. Proposals containing material used without permission may be removed from consideration for this educational conference.*

- **Notifications of acceptance will be sent approximately March 17-24, 2025.**
- Please assure that the e-mail address you include in your submission is one that you check often and is able to receive OTAC e-mail.
- Should your session proposal be accepted, give consideration to the format and length of the handouts. Attendees will download handouts in advance of the program. If possible, please limit your handouts to 20 pages.
- OTAC Symposium Committee reserves the right to edit titles, course descriptions, and presenter bios.

We look forward to your submissions and support of **OTAC's professional development core value — to provide quality education and resources to advance the knowledge, skills, and continued competence of occupational therapy practitioners.**

### Submit your Proposal online.

**CLICK HERE** or copy/paste this URL to your browser  
<https://otacofca.wufoo.com/forms/z1ul73l30axp7gs/>

OTAC is a 501c6 nonprofit association dedicated to the occupational therapy profession.