SUBMITTING AN ABSTRACT

Requirements

1. All abstracts submitted need to be written in English.

2. Please read all instructions provided in this call for papers carefully, especially the instructions for preparing an abstract provided over the next pages.

3. Only abstracts using the official conference abstract template will be considered for peer review. Additionally, **only abstracts submitted on-line (by e-mail)** will be considered. No abstracts submitted as paper copies by post or fax will go through to the peer review stage.

4. Cover all areas outlined in the abstract template, do not leave any areas blank.

5. Allocate sufficient time for writing your abstract. You are likely to have to write a few draft versions prior to getting a high quality abstract ready for submission. Allow time for re-working and editing of the abstract prior to submission.

6. You might like to ask a colleague to review your abstract and provide feedback. Your chosen colleague could use the *"Abstract Grading Criteria"* in the Appendix of this document to provide feedback.

7. Ensure correct spelling and grammar. Incorrect spelling and poor grammar will be considered in the review process. If your first language is not English, you might consider getting some additional support from someone with excellent English language skills, such as a native speaker or professional translation service. If you chose to do so, ensure that the professional language elements are accurate as these might be challenging to individuals unfamiliar with OT jargon.

8. *If your abstract is accepted, at least one of the authors will have to enrol and attend the conference.* This is also the case for poster presentations. A lower registration fee is available to all authors of abstracts. The super-early bird discounted price for all presenting author(s) will be kept until 31st July, 2019. However, every presenting author, except for invited guest speakers, will have to pay a conference registration fee.

9. *At the time of abstract submission, presenters must ensure that they could potentially present on any of the conference dates.* The conference committee will not be able to accommodate individual preferences in terms of presentation dates and times. If the intended presenter is unable to fulfill his/ her role, a co-author is expected to present.

Presentation Format

There is a choice of formats for presentations. Please clearly state your choice of presentation format on your abstract submission form. Choose just one format; Indicate if you would be prepared to contribute a poster presentation if your choice of presentation format is not possible.

Paper presentation (15 min)

Seminar (45 min)

Workshop (90 min)

Poster presentation

Paper Presentation *(15-minute presentation for each paper, plus 5 minutes for discussion at the end of the session)*

A paper presentation is a good opportunity to introduce your work in a concise manner without interruption. Use of basic audio-visual equipment, such as laptop & data projector, is typical. At the end of your presentation, there will be an opportunity for discussion with colleagues. Through the dialogue with peers, presenters will get feedback which will consolidate and possibly guide their future endeavours.

An appointed chair will facilitate the session. The support provided by the facilitator includes introducing the presenter, assisting with time keeping, facilitating the "question & answer" component and helping with the transition between different paper presentations. A paper presentation is often considered a good option for novice presenters due to the support offered by a facilitator

Seminar *(45 minutes in total)*

The seminar format offers an opportunity to introduce and discuss a topic in more depth. Opportunities for questions exist throughout the presentation. The presenter may even plan for short, interactive segments within the presentation. Use of more varied audio-visual equipment and tools is common, which may include laptop & data projector, video clips or podcasts, photo materials, advanced graphics & charts, skype or video-conferencing components.

Presenters are required to lead the seminar session without external support. Presenters are also responsible for time keeping and managing of audience participation. Experience in facilitating adult learning in a seminar format is beneficial. Novice presenters may consider to co-present with a more experienced presenter.

Workshop *(90 minutes in total, a maximum of 30 participants)*

The workshop format is ideal to pass on practical skills to colleagues. The session must allow for considerable interactive and practical work with the attendees. Small group work is frequently part of this presentation format.

Presenters are required to facilitate the workshop without external support. Presenters are responsible for time keeping and managing practical activities and group work. Experience in facilitating group discussion, group work and/ or teaching of practical skills is of advantage.

Poster Presentation

A visual display area will be available for posters. Each poster should be approximately 90 cm x 120 cm, landscape or portrait format. Posters offer an opportunity to communicate ideas in a concise and visual format with colleagues. There will be allocated times in the programme for delegates to speak to poster presenters, which offer an opportunity for presenters to have some face-to-face discussion in a small group format. Typically A4 print outs of the poster are provided as handouts, which will have to be considered by the authors when preparing the poster.

Please indicate if you would be willing to contribute a poster presentation in case your first choice of presentation format is not available

Abstract Submission Template

Choose the Category(ies) that your paper belongs to

- ☐ **<u>Innovation base on ASI Theory for the benefit of children with and without SI dysfunction</u>**
  - ☐ Sensory Integration and Innovative Classroom Design
  - ☐ Sensory Integration & Occupation
  - ☐ Sensory Integration and Play
- ☐ **<u>Identifying and Classifying SI dysfunction</u>**
  - ☐ Identifying & Classifying sensory integration dysfunction
  - ☐ Assessment of Sensory Integration Disorders through application of Technology
  - ☐ Measuring Outcomes in Sensory Integration
  - ☐ Sensory Integration & Neuroscience
- ☐ **<u>ASI Intervention</u>**
  - ☐ Ayres Sensory Integration Intervention
  - ☐ Client-centeredness in Sensory Integration Intervention
  - ☐ Trauma and Ayres Sensory Integration Intervention
  - ☐ Application of Ayres Sensory Integration Intervention to a diverse population

Abstract Title *(a maximum of 15 words)*

Abstract *(a maximum of 500 words)*

1. **Introduction incl. Objectives**

2. *In research papers:* **Methods;** *in practice and education papers:* **Background**

3. *In research papers:* **Results;** *in practice and education papers:* **Body of Work**

4. **Discussion and Conclusions**

References *(a maximum of 6)*

Preferred Presentation Format *(choose one)*
- ☐ Paper presentation 15min
- ☐ Seminar 45min
- ☐ Workshop 90min
- ☐ Poster presentation

If your choice of presentation format is not possible, do you still want to present in the congress?
- ☐ Yes
- ☐ No

Description of Session Format *(not required for paper & poster presentations; essential for seminars, round tables & workshops; include audiovisual equipment, specific teaching techniques & learning activities)*

Author(s)

Short Biography of Author(s) *(a maximum of 25 words)*

Address for Publication *(please provide just one address, usually of the main/ first author)*