

# Association of Caribbean Occupational Therapists Biennial Scientific Conference

## *Moving Forward in Health and Education*

October 29-31, 2015  
Port of Spain, Trinidad and Tobago



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### **Guidelines for the Submission of Abstracts**

The Conference Planning Committee requests submission of abstracts for all presentations, including oral, poster and workshop.

**ABSTRACT SUBMISSIONS ARE DUE BY March 1<sup>st</sup> 2015.**

#### **ORAL PRESENTATIONS**

Each presentation will be allocated 20 minutes (this includes 15 minutes for presentation and 5 minutes for questions). Time limits will be strictly adhered to.

#### **POSTER PRESENTATIONS**

Posters will be displayed throughout the congress, but times will be allocated for presenters to discuss pertinent issues of their poster with interested parties. Presenters will be expected to be present at their posters at the assigned times.

Poster Specifications:

- The allocated space is 51cm high X 64 cm wide. A maximum of 4 poster sheets will be permitted. The posters will be fixed with Prestik, which will be available on site.
- Poster material must be prepared in advance and be large enough to be viewed and read easily from a distance of 2 metres.
- Each poster must have a top label indicating the title of the poster, the name(s) of the authors(s), and their affiliation(s). The font size should be at least 2.5 cm and the type should be simple and easy to read.
- Drawings, charts, photos and other graphics should be clear and simple.

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### **WORKSHOP PRESENTATIONS**

\*Please note audiovisual equipment will be provided, however we expect you to bring all supporting materials. Please contact the conference planning committee should you need any materials sourced locally.

The abstract must be clearly titled and identified as a workshop. The presenter(s) of the workshop must be clearly identified by name, title and affiliation. The outcomes should be specified and the required length of time must be specified.

Workshops should:

- Provide an opportunity for experiential learning; encourage discussion of new ideas and debate about critical issues.
- Elicit contributions from participants and ideally lead to some pre-determined outcome.
- The length of workshops is 1hr 45 minutes (one session) or 3hrs 30minutes (two sessions)

### **AUDIO-VISUAL EQUIPMENT**

Standard equipment will be available, including power point projectors and microphones.

Presenters are required to:

- Indicate their audio-visual requirements in their abstract
- Make use of the Congress computer and data projector equipment (there is no time between presentations to set up own equipment)
- Provide a hard disk of their presentation to the Congress Technician.
- Contact the conference planning committee should you need any additional materials locally

### **ABSTRACT FORMAT**

This format is required irrespective of the type of presentation being proposed

Type of Presentation: (oral, poster, interactive or workshop)

Title: Bold Capitals

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Author(s): List all authors and affiliations. Presenting author to be underlined.

Abstract Style: single spacing, left justified on A4 size paper

Content: No more than 200 words. Aims of the study/paper/workshop/intervention must be clearly stated. The main findings/content to be stated. A brief conclusion to be written. Jargon or highly specialized language should be avoided. Do not include subtitles, tables, figures or diagrams. No more than two references.

Audiovisual Equipment: specify requirements.

Contact details: Name(s), address (es), telephone numbers (landline and cell), fax number(s), e-mail address (es) of all authors.

### **BIOGRAPHY FORMAT**

Maximum of 60 words.

Include name, affiliation, can include professional interests, other points of note.

### **ABSTRACT AND BIOGRAPHY SUBMISSION GUIDELINES**

Only electronic submissions will be accepted. Submit abstracts and biographies by email to [acotconferencett@gmail.com](mailto:acotconferencett@gmail.com) and place CONFERENCE ABSTRACT/CONFERENCE BIOGRAPHY in the subject field.

The abstracts and biographies should be sent as an attachment in Microsoft Word or Rich Text Format (abstracts for inclusion in a Conference book of abstracts)

**Closing date for abstracts and biographies: March 1<sup>st</sup> 2015**

Questions about the Scientific Programme can be directed to:

Aliya Drakes (868- 481-8620) or Stephanie Llanos (868- 305-6633)  
[acotconferencett@gmail.com](mailto:acotconferencett@gmail.com)