



## WFOT CONGRESS 2022

# CALL FOR PRE-CONGRESS WORKSHOPS ABSTRACTS

# ONLINE SUBMISSION GUIDELINES AND INSTRUCTIONS

### **PLEASE NOTE BEFORE YOU SUBMIT**

- Read all the Call for Papers documents and information on the WFOT Congress website to ensure you meet the specified criteria.
- All submissions must be made via the online portal in X-CD
- Submissions can be made in English or French by selecting the language toggle at the top right hand corner of the screen when you log in to the software.
- Ensure ALL authors/presenters are aware of, and agree with the abstract details as well as the submission terms and conditions.

### **A. Register as a user in the online abstract submission system**

The online form will require you to submit your abstract in two steps:

- Register as a user and then submit the abstract information – complete the fields
- Add any additional authors/presenters  
(Please ensure profiles linked to a submission are correct and up-to-date. Once an abstract is submitted, any updates to additional authors/presenters can only be made by the additional authors/presenters themselves via a separate login they will receive with the automatic abstract confirmation).

To create a new user profile select **FIRST-TIME USER** login and select

**[Click Here to Create a Profile](#)**

FIRST-TIME USER	RETURNING USER
<a href="#">Click Here to Create a Profile</a>	Enter your email and password to access your account.
	Email <input type="text" value="Account Email"/>
	Password <input type="text" value="Account Password"/>
	<input type="button" value="Login"/>
	<a href="#">Reset Password</a>

Select the **RETURNING USER** section to view/update your abstract or update your profile once your abstract has been submitted.

You will be asked to:

- Review the system *terms and conditions* and check the box.
- Insert your name, email, category, institution, address, phone number, biography (150 words written in third person for inclusion in the Congress App if the abstract is accepted – presenter/s) and upload a photo for inclusion in the Congress App if the abstract is accepted – presenter/s. Uploading the photo is optional.

Once you create your profile, you will be automatically logged in to submit your abstract.

*We recommend bookmarking this page as a favourite.*

## **B. Submit an abstract**

Please read the instructions on the screen carefully and complete the fields in the submission form. The submission can be edited until the system is closed.

Select the relevant submission form.

Select **Click Here to Start** a new abstract



## **PRE-CONGRESS WORKSHOP ABSTRACT SUBMISSION QUESTIONS**

Please see below for the information and questions that will appear on the online submission form.

- All workshops to take place on Saturday 26 March 2022 for half a day, comprising a total of 3 hours (90 minute session, 30 minute break, 90 minute session)
- Once accepted, presenters may be able to advise their preference for a morning or afternoon session. However, preferences may not be guaranteed.

### **1. ENGLISH OR FRENCH**

In which language will this abstract be submitted?

- English
- French

### **2. FULL TITLE (max 50 words)**

Enter the FULL TITLE of your abstract. The title should be as brief as possible but long enough to clearly reflect the nature of your workshop. This title may appear in all Congress information (includes print, website, App and social media).

The title should be written in sentence case (not be all caps). Capital letters should only be used at the beginning of the title, for a proper noun or after a colon.

Example of correct title: Multiple Sclerosis: Don't you think?

### **3. ABSTRACT (max 300 words)**

Please enter abstract.

The abstract should not repeat the title, authors and affiliations (Abstracts will be blind reviewed).

WFOT requires a structured abstract organised under the following headings:

**Rationale / Background:**

**Learning Objectives:**

**Instructional Methods:**

**Structure of workshop and participant engagement activities:**

**Target Audience:**

### **4. PARTICIPANTS**

Please indicate ideal number of participants

Please indicate maximum number of participants

### **5. COSTS AND REQUIREMENTS**

Please outline any costs for presenters, materials etc

Please outline any specific space or AV requirements

### **6. THEME 1**

Please choose the theme that best describes your submission, followed by up to two alternative options that could also describe your submission. These will be used by the Scientific Programme Committee to assign to reviewers. Choosing a 2<sup>nd</sup> and 3<sup>rd</sup> option is not mandatory.

- Ageing
- Infants, children, youth and families
- Technology
- Revolutionising rehabilitation
- Inclusive workplaces
- Transformative occupational therapy education
- Professional development and capacity building
- Implementation science/knowledge translation
- Leadership, advocacy and agents of change
- Occupational justice/human rights/equity/social inclusion
- Community development
- Health promotion, public health and health services
- Quality, effectiveness and outcome measures
- Disaster management, preparedness, response and recovery
- Migration, human displacement and occupation
- Occupational therapy theory/models
- Mental health and wellbeing
- User perspectives and experiences
- History of occupation and occupational therapy
- Environmental sustainability

## 7. THEME 2 (optional)

## 8. THEME 3 (optional)

## 9. PLEASE INDICATE CATEGORY:

- Research
- Practice
- Education
- Leadership and Management

## 10. AUTHOR APPROVAL

By submitting this abstract you confirm that this submission has been approved by all authors and you give permission to publish your abstract in all Congress information (includes print, website, App and social media), if accepted for presentation.

## 11. CONFLICT OF INTEREST

Does the author/s have any commercial interests or associations that might pose a conflict of interest regarding this submission?

- Yes
- No

If 'Yes' is selected, please list the conflict of interest.

If this abstract is accepted for presentation, you must provide a statement on any potential conflicts of interest at the commencement of the presentation and/or on any slides.

## 12. PREVIOUS PRESENTATION

Has / will this workshop be presented at another conference prior to WFOT 2022?

- Yes
- No

If 'Yes' is selected, please advise where it has been / will be presented prior to WFOT 2022.

## 13. REGISTRATION

I confirm that the presenting author/s will register for the workshop to present at the Congress.

## SUBMIT

Once you are satisfied with your submission, select SUBMIT.

**NOTE:** Once you submit your abstract, you will receive a confirmation email with a submission number and information. You may login at any time prior to the site closing to update your submission. Submissions close on 17 March 2021.

### **C. ADDING CO-AUTHORS**

When you have finished creating a new submission, X-CD will automatically assign you as a main presenter. Once you have completed all submission fields, you will then be directed to add your co-authors/presenters or select SKIP.

If adding co-authors, each co-author will also receive a confirmation email with your contact information and their login information. All co-authors have *Read only* access, unless you assign a co-author to be a presenter. Presenters have *Read/Write* access.

To prevent duplicates, first search for an existing contact using the search box.

You can assign co-authors by:

- **Selecting an existing contact from the drop-down menu** (someone who already has a user profile). Begin by typing part of their last name. Make sure to select the correct person, in the correct organisation. Co-author/s will be added to your submission and will be sent an automated email with login instructions and details of the submission. For privacy reasons, you will NOT be able to view an existing profile in X-CD. If you select someone from the drop down menu, please follow up with this person to ensure they have received the email with the instructions on how to login and check/update their own profile.

OR

- **Adding a new contact** (someone who does NOT have a user profile, or may work for a different organisation than listed). You must enter their email address and other required contact information. Please note that you will not be able to edit the information once you hit 'Add Co-Author' button. Co-author/s will be sent an automated email with login instructions and details of the submission. Follow up with your co-author/s!

Under **Authors**, you can also update the order of the author by dragging and dropping as well as define the 'Primary Presenter'.

### **UPDATING AN ABSTRACT**

Authors may login to edit/update the submission until the call for papers closes on 17 March 2021. This can be done by logging in a RETURNING USER and selecting **Edit Abstract** OR **Authors** as per below.



### **WITHDRAWING AN ABSTRACT**

If you want to withdraw an abstract, please contact the Congress Office in writing via email to [WFOTCongress@thinkbusinessevents.com.au](mailto:WFOTCongress@thinkbusinessevents.com.au)

Please note that withdrawals need to be communicated in writing by the author who originally submitted the abstract, and in doing so, the Congress Office assumes that all other authors/presenters have been informed of the withdrawal.

## **ENQUIRIES**

For any enquiries regarding abstract submissions, please contact the WFOT Congress Office:

*Think Business Events*

Lvl 1, 299 Elizabeth St

Sydney, NSW 2000

Australia

p + 61 2 8251 0045

e [WFOTCongress@thinkbusinessevents.com.au](mailto:WFOTCongress@thinkbusinessevents.com.au)

**For easy reference, please always include the reference number and title of your submission in your email.**