

***ATTENTION: The proposal submission process has changed! This document is solely to be used to guide your submission process as a draft. Submissions should be done online by the due date. You are welcome to submit this Word document if needed for accessibility needs or as a backup option. If you have issues with the online submission, please email*** ***ncotaconference@gmail.com******.***

Poster Session: Saturday October 25, 2025

Proposal Due Date: September 15, 2025

# Central Piedmont Community College| Charlotte, North Carolina

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**North Carolina Occupational Therapy Association**

**PMB 137, 8311 Brier Creek Pkwy, Raleigh NC, 27617**

**www.ncota.org 919-785-9700 office@ncota.org**

# Poster Session: Saturday October 25, 2025 at CPCC

# Submission Deadline – September 15, 2025

| **Presenter Information** |
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The **primary presenter** is the only person to whom NCOTA will send subsequent communication regarding acceptance of the proposal and onsite logistics. Communications will be sent via email. Any change in email address should be reported promptly to **NCOTAConference@gmail.com** to ensure that communication between NCOTA and the primary presenter is uninterrupted. Please complete electronically (fields expand to allow space to complete). Please list Name(s) and Credentials completely and as you wish for them to be printed in conference materials.

| **Primary Presenter** |
| --- |
| Name and Credentials |  |
| Affiliation or Employer |  |
| Mailing Address |  |
| Preferred Phone |  |
| E-mail Address |  |
|  |  |  |  |  |  |
| NCOTA member? |  | Yes |  | No  |  |

| **Additional Presenter** |
| --- |
| Name and Credentials |  |
| Affiliation or Employer |  |
| Mailing Address |  |
| Preferred Phone |  |
| E-mail Address |  |
|  |  |  |  |  |  |
| NCOTA member? |  | Yes |  | No  |  |

| **Additional Presenter** |
| --- |
| Name and Credentials |  |
| Affiliation or Employer |  |
| Mailing Address |  |
| Preferred Phone |  |
| E-mail Address |  |
|  |  |  |  |  |  |
| NCOTA member? |  | Yes |  | No  |  |

| **General Poster Information** |
| --- |

| **Poster Title:** |  |
| --- | --- |
|  |  |

 **Focus** **Area:** *Check at least one Special Interest Section. If more than one applies, indicate 1st and 2nd choices.* *For more information regarding*

 *the topics covered under each SIS, please visit NCOTA.org/sis.*

|   |  | Children & Youth |  | Home & Community Health  |  | Student-Focused |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | Technology  |  | Mental Health  |  | General/Other |
|  |  | Education & Research |  | Administration & Leadership |  |  |
|  |  | Physical Disabilities  |  | Gerontology |  |  |

| **Target Audience:**  |  | **OT** |  | **Educator / Fieldwork Educator** |
| --- | --- | --- | --- | --- |
|  |  | **OTA** |  | **Student** |

|  | **Novice/Entry Level** |  | **Intermediate** |  | **Advanced** |
| --- | --- | --- | --- | --- | --- |

 **Level of**

 **Poster:**

| **Poster Objectives**  | Summarize the **major points** of your poster and **describe** how this topic will advance either the practice/professional development of the participant or the field of occupational therapy.  |
| --- | --- |
|  | Learning Objective 1 |
|  | Learning Objective 2 |

A poster is a scholarly graphic presentation of the author’s report or research. Please carefully and thoughtfully illustrate findings by displaying graphs, photos, diagrams, and a small amount of text on the poster. Be sure to include citations. During the poster session, many presenters find it helpful to give a brief introduction to the poster content, and then allow the remainder of the time for more in-depth discussions.

**Poster Size & Design Tips:**  Posters should be professionally printed, matte finish, and not laminated (causes glare). NCOTA will provide a poster board easel and push pins for each poster. The poster board on which the presenter will affix their poster will be approximately 4 feet tall by 6 feet wide with a cork background and mounted stands.  The poster must be of a size that is appropriate for viewing from 2 yards.  Suggested overall poster sizes are 36” tall x 60” wide or 36” tall x 72” wide.  Lettering should be bold, large font size (20–24-point font) on white, pale yellow or cream-colored background.  The use of color is fine, but be cautious to use good visual contrast.  Use 1-inch margins. Avoid use of fancy fonts. Use uppercase and lowercase letters. Simple serif fonts such as “Calibri” and “Arial” are easier to read than serif fonts such as “Geneva.”   There are many free templates for posters available online ([www.omnipress.com](http://www.omnipress.com/)), or simply use a PowerPoint slide and adjust the size settings.

**Poster Presentation Requirement:**  **Posters must be set up at least 30 minutes before the start of the session.**  Presentations should be taken down by the end of the conference day. Display materials not removed following the conclusion of the day will be discarded.

**Handout Requirement:**  Please also prepare a brief synopsis or handout of your poster to give attendees (handout may be in the form of a QR code for attendees to scan; do not need to print unless desired). Include your contact information.  This PDF will provide justification for continuing education credit if a practitioner is audited. Please include citations.

| **Conflict of Interest** |
| --- |

*No promotion of or sale of goods, services, or products is permitted during educational sessions*. Any poster session where this occurs will be halted. NCOTA recognizes that a presenter may have a financial interest in products or services discussed during an educational session. Such an interest is not prohibited, but it must be disclosed. Please check the appropriate statement. If a financial interest exists, it must be described below.

|  | No speaker has a financial interest in products or services to be discussed in the proposed program. |
| --- | --- |
|  | The following speakers have a financial interest in products or services to be discussed in the proposed product: |

| **Agreement** |
| --- |

* **I/we understand the poster presentation requirements and understand/agree to abide by the policies governing accepted proposals.**
* **I/we understand the requirement that all OT, OTA and student presenters must register for the conference (*presenter discount available*).**
* **In addition to presenting the poster, presenters will need to provide attendees with a handout or brief synopsis of their poster, at a minimum. This is to provide justification for continuing education credit if a practitioner is audited.**

| **Primary Presenter Name & “agree” will be considered evidence of agreement to terms:** |  |
| --- | --- |
| **Date submitted:** |  |