

# SCHEDULE

## CONFERENCE SCIENTIFIC & CLINICAL PROGRAM COMMITTEE

The Conference Scientific and Clinical Program Committee (CSCPC) plans the conference program to ensure that CAOT conferences promote the latest best practices and reflect a diversity of occupational therapy practice and research through various networking and information-sharing opportunities.

### Schedule at a glance

- Call for papers: early September – November 1.
- November 2nd: all abstracts are assigned to two reviewers by the Conference and Events Manager (CEM).
- Reviewers have two weeks to complete their reviews.
- CEM will email assignments to CSCPC members.
- Final decisions from the CSCPC is due back to the CEM by early December.
- CEM will send out the offers to authors and collect acceptances by the first day back after the holidays
- CEM will schedule a meeting with the CSCPC members to develop the program.
- CSCPC will email final program to CEM by mid-January.

### July-November

- The CEM will send the CSCPC Committee the current abstract submission form. All changes, including any changes to format types, are due by late August/early September.
- The CEM will recruit Abstract Review Board (ARB) members.
- The CEM will post the Call for Papers in early September.
- The CSCPC members assignments are based on different areas of practice/client groups of the abstracts received through the call.

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## November 2

- The CEM will match abstracts to ARB members and prepare the online assignments.
- ARB members will have two weeks to complete their reviews.
- The CEM will send the CSCPC their assigned abstracts for conflicts.

## 3rd week of November

- The CEM will collect reviews and create Excel and Word documents.
- A Word document and Excel file will be sent to each CSCPC member.
- Each CSCPC member will read the abstract and review the reviewer scores/comments.
- Each CSCPC member will then complete the Excel document with recommendations to accept, reject or maybe, while also indicating if a change of format is recommended to accept.

## Early December

- The CEM will call a meeting in early December to make final decisions.
- Results from this meeting will be sent to the CEM no later than mid-December.
- The CEM will send out offers to authors immediately after receiving the results.
- Deadline for responses is the first day back after the holidays.

## January

- The CEM will collect all of the responses.
- The CEM creates a Miro whiteboard that includes an empty schedule and a sticky note for each session. The sticky notes will be colour-coded based on the area of practice or client group – depending on how the CSCPC assignments. That way each member has their own colour to make it very visible in the stream if there are two similar content sessions scheduled at the same time.

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- The CEM will call a meeting in early January. Not all committee members need to be in attendance, but it is helpful if they can be available. Some members can log in before their assigned time to propose their streams.
- The final program is to be finalized no later than mid-January.
- The CEM will let authors know of their assigned time/date.
- Mid-January, the CSCPC will develop the bundles of sessions based on different categories (eg. Mental health, children, Equity & Justice, etc.).

## February

The conference program and registration goes live February 1.

## Conference

The CSCPC members are invited to attend the conference and will be offered 50% discount on registration. Or complimentary virtual registration.