

RCOT2024

Guidance for submitting your abstract or session proposal

Submissions deadline: Midnight on 21 January 2024

Here is your step-by-step guide to making your Annual Conference submission. We recommend having this open while you make your submission. The steps are:

1. Choose your submission type
2. Choose your presentation format
3. Add your submission content
4. Check your submission against marking criteria
5. What happens next

If your submission is successful we will support you with guidelines and online demonstration(s) to help you to prepare for and present your session.

Contents

Before you start	2
Step one: Choose your submission type (Track).....	3
Step two: Choose your presentation format	5
Step three: Add your submission title and body text (Title & Abstract)	6
Step four: Authors.....	9
Number of submissions per author	9
Author information for publication	9
Step five: Biography (Authors)	10
Step six: Keywords (Topics).....	11
Step seven: Additional Information.....	12
Themes	12
Submission category	13
References (abstracts only)	14
Ethical approval; External funding.....	14
Session learning outcomes.....	14
RCOT Career Development Framework Pillars of Practice.....	15
Level of knowledge	15
Book of abstracts and session proposals.....	16
Step eight: Data protection.	17
Before you submit: Check your submission against our marking criteria.....	17
And finally.....	19

Before you start

Key point:

Before making your submission check that you are available to attend both days of the Annual Conference, that you will have the funds to purchase your presenter's ticket and (if relevant) that you have your manager's support. You will also need to have a PC or laptop with a camera to present from.

Important tips for using the submissions system

- To return to a previous screen click on the steps in the menu to the left as you progress. Do not use the "Back" button on your browser.
- You can "copy and paste" text for your submission into the system.
- Once you have added your author/s please confirm which author will be the primary contact to receive correspondence by ticking the "corresponding author" and which will be presenting. If both then tick as indicated. All authors will receive an automated submission receipt.
- Ensure that you click "DONE" after each section to save your entry.
- Where word count limits apply the system will automatically check and display the word count. If word count limits are exceeded, a message will appear beneath your entry to let you know.
- Keep to the word count. Any text over the set word count will be removed.
- Every step must be followed and the appropriate fields completed for your submission to be considered.
- You can go back and edit your submission(s) at any stage, up until the submission deadline of midnight on 21 January 2024.
- There is more information on using the Ex Ordo submissions system in the system knowledge base. This is under "Need help?" On the main Ex-Ordo page.
- You are responsible for the content and accuracy of your submission although RCOT retains the right to make editorial changes prior to publication in the final Book of Abstracts/Sessions.
- Avoid referencing the presentation format in case you are allocated an alternative presentation type.
- We may try to contact you to discuss editorial changes. If we cannot get hold of you we will make changes according to our best judgement. These changes will be made to the final published text only and not in the submissions system.

Step one: Choose your submission type (Track)

You can choose to submit an **abstract** or a **session proposal**:

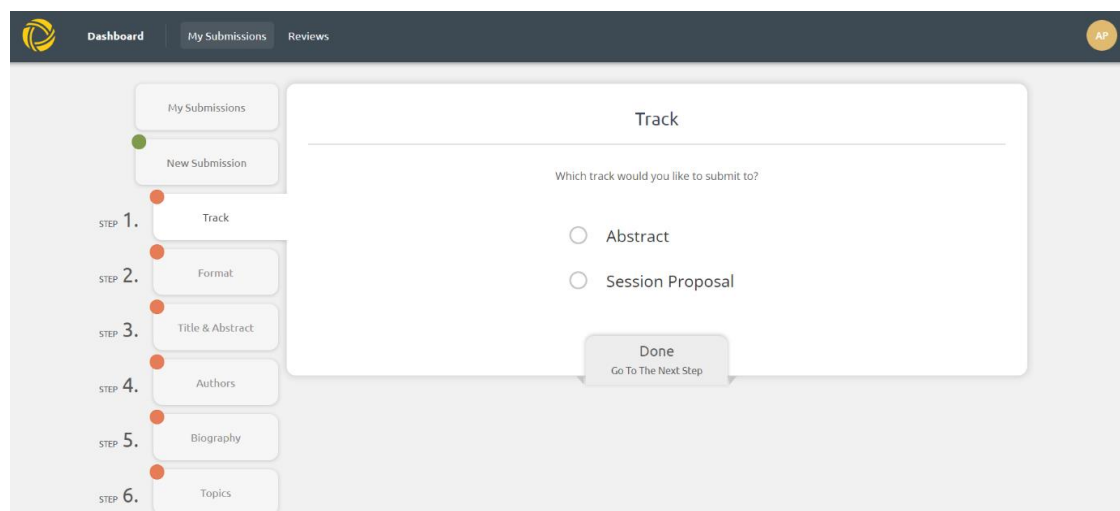


Image shows a screenshot of the first page of the submission portal titled 'Track'. This then allows you two options to choose from, Abstract or Session proposal.

Abstract

There are three categories within abstracts for you to choose from (you can select these later):

Critical discourse (Abstracts only)

We welcome critical reviews of particular bodies of work, theories, or other professionally relevant concepts. These critical reviews need not contain empirical data or use systematic review methods, however critical analysis should be clearly evident. These presentations are intended to spur theoretical, philosophical or political discussion in order to challenge established thinking and introduce new perspectives. Submissions in this category may not provide definitive answers but will most certainly ask provocative questions.

Practice development (Abstracts only)

As occupational therapists we must take every opportunity to raise the profile of the profession and evidence what we do on a daily basis. Making a presentation about the development of practice is a key component of the quality agenda and the future development of the profession. Practice development abstracts will report on completed or ongoing practice development which will contribute to occupational therapy's body of knowledge and which is NOT research. Whilst ongoing work is welcome, there **must be an indication that practice development has had a measurable impact**. Presentations can be made from any area of clinical or management practice and from any location - statutory, independent and private sector.

Research (Abstracts only)

These abstracts report on research that contributes to occupational therapy's evidence base and demonstrates rigorous design. You can submit research abstracts from all methodological perspectives. Ongoing research* is welcome, but there must be an indication that studies have, or will have, produced some data and there is evidence of data analysis.

*report on emerging findings from research that is currently in progress

RCOT Research Foundation Early Researcher Award (Post-registration)

This prestigious prize of a £150 book token recognises excellence in research and presentation skills. You are eligible to be considered for the RCOT Research Foundation Early Researcher Award if you are:

- A **member of RCOT**
- Giving a **Paper format** presentation based on research findings from your post-registration Master's or doctoral studies or your first piece of ethically approved research undertaken post-registration as an occupational therapist.

If you meet these criteria, you can choose to put yourself forward for this award when making your submission.

Key point:

Only Research category abstracts submitted to be presented as **Paper format** are eligible for this award. Bitesize learnings, PechaKucha and Session proposals presentation formats **are not eligible**.

Previous winners have been delighted with the peer recognition they've received on the significance of their research and the value of the award to their early research career development. Details of the winner will be published in OTnews and on the RCOT website.

Find out more about the award at rcot.co.uk/practice-resources/research-and-development and view Research Foundation General Information under the Funding for Research and Development menu.

Session proposal

Session proposals give you the opportunity to create more informal, creative and interactive sessions to engage, collaborate and encourage learning on content relevant to occupational therapy theory, practice, management, leadership, education, CPD or research. These sessions would work well as spotlights to champion the profession, celebrating achievements and sharing and discussing aspects of occupational therapy with others.

Perhaps you have a successful intervention in practice to demonstrate, a skill that others can be taught or a simple passion for an activity that you would be happy to share? Would you like to discuss an issue that is important to you, have your ideas heard, or share a problem and invite solutions? Do you have an individual, a team, or a positive community story to share? What changes have you or your service made that have led to making a real difference to the lives of colleagues and/or the people you support, and to the profession? This is a great opportunity to have some fun with colleagues and peers!

Step two: Choose your presentation format

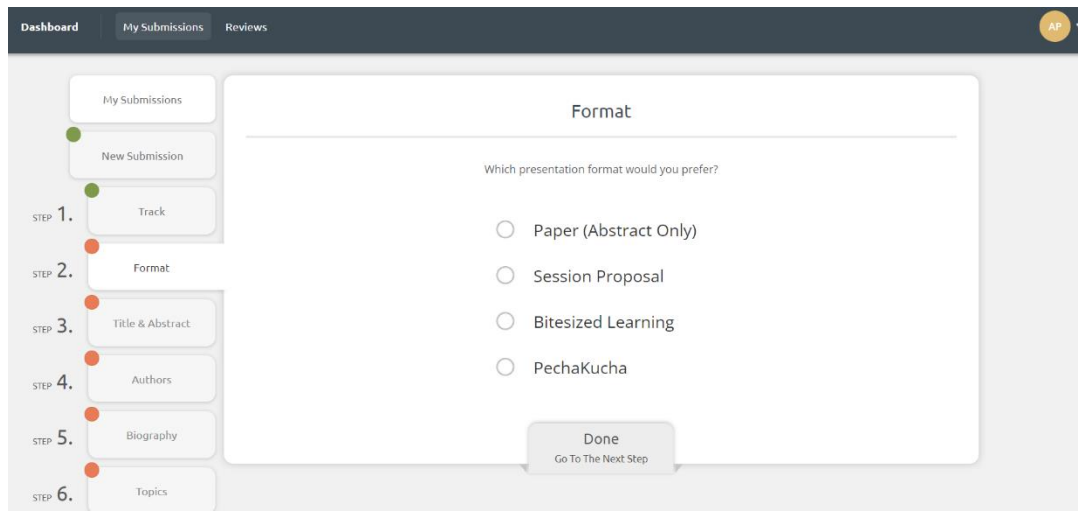


Image shows a screenshot of section two of the submission portal titled 'Format'. It then shows four bullet point options, Paper (abstract only), Session proposal, Bitesized learning and PechaKucha.

Papers (Abstracts only)

What?

A paper is a more traditional form of conference submission. It is a good way of introducing your work in a structured concise manner and allowing some discussion with delegates. Papers will have a title, an introduction, objectives, a methods section, results/findings, discussion of findings, conclusion/recommendations, acknowledgments, and references. Find out more in the "Submission content" section below. You can only select paper if you have previously selected abstract.

How?

You will have 25 minutes in total: 15 minutes to present your work followed by 10 minutes for questions.

Session proposals

What?

These presentations should include interaction and delegate participation and be aimed at all delegates at all career levels. Session proposals submissions must have a clear aim, outline content and session plan. Find out more in the "Submission content" section below. Select "Session proposal" in step one "Track" of the submissions system.

How?

We recommend that your session itself be 18-20 minutes long, with the remaining time being for a live Q&A with delegates. The maximum total time for this session including Q&A will be 25 minutes. There will be a chair for your session who will guide you through the Q&A.

Your session may be pre-recorded, with a live Q&A. Or a totally live session if it includes participant interaction. Our events team will support you through your plans and explain what is possible on our conference platform.

Bite-sized learning

What?

Our Bite-sized learning sessions are available throughout the whole conference for delegates to search at their leisure. They are pre-recorded videos alongside a description and links. There will be time for you to host virtual meetings with delegates.

We recommend this method if you would have traditionally chosen a poster presentation.

How?

You will have a mini webpage within our online Annual Conference platform where you can upload a video, files and connect directly with delegates. During each day of the conference we will have a one hour in the programme for delegates to discover the Bite-sized learning section, where we will support you in hosting a live meeting where attendees can join and talk to you. You'll then have the opportunity to network throughout conference. You will be able to see who has interacted with your Bite-sized learning page and continue to connect with attendees post event.

PechaKucha

What?

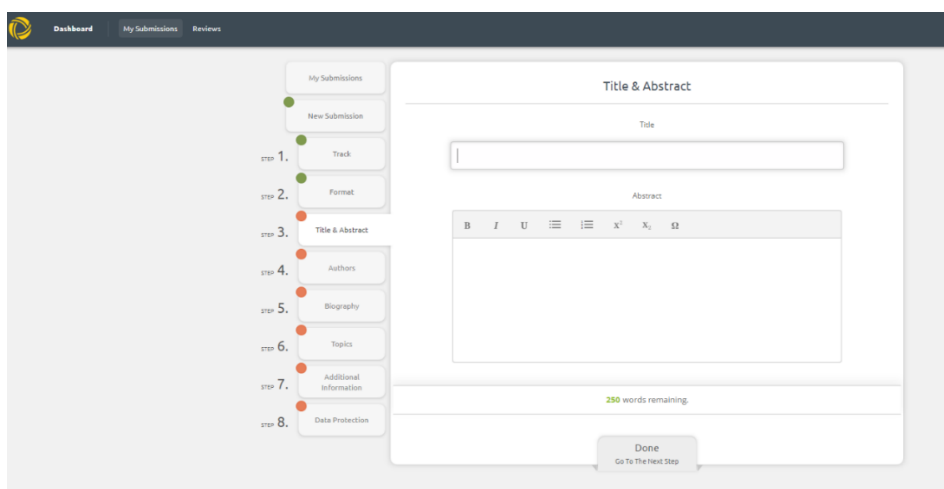
Are you up for the challenge of our exciting new PechaKucha method presentation?

PechaKucha is a presentation format that uses 20 slides or images that are displayed for 20 seconds each. The slides will move automatically as you speak. This engaging and dynamic format is unique and memorable for delegates. It challenges you to be concise and keep your presentation fast, light and engaging, and supports you to stay on topic. This is around 6 minutes 30 seconds of presentation. There will also be a live Q&A with delegates. This PechaKucha session cannot exceed 15 minutes overall.

How?

You will have up to ten minutes for your recording plus a further five minutes for live Q&A. Your sessions will need to be pre-recorded. But you will have a live five-minute Q&A session after we've played your recording. You will have a chair who will guide you through your Q&A.

Step three: Add your submission title and body text (Title & Abstract)



The screenshot shows a web interface for submitting a paper. On the left is a vertical sidebar with a progress indicator showing eight steps: 1. Track, 2. Format, 3. Title & Abstract (highlighted in red), 4. Authors, 5. Biography, 6. Topics, 7. Additional Information, and 8. Data Protection. The main content area is titled 'Title & Abstract' and contains two text input fields: 'Title' and 'Abstract'. The 'Abstract' field has a rich text editor toolbar with icons for bold, italic, underline, bulleted list, numbered list, link, unlink, and insert link. Below the abstract field, it says '250 words remaining'. At the bottom of the form is a 'Done' button with a sub-label 'Go To The Next Step'.

Image shows a screenshot of section 3 of the submission portal titled 'Title & Abstract'. There are then two free text boxes for each section.

Use this guide and key points to complete a successful submission. There are some differences to the information required depending on the submission type - abstract or session proposal - and abstract category, for example research or critical discourse.

Title

Your submission title is important as this is what will encourage and help delegates to select your session. The title should be succinct yet accurately describe its main content and format. Do not include abbreviations and use sentence case - the first letter of the sentence is capitalised with the rest being lower case except for proper nouns and acronyms.

Key point:

You must keep to the original title and content of your submission when presenting.

We will publish the title of accepted submissions in the programme on the Annual Conference website and in the book of abstracts/sessions submissions. If your title does not meet the conference style requirements the organiser might amend it. If we cannot contact you then we will make changes according to our best judgements.

Main body content/text

The main body of the submission must be no longer than **250 words**, and must include the following:

For Session Proposals:

- Aim - What do you hope to achieve in the session?
- Outline content - What are the main points or topics you will be presenting or demonstrating? What is the relevance to occupational therapy theory, practice, management, leadership, education, CPD or research?
- Session plan - What will happen in the session? What will participants be expected to do? Are there any pre-requisites for joining? Are there any contra-indications?
- Resources - You will be responsible for supplying your own resources to lead your session. If your delegates will need to have resources, please consider that as this is a virtual event they will need to supply these, so keep this in mind, and include in your proposal what these would be. Your proposal should also cover whether the delegates would need space to move around while attending your session.
- Interaction – you need to indicate what type of delegate interaction you would like. The following is available for Session Proposal sessions: pre-recorded or real-time session with real-time Q&A (delegates type their questions), polls, typed chat facility.

For Abstracts:

Key point:

All citations given in the main body of the submission **must** match those in the References section.

Practice development and Critical discourse abstract categories

- Aims - what does the work set out to achieve?
- Conclusion - what are the key take home messages?
- Background - what is the context for this work? You must demonstrate how your work has taken account of the context for current political / financial / professional / educational and/or theoretical drivers locally, nationally and/or internationally.
- Critical analysis - what are the key arguments that will be presented? What are the key questions posed by this submission?
- Relevance to occupational therapy education and/or practice.

Research abstract category

Information	Example
The problem – purpose and aims	The research question: <ul style="list-style-type: none"> • What was researched and its context - local / national / international? • What does this research add? • Why it is important to know more about the problem.
Design & Methods (how the research was undertaken)	Methodology. The research design. What was done? Who, what, when, where, how many, why these? How the data was analysed. Ethical issues encountered.
Results discussion	The key things that are now known that were previously not known. The evidence that shows how and why these came to be known. Explanation of how / why these key things came to be / are as they are.
Conclusion	Key point Findings and outcome Take-home message
Theory	Theories / theoretical resources used to analyse the results.
Impact / Implications	So what? Now what? What is the impact and/or the implications for OT practice and users of OT services or further research? Call to action (what, why, when, where etc.)
The Literature (optional)	The work that the research makes a contribution to.

Step four: Authors

Number of submissions per author

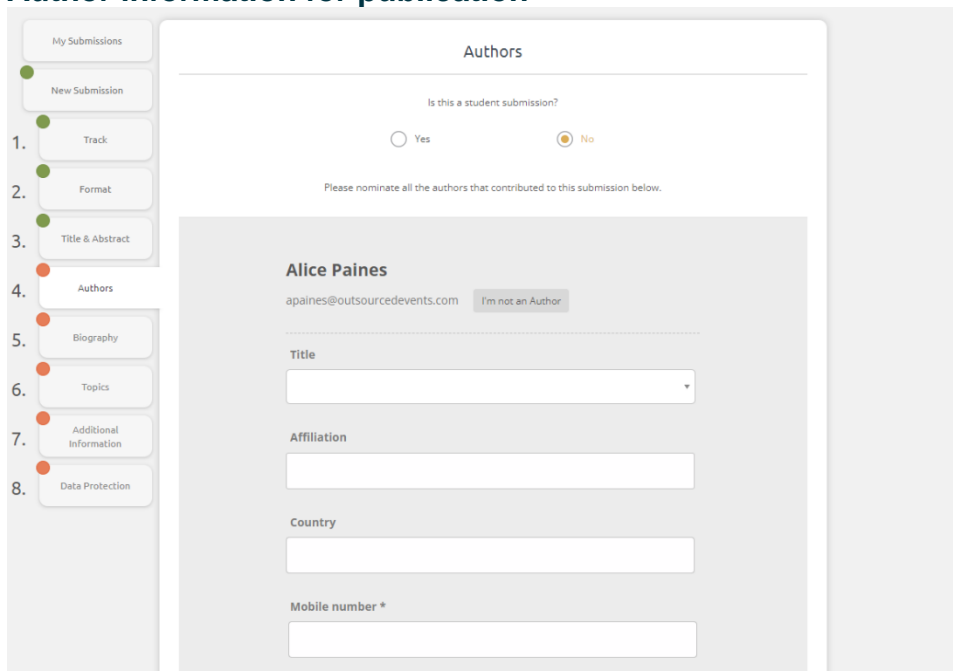
There is no limit to the number of submissions (abstracts or session proposals) that can be submitted by any individual or organisation. However, you can only make one submission per topic. The Annual Conference organisers reserve the right to limit the number of accepted submissions from any one source.

Key points:

People listed as main authors must be prepared to present the submission in the absence of the named presenter.

Up to two authors on one submission will be entitled to the presenter registration rate.

Author information for publication



The screenshot displays a web interface for adding authors to a submission. On the left is a vertical navigation menu with steps 1 through 8: 1. Track, 2. Format, 3. Title & Abstract, 4. Authors (highlighted), 5. Biography, 6. Topics, 7. Additional Information, and 8. Data Protection. The main content area is titled 'Authors' and contains the following elements:

- A question: "Is this a student submission?" with two radio buttons: "Yes" (unselected) and "No" (selected).
- A prompt: "Please nominate all the authors that contributed to this submission below."
- An example author entry for "Alice Paines" with an email address "apaines@outsourcedevents.com" and a button labeled "I'm not an Author".
- Form fields for:
 - Title (a dropdown menu)
 - Affiliation (a text input field)
 - Country (a text input field)
 - Mobile number * (a text input field)

Image shows a screenshot of section 4 titled Authors. It then shows the text boxes that allow for information on each author such as title, affiliates, country, mobile number etc.

Give the first name initial, first name, last name and affiliation (for example, institution name, place of work or location where work was carried out) of the main authors associated with the submission. For example: S, Sam, Jones, University of Somewhere. You do not need include degrees, titles or appointments.

You will need to supply your **contact email address**. We will use this email address for all correspondence relating to your submission and the event. We will not publish email addresses in the Book of Abstracts/Sessions Submissions.

Reminder: Before making your submission, check you're available for both days, you can pay for your ticket and your manager/organisation (if applicable) is happy for you to attend.

Step five: Biography (Authors)

Biography

Please include a short biography for the presenting author(s) below.

Alice Paines tes

The screenshot shows a text entry interface. At the top, there is a toolbar with icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Superscript (x²), Subscript (x₂), and Insert Link (Ω). Below the toolbar is a large, empty text box. At the bottom of the text box, it says "50 words remaining." Below the text box is a button labeled "Done" with the text "Go To The Next Step" underneath it.

Image shows a screenshot of the Biography section which has a large free text box plus standard text editing tools e.g bold, italic, underline, bullet point etc. At the bottom is a button which reads 'Done. Go to the next step'.

Include brief information **relevant to your submission**, about the principal and second author/presenter - **maximum total of 50 words per entry**.

Step six: Keywords (Topics)

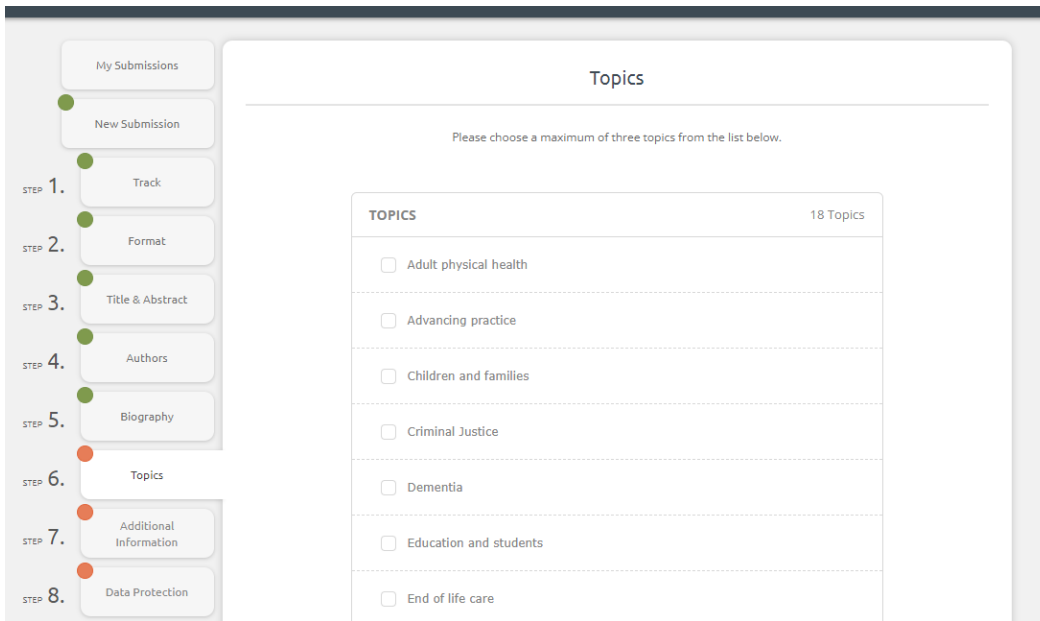


Image shows a screenshot of the topics (keywords) section on the submission portal with a list of key topics in alphabetical order.

Keywords

Include keywords to provide a clear indication of the focus of the presentation. Choose **at least one** keyword and a maximum of three from the following list:

Adult physical health	End of life care	Mental health
Advancing practice	Forensic practice	Neurological practice
Children and families	Health inequalities	Older people
Criminal justice	Learning disability	Social care
Dementia	Long term conditions	Support workers
Education and students	Managers	Third sector/ charity/volunteers

Step seven: Additional information

Themes

You will need to select **one** of the Conference themes for your submission. Choose the theme that best fits from the following list:

Theme	Examples of how these themes could be covered
Demonstrate the value and impact of OT	<p>Navigating under-resourced processes: sharing how to drive innovation through occupation-centred practice in difficult times. Putting occupations at the forefront of our practice so we're empowering people to do the occupations they value, manage their health and care needs.</p> <p>Defining and capturing our unique OT contribution: owning our superpower</p>
The future of the occupational therapy workforce	<p>Transforming the profession to meet future population and service needs.</p> <p>AI and OT: Preparing for the new future and what it means for OT practice. Looking at how artificial intelligence (AI) and digital care tech can support OT. How OT shapes its development and our role in co-designing and testing products.</p> <p>Effective workforce planning – using workforce data and intelligence to make informed decisions about occupational therapy positioning within the health and care system.</p>
OT role in addressing health inequity	<p>Sharing how you and the profession:</p> <ul style="list-style-type: none"> • can be confident and skilled in championing inclusion and advocating for occupational justice. • work towards preventing ill health and minimising the need for crisis interventions and dependency on care. • help people to live well in their communities despite having health conditions. • ensure fair and equitable access to OT based on need address the social determinants of health.
Grow your occupational therapy career	<p>Exploring how to support all OT practitioners to be where they want to be at each stage of their career.</p> <p>Sharing how to build out the profession's competence and capacity to support leadership, learning, research and innovation into practice.</p> <p>Understanding how to see ourselves as leaders and make the most of our influence?</p>

Submission category (Type)

Choose one of the following;

Critical discourse (Abstracts only)

We welcome critical reviews of particular bodies of work, theories, or other professionally relevant concepts. These critical reviews need not contain empirical data or use systematic review methods, however critical analysis should be clearly evident. These presentations are intended to spur theoretical, philosophical or political discussion in order to challenge established thinking and introduce new perspectives. Submissions in this category may not provide definitive answers but will most certainly ask provocative questions.

Practice development (Abstracts only)

As occupational therapists we must take every opportunity to raise the profile of the profession and evidence what we do on a daily basis. Making a presentation about the development of practice is a key component of the quality agenda and the future development of the profession. Practice development abstracts will report on completed or ongoing practice development which will contribute to occupational therapy's body of knowledge and which is NOT research. Whilst ongoing work is welcome, there **must be an indication that practice development has had a measurable impact**. Presentations can be made from any area of clinical or management practice and from any location - statutory, independent and private sector.

Research (Abstracts only)

These abstracts report on research that contributes to occupational therapy's evidence base and demonstrates rigorous design. You can submit research abstracts from all methodological perspectives. Ongoing research* is welcome, but there must be an indication that studies have, or will have, produced some data and there is evidence of data analysis.

*report on emerging findings from research that is currently in progress

Session proposal

Session proposals give you the opportunity to create more informal, creative and interactive sessions to engage, collaborate and encourage learning on content relevant to occupational therapy theory, practice, management, leadership, education, CPD or research. These sessions would work well as spotlights to champion the profession, celebrating achievements and sharing and discussing aspects of occupational therapy with others.

Perhaps you have a successful intervention in practice to demonstrate, a skill that others can be taught or a simple passion for an activity that you would be happy to share? Would you like to discuss an issue that is important to you, have your ideas heard, or share a problem and invite solutions? Do you have an individual, a team, or a positive community story to share? What changes have you or your service made that have led to making a real difference to the lives of colleagues and/or the people you support, and to the profession? This is a great opportunity to have some fun with colleagues and peers!

References (Abstracts Only)

(Required for Abstracts submission types only. Not required for Session proposals)

List the references for your abstract in the specific references box in the abstract submission system. Include citations **but not** the full references in your main body copy.

- Take all reasonable efforts to ensure referencing is in RCOT Harvard style in keeping with the Royal College's reference guidelines.
- A minimum of one reference and a maximum of five references will be accepted.
- References must be complete and correct - including full author name, date, correct full title, place of publication and publisher name.
- For journals volume, issue and page numbers must be included.
- Only include sources cited in the main body text in the reference list.
- Full references added into the specific References box in the system are not included in the word count.
- Any citations in the body of the abstract are included in the word count. If you include full references in the body of the abstract instead of in the References box, these will be included in the word count.
- Incomplete or inappropriately referenced work will be marked down by the reviewers.

See the RCOT Annual Conference Reference guidelines for more information.

Key point:

You are responsible for providing all your references details in accordance with the RCOT Harvard Reference Style.

Abstracts will not be marked down as long as you have provided all reference details and made reasonable efforts to follow [the required format](#).

Ethical approval

Ethical approval would normally be required for all empirical research, and evidence of this should be provided. If ethical approval for the research was not required, an explanation including reference to any ethical issues should be provided.

External funding

Details of any external funding must be included for all ongoing research.

Session learning outcomes

Your submission will need to include a maximum of **two** learning outcomes relating to your session **with a maximum total of 50 words**. The learning outcomes should describe the skills or knowledge that you believe delegates will gain as a result of attending your presentation. This wording will be included in the programme on the Annual Conference website.

Example learning outcomes:

- Gain increased understanding of the issues facing people with learning disabilities in employment and the role of occupational therapy.
- Increase awareness of collaborative and creative research approaches in working with people with a learning disability. (37 words)

Key point:

The organisers reserve the right to edit your learning outcomes to ensure consistency and style.

RCOT Career Development Framework Pillars of Practice

Select up to two of the following Career Development Framework Pillars of Practice that best represent the content of your Abstract. Here are brief definitions of each of the Pillars of Practice. Find out more at rcot.co.uk/cpd-rcot

Pillar of practice	Definition
Professional practice:	<ul style="list-style-type: none"> • Maintain occupation at the centre of practice • Deliver safe, effective, person-centred and ethical practice • Use professional judgement and evidence-based critical reasoning to make decisions
Facilitation of learning	<ul style="list-style-type: none"> • Maintain occupation at the centre of practice • Deliver safe, effective, person-centred and ethical practice • Use professional judgement and evidence-based critical reasoning to make decisions
Leadership	<ul style="list-style-type: none"> • Identify, monitor and enhance own and others knowledge, skills and ways of thinking • Lead, guide and/or facilitate teamwork • Influence, design, plan and implement professional and/or organisational change
Evidence, research and development	<ul style="list-style-type: none"> • Access, evaluate and implement evidence to inform practice • Initiate, design, participate in and disseminate research • Engage with and influence broader socio-economic and political agendas

Level of knowledge

What level of knowledge will you be presenting? **Select one** of the following options:

- Basic general knowledge
- Basic understanding and knowledge of concepts that underpin occupational therapy
- Knowledge of facts, principles, processes and general concepts
- Factual and theoretical knowledge
- Comprehensive, factual and theoretical knowledge
- Enhanced knowledge and critical understanding
- Advanced knowledge and critical understanding
- Most advanced knowledge
- Most advanced and innovative knowledge

Book of abstracts and session proposals

We publish all successful submissions in our Book of abstracts and session proposals. Resubmit the body copy of your submission using the following guidance, so it is suitable for publication:

- Do not include session plan - what will happen in the session/anything participants will be expected to do. Do not include any resources the conference delegates will have access to/ interaction with live conference delegates.
- Do not refer directly to your preferred session format.
- All citations given in the main body of the abstract must match those given in the references section.
- No longer than 250 words.
- Should not include abbreviations or acronyms.
- Should use sentence case i.e. the first letter of the sentence is capitalised, with the rest of the sentence being lower case aside for proper nouns.
- Title of accepted abstracts will be published, if your title does not meet conference style the organisers may contact you to amend.

Research (Abstracts only):

RCOT Research Foundation Early Researcher Award (Post-registration)

This prestigious prize recognises excellence in research and presentation skills. You are eligible to be considered for the RCOT Research Foundation Early Researcher Award if you are:

- A **member of RCOT**
- Giving a **Paper format** presentation based on research findings from your post-registration Master's or doctoral studies or your first piece of ethically approved research undertaken post-registration as an occupational therapist.

Confirm your eligibility to put yourself forward for this award when making your submission.

Key point:

Only Research category abstracts submitted to be presented as **paper format** are eligible for this award. Bite-size learnings, PechaKucha and Session proposals presentation formats **are not eligible**.

Previous winners have been delighted with the peer recognition they've received on the significance of their research and the value of the award to their early research career development. Details of the winner will be published in OTnews and on the RCOT website.

Find out more about the award at rcot.co.uk/practice-resources/research-and-development and view Research Foundation General Information under the Funding for Research and Development menu.

Step eight: Data protection

Read the terms and conditions. You will need to accept these before making your submission.

The screenshot displays a submission portal interface. On the left, a vertical sidebar lists eight steps: 1. Track, 2. Format, 3. Title & Abstract, 4. Authors, 5. Biography, 6. Topics, 7. Additional Information, and 8. Data Protection. Step 8 is currently active. The main content area is titled 'Data Protection' and contains a 'Terms & Conditions *' section. The text explains that by submitting, the user consents to their data being held for processing for the RCOT 2024 Annual Conference. It also states that Outsourced Events acts as the agent, and data will be stored on their portal for one month after the event, then deleted and held only by RCOT. A contact email, rcot@outsourcedevents.com, is provided for data removal requests. A link is provided for the RCOT privacy policy. Below the text is a checked checkbox with the label 'I agree to the above Terms & Conditions'. At the bottom of the form is a 'Done Save Submission' button.

Image shows a screenshot of the Data protection step on the submission portal with a terms and conditions statement and a tick box to agree to these terms and conditions.

Before you submit: Check your submission against our marking criteria

RCOT Annual Conference 2024 marking criteria

- A submission will be rejected if it does not meet the required “Essential criteria”.
- A total score of 15 or more is required.
- Each criteria is marked out of three.

Details in the following table

A score of 15 or more is required. Each criteria is marked out of three.

Essential criteria	Yes/No
A submission will usually be rejected if it does not meet these essential criteria:	
The submission has relevance to occupational therapy in at least one of the following areas: OT theory, practice, facilitation of learning, education, management, leadership, CPD, research.	
Evidence of ethical approval (Research category Abstracts only)	
Correct referencing (Abstracts only)	

Criteria Relevant to ALL submissions	Explanatory note	Score: 0, 1, 2, 3
Language, tone and legibility.	Is the submission easily comprehensible and well presented?	
Structure.	Is the submission well structured, and includes the required information?	
Clarity of focus, purpose, background or context.	Is it clear what the authors have set out to do, and why? Authors must demonstrate how their work has taken account of the context for current political / financial / professional / educational and/or theoretical drivers locally, nationally and/or internationally.	
Clarity of method or approach to the issues under consideration. This should be considered in the context of the identified submission type and Abstract category and will be marked accordingly.	Does it include a clear outline for the content and execution of the session? This may refer to a robust research methodology, an explanation of strategies employed for creating a critical evaluation of a theory or journal article, or a credible approach to a practice analysis. It may also include a clear outline for the content and execution of a session presentation.	
Extent to which the content can be considered useful.	Does the content offer new knowledge, or a new perspective on existing knowledge? Is it useful to the existing body of knowledge in the profession, for example: <ul style="list-style-type: none"> • Does it benefit people who access services, their families and carers? • Does it demonstrate integrated working? • Does it demonstrate saving in delivery of care? • Does it help to help to address inequalities? 	
Extent to which the session will work in a virtual context - can it be considered novel, innovative, creative and/or engaging?	Is the session innovative, new, interesting and/or exciting? Will it work within a virtual environment?	

And finally...

Make sure you complete and save your final submission by the deadline. We'll keep an eye on any incomplete submissions and aim to let you know if you have any outstanding. However, it is your responsibility to submit on time.

Once the deadline has passed all submissions are sent for marking.

How are submissions marked?

All submissions we receive before the deadline are marked against the set criteria in these submissions guidelines.

When received, submissions are anonymised and each one is marked separately and independently by two reviewers. The average score is calculated to give the final score. In the unlikely event that there is a large discrepancy between a set of marks, the submission will be referred for marking by a third reviewer.

Who is reviewing the submissions?

We've got new reviewers alongside a well-established group of reviewers. The majority are respected British Journal of Occupational Therapy (BJOT) reviewers, from all areas of OT academia and practice. Any third marking is done by a member of RCOT Council. A list of our 2024 reviewers will be published on our website.

When will I hear if my submission is successful?

We will be marking and compiling the content in January-February and aim to let you know if you're presenting in late February 2024.

Our panel may need to edit areas of your application and this could include the type of presentation format you use. We will contact you directly about this.

Need help?

Our events team will be on hand throughout the process to support you. Contact us at rcot@outsourcedevents.com.

Once your application and any edits have been approved you will be invited to a masterclass where you will be guided on the next steps in producing your presentation content.

We look forward to receiving your submissions!