

## Call for Expressions of Interest

### Conference Scientific Program Committee Chair

#### 31<sup>st</sup> National Conference and Exhibition, 25-27 June 2025

#### Adelaide, South Australia

*Closing date: 15 January 2024*

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The Board of Occupational Therapy Australia is now seeking a call for Expressions of Interest for the Chair of the Conference Scientific Program Committee (CSPC) for Occupational Therapy Australia's 31<sup>st</sup> National Conference and Exhibition (2025).

#### **Overview**

Occupational Therapy Australia's National Conference and Exhibition provides unique opportunities for our diverse community of occupational therapy researchers, developers, creators, educators, and practitioners. Our continuing mission is to be the leading occupational therapy conference in the Asia Pacific region. The Conference Scientific Program Committee (CSPC) Chair has a rare opportunity to inspire and lead a talented and deeply committed team of committee volunteers to deliver the Occupational Therapy Australia 31<sup>st</sup> National Conference and Exhibition 2025 program.

The Conference Scientific Program Chair works in conjunction with the Conference Convenor, OTA's Conference Events Team, the appointed Organising Committee (OC) and Conference Scientific Program Committee (CSPC).

### **Conference Scientific Program Committee Chair**

#### **Time Commitment**

This role normally begins approximately 18 months (i.e., commencing around early January 2024) before the conference and continues for one month after the conference to contribute to the final report that is presented to the Board. The Conference Scientific Program Committee Chair should have the capacity to provide approximately 2 hours / week for 18 months; during the period of establishing the conference program, the Scientific Program Chair should have the capacity to spend up to 12 hours / week for up to 4 weeks during November 2024 for the draft compilation of the scientific program. This includes a two-day meeting either online or in the OTA National Office in Melbourne.

There is no expectation that the Conference Scientific Program Committee Chair will automatically fulfil the Conference Convenor role.

#### **Strategic Vision**

To ensure the delivery of a diverse evidence based scientific program, maximising professional development opportunities for Australian occupational therapists, and leading to excellence in professional practice.

#### **Specific Responsibilities**

The following list is a "high-level" view of the specific responsibilities associated with serving as the Conference Scientific Program Committee Chair.

#### **Managerial Responsibilities**

- Responsible for selecting members of the Conference Scientific Program Committee (CSPC) with the appropriate knowledge, expertise and standing, aligned to the selection criteria.
- Attend and chair the CSPC meetings, inclusive of a two-day online or face to face meeting in Melbourne to allocate the program.
- Contribute to all scheduled Organising Committee (OC) meetings.

- Responsible for shortlisting keynote speakers with the scientific program committee (shortlisting only, selection remains the responsibility of the Conference Convenor along with The Board)
- Responsible for shortlisting invited speakers with the CSPC
- Collaboratively develop the call for papers formats and selection processes, including the content, presentation types, themes, key words, review process, and standard for acceptance.
- Oversee the Call for Papers process; this could include facilitating a webinar on writing abstracts.
- Oversee the abstract mentoring program.
- Oversee reviewing of abstracts; this will include facilitating an online meeting with the CSPC to discuss rating criteria.
- Provide advice to the CPSC and OC regarding the sorting and review of abstracts, development of streams leading to the development of a conference program.
- Collaboratively develop the guidelines for presenters and chairs.
- Oversee scientific program development.
- Oversee scoring for prizes and awards.
- Oversee program changes and updates.
- Conduct a briefing time with the Conference Convenor and non-OT keynote and invited speakers to discuss objectives for their presentation and perhaps ways to tie this in with the Conference theme.
- Responsible for scoring abstract conflicts as needed, correcting program changes and managing program updates in accordance with the critical path.
- Liaising with the OTA conference events team for recruiting and managing volunteer session chairs for all the conference sessions of the OTA 2025 National Conference.
- Coordinate the evaluation of the processes used by the Conference Scientific Program Committee to achieve continuous improvement.
- Responsible for coordinating members of the CSPC to oversee and develop area/s of program planning, these areas include but are not limited to Call for Papers, Abstract Mentoring, ePosters, Occupation Stations, Workshops, Panels sessions and any other new program initiatives.
- Adhere to timelines and deadlines, working with the conference events team in a timely manner.
- Contribute to the planning and evaluation of the CSPC to inform future planning.

### **Fiscal Responsibilities**

- Work with the Conference Events Team to ensure invitations to speak fit in with the budgeted travel and operating expenses.

### **Responsibilities of committee members**

- Attend committee meetings and actively participate in discussion.
- Read agenda papers and notes of meetings.
- Act with care and diligence and in the best interests of the committee and OTA.
- Keep abreast of key issues, including national and international developments that may impact on the work and areas of responsibility of the committee.
- Dedicate time outside of Committee meetings to undertake Committee-related activities such as drafting of documents, research and provision of advice and other tasks as required.
- Promote the event to industry peers and colleagues via social networks.
- Attend the Conference and participate as required as chairs or other relevant activities.
- Facilitate and participate in timely communication with all committees to provide direction and solve problems.

## Selection Criteria

### Essential

- Conference Scientific Program Committee Chair must hold current membership with Occupational Therapy Australia throughout the duration of their conference planning cycle.
- Conference Scientific Program Committee Chair must hold a PhD or demonstrated equivalent research experience (e.g., publication track record)
- Have at least 5 years of research, practice, and/or education experience in occupational therapy
- Have previous experience in the planning and delivery of a large-scale conference in occupational therapy, or another related field.
- Have experience, insight and awareness related to current and emerging topics or issues relevant to occupational therapy practice, education and research and their impact at a national level.
- Provide evidence of leadership in one or more of the following areas of occupational therapy: clinical practice, education, research, professional policy development or advocacy
- Recognise, value and advocate for the diversity of occupational therapy practice, research, and education.
- Demonstrated ability to work independently and perform effectively as part of a team.
- Demonstrated high standard of oral and written communication skills, time management, and organisational skills to ensure effective teamwork.
- Ability to attend monthly meetings, be available to review abstracts and contribute to building the conference scientific program in late 2024.

### Desirable

- Conversant with the issues facing occupational therapists and the profession in Australia.
- Previous experience as a Scientific Chair for a conference
- Attended international conferences.
- Connected to an established network of individuals within the occupational therapy profession in Australia.

## Application Procedure

All nominations are considered by the CEO and Board. To be nominated, the candidate should send the following items (as Word files) by email to Samantha Hunter ([info@otaus.com.au](mailto:info@otaus.com.au)) with reference: EOI 2025 Conference Scientific Program Committee Chair nomination:

- A cover letter addressed to the Occupational Therapy Australia CEO, Samantha Hunter
- The selection criteria
- The nominee's summary CV (max. 2 x A4 pages) including contact details for two referees.

### Closing Date:

**15 JANUARY 2024**

*It is not mandatory that individuals meet every desirable qualification to be eligible for the position of Chair and interested persons who do not meet all qualifications are encouraged to discuss their interest with OTA.*