

Call for Expressions of Interest
Conference Scientific Program Committee
31st National Conference and Exhibition, 25-27 June 2025
Adelaide, South Australia

Closing date: 15 January 2024

The Board of Occupational Therapy Australia is now seeking a call for Expressions of Interest for the Conference Scientific Program Committee (CSPC) for Occupational Therapy Australia's 31st 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) will develop and plan the program for the Occupational Therapy Australia 31st National Conference and Exhibition 2025.

The CSPC under the guidance of the Chair will work in conjunction with OTA's Conference Events Team and the appointed Organising Committee (OC).

Conference Scientific Program Committee

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 should have the capacity to provide approximately 2 hours per month for the duration of the conference planning with additional time to review an estimated 150 abstracts during the call for papers review process *(October 2024).

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 on the Conference Scientific Program Committee.

Responsibilities of committee members

- Attend committee meetings and actively participate in discussion (80% attendance required).
- Read agenda papers and notes of meetings.
- Act with care and diligence and in the best interests of the committee and OTA.
- Ensure strategic objectives are met.
- Bring innovative program ideas to the committee for discussion.
- Contribute to shortlisting keynote speakers.
- Contribute to shortlisting invited speakers.
- Collaboratively develop the call for papers formats and selection processes
- Contribute to the Call for Papers process including the content, presentation types, themes, key words, review process, and standard for acceptance.
- Contribute to the abstract mentoring program.
- Review an estimated 150 conference abstracts as a core component in October 2024

- Contribute to the scientific program development including all presentation types
- Contribute to scoring for prizes and awards.
- 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.
- Adhere to timelines and deadlines, working with the conference events team in a timely manner.
- Promote the event to industry peers and colleagues via social networks.
- Attend the Conference and participate as required as session chairs, thanking key stakeholders, attendance at the opening and closing plenary sessions and social events
- Contribute to the planning and evaluation of the CSPC to inform future planning.

Selection Criteria

Essential

- Must hold current membership with Occupational Therapy Australia throughout the duration of their conference planning cycle.
- Must hold a PhD or demonstrated equivalent research experience (e.g., publication track record)
- Peer reviewed publication/s in nominated area of expertise.
- 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.
- 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.
- Recognise, value and advocate for the diversity of occupational therapy practice, research, and education.
- Able to attend monthly online meetings and possibly one face-to-face meeting in Melbourne
- Availability to review abstracts in October 2024.
- Acknowledgement that the applicant is aware that abstract scores will be de-identified and analysed using many-faceted Rasch analysis to assist with abstract ranking processes and that these de-identified data may also be used for research purposes.

Desirable

- Conversant with the issues facing occupational therapists and the profession in Australia.
- Previous experience in and current knowledge of contributing to the planning and delivery of a conference or other professional development event
- Connected to an established network of individuals within the occupational therapy profession in Australia.

Application Procedure

All nominations are considered by the Chair of the CSPC. Based on the recommendations of the Chair, the Conference Executive Management Committee will appoint CSPC members.

To be nominated, the candidate should send the following items (as Word files) by email to Samantha Hunter (info@otaus.com.au) with reference: EOI 2025 Conference Scientific Program Committee nomination:

- A cover letter addressed to the Occupational Therapy Australia CEO, Samantha Hunter addressing:
 - The selection criteria
 - Nominate area/s of practice for which they believe themselves to be an expert.
 - A list of 10 most relevant peer-reviewed publications (in nominated area of expertise).
 - The nominee's summary CV (max. 2 x A4 pages) including contact details for two referees.

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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.