

Abstract Submission Guidelines

The Scientific Program Committee invites abstracts that contribute to the advancement of research, clinical practice, education, and policy in occupational therapy. Please review the following guidelines for abstract preparation and submission, and submit your abstract through the online abstract submission system.

1. Important Dates

Item	Date / Deadline
Abstract submission opens	Mid-October 2026
Abstract submission deadline	Please refer to the announcement on the conference website
Notification of review results	From December 2026 until within two weeks after the abstract submission deadline
Confirmation of acceptance to present	Within two weeks of notification of review results
Early bird registration deadline	Mid-February 2027

** All dates and deadlines are based on Korea Standard Time (KST, UTC+9). Any changes to the schedule will be announced on the conference website.*

2. Submission Eligibility and Presenter Information

1) Eligibility and Authorship

- Occupational therapists, researchers, educators, and students from Korea and abroad who are involved in occupational therapy research and practice are eligible to submit abstracts.
- Authorship should be limited to individuals who have made a substantive contribution to the research or work reported. All authors must approve the abstract content and agree to its submission.
- Enter all authors' names and affiliations accurately in the intended author order, and designate one author as the presenting author.
- The submitting author is responsible for verifying the accuracy of the author information and abstract content, and for communicating review results and presentation-related information to all co-authors.
- Any change to the presenting author must be notified in advance through the abstract submission website or by email. The replacement presenter must also meet the conference registration requirements.

- **Students enrolled in associate or bachelor's degree programs are strongly encouraged to include at least one academic supervisor as a corresponding author or co-author.**

2) Presenter Registration

- Presenting authors of accepted abstracts must attend the conference and deliver their presentations. They must complete conference registration and pay the registration fee by the specified deadline.
- Abstract submission and acceptance do not constitute conference registration. If the presenting author does not complete registration by the deadline, the abstract may be removed from the presentation program.

3. Presentation Format and Language

1) Presentation Format

- When submitting an abstract, select one of the following presentation preferences: (1) Oral presentation, (2) Poster presentation, or (3) Either oral or poster presentation.
- **The final presentation format will take the submitter's preference into account but may be changed based on the review results and program scheduling.**

2) Abstract and Presentation Language

- Abstracts may be submitted in Korean or English. However, **all slides used for oral presentations and all displayed posters must be prepared in English.**
- Presentations may be delivered in Korean or English. Please select your preferred presentation language when submitting your abstract.
- Abstracts designated for presentation in English may be assigned to a separate English Session.

Language Options	Korean	English	Other Languages
Abstract submission	●	●	X
Oral presentation delivery	●	●	X
Displayed poster	X	●	X
Oral presentation slides	X	●	X

* ● Permitted ✗ Not permitted

4. Abstract Topics

Please select the one topic that best matches the content of your abstract. If your abstract falls under two or more topics, select the most appropriate one based on the primary aim or main target population of your study.

Item	Topic
1	Physical conditions
2	Mental health & Psychosocial well-being
3	Children & Adolescents
4	Older adults
5	Community-based practice
6	Assistive technology & Digital health
7	Occupational science, Theory & Models
8	Education, Policy & Advocacy
9	Other

5. Abstract Preparation Guidelines

Item	Guidelines
Language	Korean or English
Abstract title	Korean: Maximum 100 characters / English: Maximum 50 words
Abstract body	Korean: Maximum 1,000 characters / English: Maximum 250 words
Character / word count	The limit applies to the total text entered in the abstract body, excluding the title, authors, affiliations, keywords, and section headings provided by the submission system.
Keywords	3–5 keywords
Abstract structure	Select one abstract type: Research, Case Report, Practice/Program Report, or Other. Structure your abstract using the headings specified for the selected type. <i>* Please refer to the required sections for each abstract type below.</i>

- The title should clearly and concisely reflect the content of the abstract. Define abbreviations in full at first use.

- Enter authors' names and affiliations in the designated fields. Do not repeat the title, authors' names, or affiliations in the abstract body.
- Describe results or outcomes in details. For quantitative research, report key numerical findings or analysis results. For qualitative research, present the themes identified and key findings.
- Ongoing studies may be submitted if preliminary results are available at the time of submission.
- Authors are encouraged to refer to the templates provided for each abstract type in Section 6 below.

6. Required Sections by Abstract Type

All abstract types should clearly demonstrate their relevance to occupational therapy. The length of each section may be adjusted to suit the content, within the overall word limit.

1) Research

This category includes abstracts that address research questions using quantitative, qualitative, or mixed methods; literature reviews (such as systematic or scoping reviews); assessment tool development and validation; or other research methods.

Section	Content
Background	Describe the background and rationale for the study
Objectives	State the study objectives or research questions
Methods	Describe the study design, participants, measurement tools, and data collection and analysis methods, as applicable
Results	Present the main findings relevant to the research questions
Conclusion	Provide conclusions supported by the findings and their implications for occupational therapy

2) Case Report

This category includes abstracts that share clinically meaningful experiences through the assessment, intervention process, and outcomes of a single case or a small number of cases.

Section	Content
Background	Describe the rationale for reporting the case and its clinical context
Case Description	Describe the key characteristics of the case, difficulties in occupational performance and participation, and initial assessment findings
Intervention	Describe the intervention goals, approach, duration, and main components

Section	Content
Results	Present changes following the intervention and the assessment findings documenting these changes
Implications	Discuss the lessons learned from the case and considerations for applying them in practice

3) Practice or Program Report

This category includes abstracts that describe the components and outcomes of services or program implemented in clinical practice, community settings, education, or organizational operations.

Section	Content
Background	Describe the context and need for the program or practice improvement
Objectives	State the objectives of the program or practice activity
Program/Practice Description	Describe the target population, setting, implementation methods, and main activities
Results	Present the results of implementation, outcomes, or observed changes
Implications	Discuss the implications for occupational therapy practice and potential future applications

4) Others

This category includes narrative or conceptual reviews that synthesize professional knowledge and existing literature, offer critical interpretations, and identify future directions. It also includes other scholarly discussions or evidence-based proposals relevant to occupational therapy.

Section	Content
Background	Describe the significance of the topic and the current state of the relevant field
Objectives	State the key questions or objectives to be addressed
Main Content	Present the main points and supporting evidence
Implications	Discuss potential applications and recommendations for occupational therapy research, education, practice, or policy
Conclusion	Summarize the main points and key message

7. Online Abstract Submission

1) Submission Procedure

1. Create an account and log in to the abstract submission website(<https://abstract.kotac.kr/auth>).
2. On the first page after logging in, go to "My Abstracts" and click "+New Abstract".
3. Under "Presentation Details", select the abstract type, presentation type, presentation language, abstract language, and topic category.
4. Under "Author Information", enter each author's name, affiliation, department, position, and email address, and designate the presenting author.
5. Enter the title and abstract text within the specified character or word limits.
6. Enter your keywords in the designated field.
7. Review your saved draft and complete the final submission before the submission deadline.
8. Check and retain the submission confirmation screen, abstract ID, and confirmation email.

** Abstracts saved as drafts will not be considered for review. Please check your abstract ID and submission status in the system. If you do not receive a confirmation email, check your spam folder and the email address registered in your account, then contact us through the abstract submission website or by email.*

2) Revisions and Withdrawal

- Abstracts may be revised or withdrawn through the submission system before the submission deadline. After making revisions, resubmit the abstract and verify the final content and submission status.
- As a rule, changes to the abstract body are not permitted after the deadline. For corrections to author information or unavoidable changes to the presenting author, please contact us through the abstract submission website or by email.
- If withdrawal is necessary after the deadline, the submitting author must request withdrawal through the abstract submission website or by email, providing the abstract ID, abstract title, and reason for withdrawal. The submitting author must inform all co-authors of the withdrawal.

8. Abstract Review

- Each submitted abstract will be reviewed by two reviewers, with author information withheld, in accordance with the procedures established by the Scientific Program Committee. Final decisions on acceptance and presentation format will be based on this review process.
- The review will take into account the characteristics of each abstract type and apply the following criteria.

Key Review Criteria by Abstract Type

Research

Are the methods appropriate to the research objectives, and are the results and conclusions adequately presented?

Case Report

Are the assessment and intervention processes and outcomes described in sufficient detail, and is the case clinically meaningful?

Key Review Criteria by Abstract Type

Practice/Program Report	Are the implementation process and outcomes described in sufficient detail, and does the work have practical value?
Others	Are the contents supported by appropriate evidence, and does it offer meaningful implications for occupational therapy?

- The key considerations for each review criterion are outlined below.

Review Criterion**Key Considerations**

Relevance of the Topic Is the topic relevant to occupational therapy and worthy of attention?

Clarity of Objectives Are the objectives or questions addressed in the abstract clearly stated?

Appropriateness of Methods, Processes, and Evidence Are the research methods, case assessment and intervention processes, program implementation processes, or supporting literature and reasoning appropriate to the objectives and adequately presented?

Key Content and Implications Do the results or main arguments address the objectives and offer meaningful implications?

Structure and Clarity Is the abstract clearly written and organized according to the required sections for the selected abstract type?

9. Research Ethics and Important Considerations

1) Compliance with Research Ethics

- The rights, dignity, and privacy of research participants and individuals described in case reports must be protected throughout the research and reporting process. Please ensure that abstracts and presentation materials do not contain personally identifiable information.
- Authors must comply with applicable procedures, including Institutional Review Board (IRB) approval or confirmation of exemption and informed consent for research participation, as required by the nature of the research and institutional requirements. For case reports, authors must ensure that the necessary consent has been obtained for the presentation and disclosure of case information.
- All authors are responsible for the accuracy of the abstract and compliance with research ethics. Data fabrication or falsification, plagiarism, and inappropriate authorship are not permitted.

2) Conflicts of Interest

- All authors must identify any conflicts of interest related to the abstract, including research funding or commercial relationships, and ensure that such relationships do not unduly influence the objectivity and

impartiality of the research or presentation.

3) Duplicate Submissions and Previously Presented or Published Work

- Duplicate submissions to this conference: The same content must not be submitted more than once to this conference.
- Research based on a thesis or dissertation: Research based on all or part of a thesis or dissertation may be submitted.
- Research previously presented at another conference: Submission of the same content previously presented at another conference is restricted. However, the work may be submitted if the study population, analyses, results, or discussion have been substantially revised, supplemented, or expanded.
- Research published in a journal: Research that has been published in a journal may also be submitted. However, when reusing text, tables, figures, or other material from a published article in the abstract or presentation materials, authors must comply with the copyright policies of the relevant journal and publisher.

10. Review Results and Conditions of Acceptance

- Review results and final presentation formats will be communicated via the email address provided at the time of abstract submission and through the abstract submission website.
- Presenting authors of accepted abstracts must confirm their intention to present by the specified deadline, following the instructions provided.
- **Presenting authors must follow the same conference registration procedure as general participants and complete registration and payment of the registration fee by the early bird registration deadline.** The deadline will be announced on the conference registration website and the abstract submission website.
- **If the presenting author fails to confirm their intention to present or complete conference registration and payment by the specified deadlines, the abstract may be removed from the presentation program.**
- Detailed instructions for preparing and delivering oral and poster presentations will be provided in separate presenter guidelines following abstract acceptance.

11. Abstract Publication and Inquiries

Submission of an abstract indicates that all authors agree to the publication of the accepted abstract in the conference abstract book and on the official conference website. Before final submission, the submitting author must verify the accuracy of all authors' names and affiliations and the abstract content.

For inquiries, please contact us through the abstract submission website or by email. Please include the submitting author's name, abstract title, and abstract ID in your inquiry.