



2017 Fall Message from the Leader

\$6.86 & a penny of thoughts on social & professional responsibility

I generally prefer to be spending my time thanking those of you who are members; after all, if you are reading this, you are a member. However, many individuals commented to me after I spoke at the Fall Conference about this particular number, so I felt it worth sharing again.

What is the significance of \$6.86 you say? Well, it is very important to note that is a rough estimate. A dollar or two higher is probably more accurate; but let me explain how we came up with this. An estimate of the minimum amount of money each licensed OT and OTA in the state of Michigan would need to pay to support the cost of our lobbyist and office management firm. This is assuming the base cost of \$48,000/year for the services MHTA provide us (not including the fee for our webinar and teleconference service, mailings/postage, etc.) and assuming approximately 7,000 OT and OTA practitioners were all members of MiOTA. Now, that

doesn't include our students, who MiOTA values very much, simply because we can find out from the State of Michigan website how many licensed OT and OTA's there are, but not how many students there are. So, to keep things simple, we used the licensed professionals to figure this number.

Now... using those same figures for the cost of MHTA's services at the base amount of \$48,000, but calculating the 354 OT and OTA's who are currently members (again, sorry to the students for leaving you out – but for this example, we needed to keep the numbers consistent when making a comparison to the previous figure) and the number jumps. To \$135.59 to be exact.

So, \$6.86 or \$135.59? Which would you rather pay? I

certainly know which one I would choose! (hint – the one under \$10). Currently, our annual membership dues are somewhere in between those two numbers, although much closer to the higher number. I've had people approach me upset that MiOTA would use conferences to try to support MiOTA's existence. The mission and vision MiOTA was created for was not primarily to drive education; it was for

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advocacy. I understand and certainly respect their concerns. Unfortunately, however, the need to support our continued existence as an organized group of professionals advocating for the specific cause of occupational therapy services in the state of Michigan, has demanded we think outside the box. We have made great strides in increasing tangible member benefits these past 10 years. Monthly webinars, activation of chapters throughout the state, a members-only section on the website to name only a few. Things that offset the fact that sometimes paying for a lobbyist to be meeting with legislators on the drop of a dime isn't as tangible as getting a little education time in the comfort of your home so that you can renew your certification without a last-minute course binge. Fall Conference is one of a few ways we have used to make up the gap between what an annual membership would really need to cost to keep the books in the black and what it costs.

There are two morals to this story – the first – We are your voice – but we can't be your voice unless you lend us your voice as well. The Mission and Vision update for MiOTA is going on now. The first survey was open to the members

for the month of October (it was on the website, shared at conference and e-blasted out) closed at the end of October. We have some good data and will be organizing meetings soon to discuss further. Keep an eye on your emails – make sure you participate – help us make this the best MiOTA we can make it. We can't leave the surveys open for indefinite periods of time or keep doing things over trying to get a larger sample. If it matters to you – please take the time to participate. That goes for elections, too. We had 6 people return ballots this fall. SIX. Since students can vote, as well as almost every other membership level... I really hope to see that number be much higher next year!!

The second moral – Membership Matters. You are reading this, so you are a member. Whether you are a student, new clinician, seasoned clinician, educator, associate, faculty, stay-at-home dad or mom who wants to go back to practicing someday, retired person, whomever.... you have given not only yourself, but all of us with you as members – and not with you as members – the gift of advocacy. Advocacy to not only watch for and implement change for the better for our consumers, but also to watch for and to fight the kinds of change that will hurt our profession or consumers. Is it fair for 343 OT and OTA practitioners, as well as 246 students and 20 associate, honorary and retired members to be the sole supporters for nearly 7,000 licensed OT and OTA

practitioners in Michigan to receive the benefits of advocacy? Wouldn't it be great if everyone was a member of MiOTA, so that our annual dues were closer to the \$10 or less mark?

So, I want to empower you – I challenge you – find out who among your colleagues are members. Encourage them to join. We face some of our largest battles to come with the current trends in healthcare and healthcare reimbursement. Ask them if they will consider standing with you and our profession and being a member of MiOTA. Remember, if 75% of your department is a member, nominate yourself for an award at conference and you get a free CEU event just for your department – Grand Valley State University had 100% membership with their faculty this year!!! It's a simple thing that goes a long way!

Our voice is more powerful when we use it... and when we use it alongside our fellow professionals, we are more powerful yet. When the state tries to decide who deserves to receive the funding to provide services, would you rather we be the mouse in the corner or the lion at the front of the room?

Thank you, as always, for being a member of MiOTA.

Sincerely,

Kirsten Matthews, MA, OTRL,
CLT
Leader of the Executive
Committee

Michigan Occupational Therapy
Association

Membership Director Report:

It was great to see so many members at our state conference last month. Our MiOTA membership booth was active with promoting our upcoming continuing education events, encouraging members to grow membership and with photo booth opportunities to celebrate our profession.

We encouraged members to take time and reflect on why they are a member of their state association and had a drawing of three members who not only got recognized for their contribution but also received a discount on their next renewal dues – Kim Pace, Sue Robsan-Burt and Carol Bashford-Kruse.

I challenged each member to grow our membership by soliciting a new member during the week following conference. The referring members and the new member's names were placed in a drawing to win MiOTA conference registration for 2018 – congratulations Ian Miller and Dan O'Toole – WMU Graduate OT students.



As you can see our numbers continue to hover in the 600's. Only 10% of the licensed OT practitioners in Michigan are MiOTA members. This should be each member's talking point. As an association we keep our members informed, we are a voice to state government to protect our licensure and practice act yet only 10% pay for those benefits. If you are a member informing non-members of the threats and status of our profession in Michigan start encouraging non-members to join and be informed as well. We need each member to assist our organization in strength through membership growth.

	Paid thru 1/5/2017	Paid thru 1/24/17	Paid thru 3/1/17	Paid thru 4.20.17	Paid thru 5.17.17	Paid thru 8.2.17	Paid thru 9.7.17	Paid thru 9.27.17	Paid thru 11.1.17
Associate	0	1	1	2	2	2	2	3	3
Honorary	9	9	9	9	9	9	9	9	9
OT	328	331	319	302	280	296	310	312	318
OTA	33	35	36	37	37	35	40	42	43
Retired	10	10	10	8	6	8	8	8	7
Student	224	233	241	249	243	244	257	246	228
TOTAL	604	619	616	607	577	594	626	621	608

Thank you,

Cathleen C. Johnson, Membership Director

Pictures from MiOTA Table:



Upcoming MiOTA Free Educational Seminars
 RSVP on MiOTA's website
www.miota.com

- November – Update on Rules for OT in Michigan – Kim Pace, Michigan OT Board Member November 14th
- December –Disability Rights Movement @ Role of OT – Jennifer Summers and Clark Goodrich Date TBD
- January – Integrating Work in to General OT Practice – Claudette Reid
- February – Spaced Retrieval Technique – Eric Checkley
- March – Home modifications – Karen Koch



Spotlight Member:
 Kathleen M. Kless MS,
 OTRL, CKTP

Way back in 1989, I initially went to college because that is what a high school graduate was supposed to do. While attending St. Bonaventure University in New York, a friend of a friend mentioned Occupational Therapy as a career. I decided to look up Occupational Therapy and I found my purpose: a career to combine science, psychology, arts and crafts- all in the purpose to help people of all ages. So, I transferred to D'Youville College in Buffalo, New York for a 5-year

entry-level Occupational Therapy degree. After graduation, my first job was at the VA in Allen Park working in the Nursing Home Care Unit and short stints in the Drug Abuse Program and Inpatient Rehab Units. Those first years were challenging to find a good mentor to develop professional skills. I would meet other new grads and we would commiserate about how we didn't really know what we were doing. In 1997, I left the VA and entered the Heartland Rehab System at Georgian Bloomfield. It was there that I found "seasoned" therapists who could help sharpen professional skills, learn how to navigate the Medicare world. It was there that I had my first Level II student (I don't remember a thing about what I taught her). Through life circumstances, I came to Heartland Ann Arbor in 1999. 18 years in one facility will promote you to be the person who either knows everything, or needs to find out.

Over the years, I have had that desire to learn more, do better. Having the less-than-best learning at the beginning of my career and then being involved with others' learning, I challenged myself to continue learning. Over 23 years of "practicing", the more you learn the more you realize you don't know everything. Weekend seminars are expensive and take a lot of time from family. Recently I joined MiOTA (who can resist The Grand Hotel?). I should have been involved sooner. MiOTA makes it easy to keep learning- free webinars. There are opportunities to meet with

other professionals who have an unfamiliar perspective, a different specialty who are willing to share their knowledge. I also recently went to a free Fieldwork Educator day at Wayne State University sponsored through MiOTA. It was an enjoyable way to continue to sharpen my Clinical Instructor skills and know that I am not alone with tricky situations (and the lunch was phenomenal!). I am not really about politics, but it is nice to know that there are other people who DO like politics and they can negotiate those dark waters on my behalf. MiOTA puts your professional education within easy reach.

In hindsight, MiOTA should have been that tool I had in my pocket the whole time. How much more could I have learned the straightforward way? Who else could I have known to help me advance my knowledge, have a shoulder to cry on when I can't get the results I think I should have with that "one special patient"? And, although I don't like politics, should I have kept my head in the closet? Let's turn on the light and face the challenges to our profession as a unified group. We all know that Occupational Therapy is valuable, we make a difference. Let's be certain that others know.

We need an invite to your department, staff meeting or employee event!

Please consider inviting MiOTA (most likely a member of the MiOTA Membership Committee) to join a

staff meeting, departmental meeting or have a specific event to talk about the association of MiOTA as well as other essential information that MiOTA can share.

As a member this is one of your benefits – get support from your organization. We can review the recently updated rules for occupational therapy in the state of Michigan. We can talk about our organization and benefits of membership.

It is a fantastic way to grow membership and support knowledge of the important aspects of practice in Michigan and facilitate the ever-important role of being a knowledgeable, informed practitioner in our state!

Send an email to cjohnson@hcr-manorcare.com – Cathleen Johnson, Membership Director will assist you personally or obtain an executive committee member or membership committee member to support you!

The MiOTA financials ending 10.31.17 are as follows:

MiOTA Checking: \$15,650.58
MiOTA Savings: \$2,506.57
MiOTA Scholarship CD: \$23,554.72

Cindy Klinger, COTAL, MiOTA Financial Director



A Note from the Conference Planning Committee

The 100-year anniversary of OT conference on Mackinaw Island was "Grand". Thank you to everyone who attended, presented, or helped with the behind the scenes efforts including the student ambassadors. Thank you to Matthew Ogradowski for taking photos. We had over 204 attendees this year. Our guest speaker, Maureen Beeler-Bogard, provided amazing insight into caring for her daughter, Alex, who was diagnosed with cerebral palsy at an early age. Maureen shed light into family life with a disability. As Occupational Therapists we need to heed this information to help our patients and families with the transitions they experience and facilitate the maximal quality of life.

Wow we OT's also know how to celebrate. The karaoke contest was a success. The Western Michigan University instructors win! The plaque was hand crafted by Cindy Klinger and it depicts 100 years of OT beautifully. #OTisGrand

Further congratulations should be extended to those who received awards at conference. This year the Departmental Membership Award was earned by Grand Valley State University for having 100% of their staff as current members of MiOTA. Roster of Fellows were Rosanne DiZazzo-Miller, Sara Clark, and Susan Robosan-Burt. Master Clinician was awarded to Jeanette Kunz. The OTA Award of Excellence was given to Mary Ellen East. Kelly Jean Luczak, OT student, was also recognized at the conference with her scholarship award.

Next year's conference will be held October 12, 13, and 14 at Embassy Suites Hotel in Livonia, Michigan. See you all there. If you are interested in helping with the conference planning, please contact Denise Justice at djustice@umich.edu.



Communications Update

**Sara Clark – MiOTA
Communications Director**

October was an exciting month for OTs in the state of Michigan!

Our annual state conference was followed by great news of the new Michigan OT General Rules in effect on October 19th, 2017!

MiOTA will communicate information about the new rules through:

- MiOTA website
- **Nov. 29th, 2017 MiOTA webinar with Kim Pace, from the Board of OT**
- MiOTA Chapter Meetings
- MiOTA Newsletter

The new Michigan OT/OTA General Rules require 20 hours of continuing education for licensure renewal. Attending a local MiOTA chapter meeting is a wonderful way to earn a free continuing education hour. All MiOTA Chapters are listed on the MiOTA website under the Communications home-page tab. Any MiOTA member can attend any MiOTA chapter meeting, even if the location is outside their home geographic area. MiOTA member, Shelly Roots, is starting a new Northwest MiOTA Chapter in 2018. Anyone in the Traverse City/northwest area of the state that wants to help Shelly with the development of the Northwest Chapter can contact the MiOTA office.

The following MiOTA Chapters hosted wonderful meetings in November 2017. Please see more information about the meetings posted on the MiOTA website, under each local chapter group.

**Date: November 7th, 2017:
West Chapter Meeting**

Topic:

The Lakeshore Human Trafficking Task Force Information for Healthcare Workers: Brenda Nordstrom MSN, RN-BC, CHPN

**Date: November 9th, 2017:
Lansing Chapter Meeting**

Topic:

OT in Mental Health: Cheri Ramirez, MS OTRL

Reminder:

MiOTA Student Scholarship applications are due December 1st, 2017.

Scholarship application information can be found on the MiOTA website:

https://www.miota.org/scholarship_application_info.php

The *MiOTA Student Scholarship Application Review Committee* will review the applications in December and decide on the winner by January 1st, 2018.

MOTEC MEMO

November 2017

Breanna Chycinski and
Kristin Willey
*Grand Valley State University
Fieldwork Coordination
Team*

Sara Clark
*Western Michigan University
Fieldwork Team*

Happy fall from MOTEC (The Michigan Occupational

Therapy Education Consortium)!

MOTEC has two wonderful new additions to our team:

Pennie Wysocki-Dubay, BS, COTAL

Academic Fieldwork Coordinator – Macomb Community College OTA Program

Pennie has a Bachelor of Science degree, with a focus on Community Development. She is a Certified Occupational Therapy Assistant with clinical experience in SNF, LTAC Hospital- specializing in the ventilator population, behavioral health, pediatrics- handwriting specialist and Sibling Support Groups, acute care, and inpatient rehabilitation. She was the Lab Supervisor for Macomb Community College from 2009-2017 and adjunct faculty from 2010-2017. In addition to fieldwork course, she also currently teaches: Intro to Physical Dysfunction Lab, Advanced Physical Dysfunction Lecture and Skills for Documentation I. Pennie presented at a MiOTA Conference on the topic of documentation and she presented at Macomb's Advocate & Educate conference on Sibling Workshops and Public Speaking. Pennie is a contributing author to: *Preparing for the*

Occupational Therapy National Board Exam: 45 Days and Counting, Second Edition. She is also a mother of a 15-year-old daughter and a 12 year- old son. In addition to parenting, she loves spending time with family and friends and camping.

Terri C. Sharp, MBA, COTA Academic Fieldwork Coordinator – Baker College Allan Park OTA Program

Terri has a Bachelor Degree in Business and an MBA in Healthcare Administration. She is a Certified Occupational Therapy Assistant. She has clinical experience in: SNF, inpatient rehabilitation, outpatient pediatrics, school-based practice and most recently with early childhood intervention. She was the AFWC for Anamarc College in El Paso, TX from 2013-2014. She is originally from El Paso, TX and has three sons aged 13, 12, and 10.

MOTEC provided three wonderful **free MOTEC Fieldwork Educator Day** in 2017 at Davenport University in Grand Rapids, Wayne State University in Detroit, and recently Mott Community College in Flint, MI. The course agenda covered: collaborative models of supervision, understanding the OT/OTA relationship, and administrative updates from

AOTA and MiOTA. Thank you to all the fieldwork educators who attended the program this year. In February 2018 MOTEC will plan the course agenda for 2018, based on feedback from participants this year. You can find more information about MOTEC on our page of the MiOTA website:
<http://www.miota.org/motec.php>.

Many of the MOTEC members enjoyed the annual MiOTA state conference last month on the beautiful Mackinac Island! It was great to be able to network with so many fellow OT professionals throughout the state.

Attending one of MOTEC's free Fieldwork Educator Days, as well as our annual fieldwork education training session at MiOTA conference, are wonderful ways to stay up-to-date on AOTA and ACOTE's recommendations for fieldwork education and the Michigan OT/OTA General Rules.

One of the new requirements for Michigan OT/OTA licensure renewal is 20 hours of continuing education. One FREE way to obtain continuing education hours is fieldwork student supervision.

Level I Fieldwork Supervision: one hour, regardless of the

length of time of the Level I fieldwork experience

Level II Fieldwork Supervision: 8 hours for an OTA student (one hour per week of supervision) and 12 hours of an OT student (one hour per week of supervision)

Academic programs can provide a formal letter of supervision verification with the dates and facility name for the fieldwork educator's records. Requests for 2019 Level II Fieldwork placements will be sent to facilities by all MOTEC academic programs between January 1st – February 15th, 2018. Please contact a MOTEC member today if you are interested in student supervision at any time. Our contact information is listed in the MOTEC section of the MiOTA website under the Communications home-page tab.

The **AOTA Fieldwork Educator Certificate Program** will be held in Michigan on February 4th and 5th, 2018 at Spectrum Health in Grand Rapids, MI. You can register through the AOTA ONLINE at <http://store.aota.org> (search for product FWSH218) or call AOTA Customer Service at 1-877-404-2682, or email Sara Clark with questions (Sara.clark@wmich.edu).

MOTEC greatly appreciates our Fieldwork Educators and

the time and talent you share with all students. Below are a few tips and suggestions you could use to incorporate into your fieldwork education program. These suggestions are based from the transformative learning and adult education theories.

Ways to Foster Clinical Self-Reflection and Self-Knowledge: Ways to Ask Good Questions to the Adult Learner

- Be specific
- Move from the particular to the general
- Be conversational
- Avoid echoing the students' responses to a question
- Use follow-up questions or probes to encourage more specific responses
- Avoid close-ended questions
- Ask questions that draw on the students' experiences and interests related to the topic

(Santalucia & Johnson, 2015)

"Fieldwork educators also need to model the same skills for students, "thinking out loud" our own internal processes about the clients we serve." (Costa, 2009, pp. 19-20).

Costa, D. (2009). Fieldwork issues: Transformative learning in fieldwork. *OT Practice*, 14(1), 19-20.

Santalucia, S. & Johnson, C.R. (2015). Transformative learning: Facilitating growth and change through fieldwork. In D.M. Costa (Ed.), *The Essential Guide to Occupational Therapy Fieldwork Education*, 2nd ed. (pp. 15-24). Bethesda, MD: American Occupational Therapy Association.



The Advocacy Report

The Michigan Legislature continues to be quiet, waiting for decisions to occur at the federal level. The Advocacy committee is weekly monitoring legislation that is being discussed in Lansing, to be aware of any proposals that can impact occupational therapy practice. All members of MiOTA have access to this legislative monitoring tool, on the MiOTA website, under the Advocacy tab. If a member finds an issue that concerns his or her practice, please bring it to the attention of the members of the Advocacy committee. We will investigate the issue further and provide the member with a response.

The Advocacy Committee has developed goals for upcoming year. The goals are as follows:

- 1) Improve our Lansing Lobby Day event by meeting the following objectives
 - Increase participation to a minimum of 80 OTs, OTAs, and students to the next Lansing lobby day.
 - Increase lobbying meeting to represent 50% of Michigan districts or greater.
 - Initiate training and materials for virtual Lansing Lobby day.
 - Provide MiOTA chapters to relevant materials for lobbying in their legislators' home districts.

2) Develop a cohesive agenda for the three branches of advocacy (advocacy, public policy, and reimbursement)



3) Stay abreast of the advocacy, policy and reimbursement issues that are impacting the members through developing and responding to the results of a bi-annual survey of school-based, hospital-based, private-practice and home care MiOTA members.

4) Be a resource for members of MiOTA through updating the advocacy page of the website to remove outdated policies, communicate current advocacy efforts at state level and links for occupational therapy issues that are occurring at the federal level.

After the fall conference, there have been four to five members who have expressed interest in helping support the goals of advocacy in Michigan. There is an advocacy meeting planned for 11/7/17 which will occur through the Go To Meeting platform, to divide the work into people's areas of interest and strengths. We are always open to having more volunteers to help us protect our profession and influence OT practice in the State of Michigan.

Planning is underway for Lobby Day 2018. More information will be forthcoming, as a date is set.

One other role of the advocacy committee is to attend bi-annual Tri-Alliance meetings. On November 1, 2017, representatives from the state associations met to discuss common issues for OT, PT, and SLP. Those who attended from MiOTA were Denise Justice and Lisa Johnson. From MPTA was Jakubiak Kovacek and from MSHA was Elaine Ledwon-Robinson. There was interprofessional discussion on LARA rules and regulation changes relative to continuing education requirements for pain (one hour every renewal cycle) and human trafficking (one unit per career) classes for all health professions.

The physical therapy representative discussed legislative policies that were impacting PT practice in Michigan. For example, nurse practitioners can now prescribe both SLP and PT. Occupational Therapy was already a treatment that nurse practitioner could prescribe. The MPTA is concerned with a bill that would limit that use of dry needling as a modality to solely in the scope of practice of acupuncturists. AOTA has put out a position paper related to OT and dry needling and may need to consider preserving the use of this modality for use by trained occupational therapists.

The MPTA is taking an active role in terms of Auto No-Fault legislation. Auto No-Fault Bill was introduced by Rep. Lana Theis, however, as of 10-30-17, there are not enough votes from the house to support this bill. To work on combating this proposal MPTA joined Coalition Protecting No-Fault (CPAN).

MPTA is working with EviCore via a payment committee to increase the ease of obtaining prior-authorization for PT services. If there are MiOTA members who are also having a challenge with reimbursement for OT services, please inform a member of the Advocacy Committee so advocacy action can occur.

Reimbursement challenges are not limited only to PT and OT. MSHA (Michigan Speech and Hearing Association) will be running into difficulty with Medicaid reimbursement soon. It was mentioned at the meeting that Medicaid is mandating that all providers must enroll in CHAMPS, which is not a problem for SLP who are part of an organization. For the sole practitioner SLP, the problem lies in the fact that there is not a provider category for SLP. There is a provider category for sole OT and PT practitioners to enroll, to be able to provide and to receive reimbursement for treatment of clients receiving Medicaid. One further concern that SLP's have been facing is that certain Medicaid providers have been setting the tone or standard for approval of therapy services which affects coverage from secondary insurances such as CSHS (Children's Special Health Services).

MPTA is also advocating to expand their scope of practice. They are actively attempting to be added to the list of providers that can write for handicapped accessible parking permits/plates. Driving rehabilitation is within the scope of practice of occupational therapy and advocating to have OT listed as a provider for handicapped accessible parking permits/plates in Michigan.

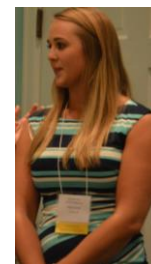
The MPTA representative also reports that the PT rules are being reviewed and a proposal is in place to extend their license renewal cycle from a 2 to 3-year span. They ensured speech and OT to consider this option at some time in the future.

One issue that all three disciplines have in common is the campaign against the Therapy Cap. AOTA is encouraging a letter-writing campaign to address the Therapy Cap. Another policy that impacts all three of the professions is proposed reduction for funding in the public schools for therapy.

Because of the Tri-Alliance meeting, MiOTA needs to consider possible action plans for:

- Auto No-Fault: should we join the CPAN
- Stance on dry needling
- Stance on OT's writing for handicap permits
- Education of Medicaid payers regarding therapy services

If you are interested in becoming involved or have comments regarding this article, please contact Denise Justice at djustice@umich.edu or Lisa Johnson at lisajohnson1299@sbcglobal.net



FRIENDS OF OCCUPATIONAL THERAPY IN MICHIGAN PAC

P.O. Box 19031, Kalamazoo, MI 49019

**Friends of Occupational Therapy in Michigan
P.O. Box 19031
Kalamazoo, MI 49019**

**Friends of Occupational Therapy in Michigan
PAC Contribution Form**

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Occupation: _____

Donation Amount: \$ _____

Please Note: All checks need to be made out to "Friends of OT in Michigan PAC". No Corporate Checks Accepted. Personal Checks Only Please. You must be a Member of the Michigan Occupational Therapy Association and U.S. Citizen to Donate. **All Donations are NOT Tax Deductible**

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2018
Michigan Occupational Therapy Association
Annual Fall Conference

Conference Location:

Embassy Suites Hotel
19525 Victor Parkway
Livonia, MI 48152
(734) 462-6000
Fax: (734) 462-6003

www.detroitlivonia.embassysuites.com

Exhibitor and Sponsor Eligibility: The MiOTA Fall Conference is open to exhibitors and sponsors whose products and services are directly related to the practice of occupational therapy. As space is limited, MiOTA reserves the right to decline applications for exhibit space and sponsorship from those companies or facilities whose product or service does not meet this criterion.

Exhibit Set Up and Breakdown: Exhibitors may hand out company brochures, host raffle drawings, and give demonstrations of products and/or services. The exhibitor is encouraged to bring promotional items such as pens, etc. If you need electrical outlets, you must note this at time of application and be sure to bring your own extension cords.

Tentative Exhibitor Schedule

Friday, October 12, 2018

1:00 – 5 PM	Set-Up
5:00 – 9 PM	Exhibitor Display

Accommodations: Discounted room rates for Embassy Suites Hotel end September 1, 2018. Be sure to understand the hotel policy and service fees. **Check-in available after 3 pm and check-out is 12 noon.**

Table: 6-8' linen top/skirted table, 2 chairs and a wastebasket. If your exhibit is greater than 8 foot you must rent 2 tables.

Assignment of Space: Exhibit location is assigned on a first-come first-serve basis as applications are received. Please notify us of preference for corner space. Note that corner spaces are priced differently as they allow presenters a slightly larger area.

Exhibit Security and Liability: Security staff will be available when the conference is not in session. MiOTA and Embassy Suites Hotel will not be liable to exhibitors for any loss or damage to property contained in their exhibits. Exhibitors shall be fully responsible to pay for any and all damages to property owned by Embassy Suites Hotel that results from an act or omission of the exhibitor. No open flames, animals or cooking allowed in the vendor area. Glitter and certain tapes should be avoided.

Payments and Cancellations: MiOTA will guarantee exhibit space and/or sponsorship as soon as payment is received. Payment can be made by Visa, MasterCard, check or money order made payable to MiOTA. **In the unfortunate event that an exhibitor must cancel, MiOTA will provide a refund up to 50% of the exhibit fee if the cancellation occurs before August 1, 2018.**

Cancellations after **August 2**, and before **September 1, 2018**, will receive a **25% refund**. No refunds will be made for cancellations made on or after **September 2, 2018** regardless of when registration occurred. **Please contact the MiOTA office by telephone or email if you have NOT received confirmation of your payment for your exhibit booth within 5 business days.**

Exhibit Regulations:

1. Displays must not project beyond the allotted space, and should not obstruct the view of, or interfere with, traffic to other exhibits. If you exceed the allotted space, you will be charged for an additional table.
2. Exhibits and/or signs may not be affixed to walls or doors in a way that might cause defacement. Any damage from failure to observe this guideline will be borne by the exhibitor.
3. No part of any exhibit or related sign may be pasted, taped, nailed, tacked, stapled, or otherwise attached to the walls, doors, etc.
4. **Please complete the exhibitor information form.**
5. Demonstrations, interviews, and distribution of materials must be done at the exhibitor's table to avoid infringement of the privileges of other exhibitors. Noise levels from exhibit items or demonstrations must be kept at moderate levels which would not be objectionable by other exhibitors
6. Electrical requirements should be noted on the application. **Exhibitors are responsible for bringing the necessary extension cords required to operate electrical devices.**
7. All electrical devices must conform to the fire regulations of the **Embassy Suites Hotel**.
8. All exhibit material should be dismantled, packed, and ready for removal by **11 PM on Friday, October 12, 2018**.
9. If you require additional arrangements due to a disability, please notify the MiOTA office.
10. *Upon submission of your application, you should receive a confirmation from MiOTA within 1-3 business days. If confirmation is not received, please notify MiOTA to ensure proper processing of your application.*
11. **Advance Shipment of Exhibitor Supplies:** Exhibitors are welcome to pre-ship their products or displays to the hotel. You must notify hotel at least one week prior to the conference event to arrange the shipment. See hotel shipping information guidelines. Shipments may arrive no more than 10 days prior to the event. The hotel accepts no responsibility or liability for the delivery, security or condition of the packages. All shipment products must be labeled as follows:
 Your Name and Shipper Name
 c/o Danielle McKinney
 MiOTA Annual Conference
 Embassy Suites
 19525 Victor Parkway
 Livonia, MI 48152
 Hold For: MiOTA Annual Conference; October 12, 2018
 Box ___ of ___

Options available for companies who are unable to attend conference include:

- Distribution of product or advertisement materials can be included in participant packets for a fee of \$0.10 per participant.
- General display of item/product on MiOTA table for \$100.
- Non-profit discounts available with appropriate documentation.
- All shipping expense is responsibility of each individual company.

EXHIBITOR & SPONSOR REGISTRATION

Company Name: _____
Name of Company Contact: _____
Address: _____
City: _____
State: _____
Zip Code: _____
Phone Number: _____
Fax Number: _____
Email: _____
Company Website: _____
Company Logo for Advertisements: __ (Please submit a separate jpeg file of preferred logo) _____
Name of Exhibit Staff #1: _____
Title/Credentials of Exhibit Staff #1: _____
Name of Exhibit Staff #2: _____
Title/Credentials of Exhibit Staff #2: _____

Exhibitor Information

Type of Company	
Applicability of Company Service/Product to Patients / Therapists	
Applicability of Company Service or Product to Occupational Therapy	

Exhibitor Options

TABLES*	DEADLINE	PRICING	ELECTRICAL (CHECK IF NEEDED)**	WI-FII	TOTAL
EARLY BIRD REGISTRATION	MAY 31, 2018	\$100 TABLE \$150 CORNER	\$15 PER TABLE	\$15 PER TABLE	
GENERAL REGISTRATION	JUNE 1 TO AUGUST 30, 2018	\$150 TABLE \$200 CORNER	\$15 PER TABLE	\$15 PER TABLE	
LATE REGISTRATION	SEPTEMBER 1 TO OCTOBER 1, 2018	\$200 TABLE \$250 CORNER	\$15 PER TABLE	\$15 PER TABLE	
TOTAL					

* Please note that corner tables are \$50 more due to additional space available. Corner spaces are on a first come, first serve basis. You will be notified on your confirmation email if the availability exists.

** Please bring your own extension cord(s).

If your space exceeds 8 feet please be courteous and rent 2 tables.

Sponsorship Options

Choose One	Sponsorship	Free Ad In Conference Program	Free Ad in Conference Folders	Name In Brochure	Verbal Recognition	Website Recognition
	Wine and Cheese Event \$3,000	Full page ad**	X	X	X	X
	Platinum \$2,000.00 +	½ page ad**	X	X	X	X
	Gold \$1,500.00	¼ page ad**	X	X	X	X
	Silver \$1,000.00	1/8 page ad**		X	X	X
	Bronze \$500.00			X	X	X

Advertisement and company name in Conference Program must be received by **October 1, 2018

***All sponsors will receive a framed Sponsorship acknowledgement at their exhibit table.

Conference Program Advertisement Options

Ad Size	Member Fee	Non-Member Fee
Full Page	\$100	\$125
½ Page	\$50	\$75
¼ Page	\$25	\$50

Payment Method: Check/money order (payable to MiOTA) VISA MasterCard

Other Options: \$ _____ (display only, participant packet, etc.)

Sponsorship Amount: \$ _____

Exhibitor Amount: \$ _____

TOTAL Payment Amount: \$ _____

Card Number: _____

Card Expiration Date: _____ CVV (3 digit code on back of card): _____

Print name as it appears on the card: _____

Cardholder Signature: _____

*Statement of Application and Acceptance: I/We hereby apply for exhibitor space, sponsorship, and/or advertising for the MiOTA Fall Conference on **October 12, 2018**. I/We understand that once accepted, this application becomes a contract, under the terms and conditions set forth here and in the prospectus, which I/we have read, understand and accept. I/We understand that table space will be determined on a first-come first-serve basis. I/We will accept the table space assigned and agree to accept reassignment, if necessary, to create a more effective exhibit at the conference.*

Acceptance Signature: _____

Printed Name: _____ Title: _____ Date: _____

Michigan Occupational Therapy Association (MiOTA)

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* Phone (517) 267-3918

* Fax (517) 484-4442

www.miota.org