

Michigan Occupational Therapy Association

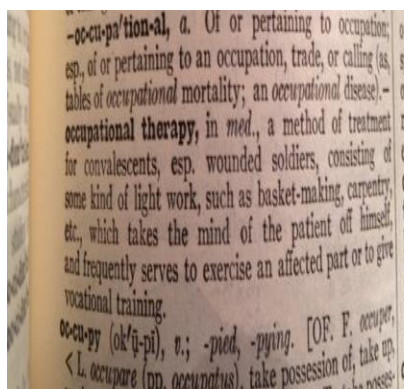


IN THIS ISSUE

MiOTA 2017 Spring Newsletter – Message from the Leaders

Happy 100th Anniversary of Occupational Therapy!! We hope you had a great Occupational Therapy Month, but given it's the 100th anniversary of OT, it's hard not to continue the celebration all year long!

Reaching our 100-year milestone is no easy feat; the world of healthcare at the start of Occupational Therapy 100 years ago; whether it be common medical treatments, remedies and/or diagnostics, has certainly changed. Even within our profession, we have evolved as we learn about and implement evidenced-based treatment. I have a – no kidding – 5-inch-thick dictionary my father had as a child. Of course, I had to check out if “occupational therapy” was in there... and here is what I found:



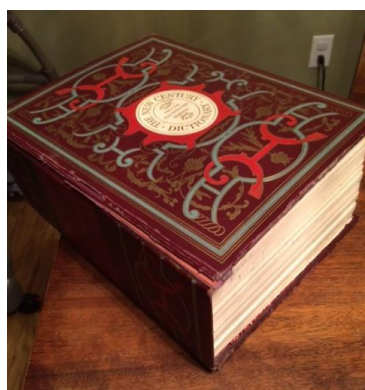
Although I think many of us can understand that definition from the knowledge of our history, I think it is safe to say that the 1957 “New Century Dictionary” definition of Occupational Therapy does not do justice to what an occupational therapy clinician in the year 2017 does in practice.

But, as they say, if we aren't moving forward, we aren't going anywhere. We must evolve as healthcare and the knowledge supporting health care involves. We must be inspired to keep learning and researching. Providing treatment is not just implementing treatment, but also constantly stepping back to observe and measure if what we are doing is making the gains we are striving for. And while we may see fluctuations in the number of Occupational Therapy Practitioners who are practicing in different areas such as cognitive rehab, psycho-social rehab or physical rehab; the foundation of everything we do in OT is still the triad of all three - with the person at the center.

Research and science are not the only things that shape our profession, however. The ever-present, unavoidable policy and reimbursement world also carry a lot of weight. There have been periods throughout history, especially in the late 1990's in which

healthcare reimbursement changed, and health care workers – occupational therapy practitioners included – were out of a job. And then the pendulum swung again, and Occupational Therapy started making the top of “best job outlook” lists. But it is a pendulum, and at any moment, that pendulum can swing again, changing not only the future of how and if our clients/prospective clients will receive Occupational Therapy services, but our own career futures and the future of our profession as well. Our ability to effectively advocate and communicate to other health care providers, policy makers and other stakeholders has brought us through the past 100 years, and we will continue to need it – now more than ever – in order to bring us through the next 100+ more years.

MiOTA is made up of a diverse number of occupational therapy professionals and students whose passion for our profession has moved mountains. MiOTA members have secured our registration, then our licensure. MiOTA members have fought hard to protect our licensure from potential deregulation. MiOTA members have collaborated, networked and educated one another – we have helped each other grow and learn – and learn we can never stop growing or learning. MiOTA members are mentors, teachers, professionals. We have fought to improve and resolve reimbursement issues. We have forged ahead and created new networks with policy makers, reimbursement sources and stakeholders so that we can get the information quicker, be a larger part of the discussion and MAKE OUR VOICE HEARD. We have been fortunate to yet again have an extremely successful Lansing Capitol Hill day last week with over 50 occupational therapy practitioners and/or students attending! Our members have done and continue to do so much, the list goes on.



Above all, MiOTA Members PERSEVERE. We do not give up in the face of defeat, we RISE up to the challenge and we fight to be heard and to be understood. If we see something that needs to be improved upon, we work to do so!

So, I will close by again saying thank you for being a member of MiOTA, but more importantly, on this anniversary of Occupational Therapy, I want to thank you for helping to shape the history of Occupational Therapy in Michigan by being a member advocate. Our profession is here today and we are what we are because of you.

Thank you for being a part of our membership!

Sincerely,

Kirsten

Kirsten Matthews, MA, OTRL, CLT
Co-Leader of the Executive Committee
Michigan Occupational Therapy Association

MOTEC MEMO – Spring 2017

**By: Donna Frolo, AFWC of
Baker College – Owosso**

and

**Sara Clark, AFWC of Western
Michigan University**

Happy spring, with hopes that all the April showers will soon bring May flowers! MOTEC (The Michigan Occupational Therapy Education Consortium) hopes to see you this month for our first of three **free** Fieldwork Educator days on May 19th, 2017, at Davenport in Grand Rapids, Michigan.

The fall MOTEC Fieldwork Educator dates are:

- September 15th, 2017 at Wayne State University in Detroit, MI
- November 10th, 2017 at Mott Community College in Flint, MI

This year's discussion will cover: collaborative models of supervision (supervising more than one student at a time), understanding the OT/OTA relationship, and administrative updates from AOTA and MiOTA.

You can find the registration information for the 2017 Fieldwork Educator Days on the MOTEC page of the MiOTA website: <http://www.miota.org/motec.php>.

MOTEC will also have a fieldwork educator training session at the annual MiOTA state conference in October 2017.

The biggest fieldwork news updates from the 2017 annual AOTA conference in Philadelphia, PA are the recommendations from the Fieldwork (Experiential Learning) Ad Hoc Committee. In November 2016 the AOTA Board of Directors appointed the Fieldwork Ad Hoc Committee to assess the quality of current OT fieldwork education models and explore alternative options for clinical education. Across the board, OT/OTA academic programs have great difficulty placing students on Level I fieldwork experiences that are meaningful and relevant. In February 2017, the Fieldwork Ad Hoc Committee recommended the removal of traditional Level I experiences provided by clinicians. The alternative suggestion is to have OT/OTA academic programs provide initial experiential learning experiences through: faculty-led experiential learning activities, simulation and standardized patients. The earliest this change may be implemented is July 2025 (with a feasibility study using 8 OT programs in 2018-19).

Another suggested change by the Fieldwork Ad Hoc Committee is the addition of a post-graduation residency (one year), to be completed after Level II fieldwork. The OT resident would have a provisional license during that time to perform mentored practice. Recommendations also include a reflective and competency component for the OT residency. The AOTA Board of Directors charged the AOTA Executive Director (Neil Harvison) to develop a report by October of 2017, with the potential impact, costs, coordination plan and pilot program plan to test the feasibility of offering a post-graduate residency.

Both the elimination of traditional Level I Fieldwork experiences in clinic settings and the OT post-graduate residency program are **only suggestions at this point in time** by the Fieldwork Ad Hoc Committee to the AOTA Board of Directors. The entire report of these suggestions can be found at:

<https://www.aota.org/~media/Corporate/Files/EducationCareer/Educators/Fieldwork/AOTA-Fieldwork/Residency-for-OTs-considered-by-AOTA-ad-hoc-committee-report.pdf>

Another hot fieldwork topic at AOTA Conference was the December 2016 draft of the new ACOTE Standards. ACOTE is the Accreditation Council for Occupational Therapy Education. Call for public comment regarding the December 2016 ACOTE standards draft closed on April 15th, 2017. The "C" standards are the fieldwork standards.

Proposed changes to the “C” standards include:

- Requiring fieldwork educators to provide their license number to academic programs for verifying licensure prior to the start of the fieldwork experience. Currently most academic programs verify fieldwork educators’ license numbers during the first few weeks of the fieldwork experience.
- Documentation of established fieldwork objectives prior to the start date of the rotation. Currently expectations and site-specific objectives are shared and discussed during the first week of the clinical rotation.
- Level I fieldwork experiences for OT students must total a minimum of 80 hours. Level I fieldwork experiences for OTA students must total a minimum of 40 hours.

AOTA also recently published a new “universal” *Level I Fieldwork Competency Evaluation for OT and OTA Students* that can be used in any area of practice. The new competency evaluation is meant to compliment the AOTA Level II *Fieldwork Performance Evaluation* by having the same section titles. The new evaluation can be found on the AOTA website, under the Fieldwork Education section.

Attending one of MOTEC’s three free Fieldwork Educator Days in 2017 is a great way to stay up to date on all of AOTA’s recommendations for fieldwork

education and updates on proposed changes to the Michigan OT/OTA General Rules.

Thank you, fieldwork educators, for your commitment and dedication to our profession. Your support of clinical educational programs helps build and define those starting their OT/OTA careers.

MiOTA Membership Director Update

Update your membership

We have over 100 members that are soon to be deactivated at a time

	Paid thru 1/5/2017	Paid thru 1/24/17	Paid thru 3/1/17	Paid thru 4/20/17
Associate	0	1	1	2
Honorary	9	9	9	9
OT	328	331	319	302
OTA	33	35	36	37
Retired	10	10	10	8
Student	224	233	241	249
TOTAL	604	619	616	607

when membership in our professional association is so important. Membership in MiOTA keeps you informed about your profession – including changes to our General Rules, potential regulatory issues that could impact practice in the state and continuing education opportunities. Please update your membership today if you have received your gentle reminder of membership renewal time!

Help us grow our membership!

We have 10% of licensed OT practitioners in the state of Michigan as members in MiOTA. If you are receiving this newsletter please share the information with a practitioner who is not a member. Articulate the valuable information that you receive from your membership and encourage each

non-member colleague to become a member! Imagine if we could have each member grow our membership by 1 member!

Invite us to your upcoming graduation!

Educators, MiOTA Executive Committee members would love to congratulate your graduates by attending graduation and welcoming them into membership of our organization. If you want us to attend your graduation please contact me at cajohnson@hcr-manorcare.com We have on our calendar to attend WMU and GVSU events this summer!

Upcoming Continuing Education events:

- May: Meeting the Healthcare Needs of the LGBT Community: Inclusivity Practices for OT - Sara Clark
 June: Do you know the General Rules for OT in Michigan? Cathleen Johnson
 July: NBCOT Prep for Students Eric Checkley

Thanks for your membership!
 Cathleen C. Johnson, MS, OTRL
 Membership Director



April 27, 2017 marked this year’s Lansing Lobby day of advocacy for OTs, OTAs and students around the state of Michigan. We began the day with

networking and a training session with MiOTA lobbyist, Bret Marr and MiOTA public policy director, Jennifer Summers. We then had the opportunity to observe the Michigan Senate in session in the Senate gallery. We were surprised with an introduction of MiOTA, including recognition of the many college and university represented in our group, followed by applause from the senate floor.

After the Senate gallery, we had a productive day with 53 meetings with Michigan Senators and House Representatives to discuss important issues of continued support of OT professionals' licensure as well as requesting the legislators to introduce a bill in which OTs and OTAs in Michigan can choose to use telehealth as an option for service delivery. Presently, there are 23 states across the US that have legislation to allow for OTs to engage in telehealth. Michigan is not one of them. MiOTA believes that practitioners, along with referring physicians, should decide how to best provide therapeutic services. Advances in telecommunications allow for more diverse options than ever before. In addition, research into telehealth with OT and other rehabilitation professionals allows us to see how these services can help improve access to underserved areas (including many rural areas as we have in Michigan), can be as effective as traditional methods of services, and can be delivered at the same costs or less expensive than traditional service options.

MiOTA is proud to have had a strong voice in Lansing to advocate for telehealth in our great state!

After meeting with our legislators, we reconvened as a large group to discuss the process and share ideas for improvement. We also broke into smaller planning sessions for ad hoc committees focusing on continued efforts with telehealth, reassessment of MiOTA's vision and mission statements, conversation of marketing strategies for MiOTA, and to discuss other "hot topics" of advocacy that are likely to be on our radar over the coming year.

Since Lansing Lobby day, there have been follow up meeting scheduled with OT constituents and MiOTA's advocacy team with interested legislators that want to learn more about introduction of a bill! This is an exciting step toward action and a perfect demonstration how our united voice can be powerful to law makers. Partnering with your state legislators is a key aspect to continued high quality occupational therapy services.

For more information on ad hoc committee involvement or participation in future Lansing Lobby days, please contact Jennifer Summers, OTD, OTR at frieseje@gvsu.edu.



MiOTA Finance Report

Income:

Budget \$81,501.00
(Actual) \$10,330.12

Expenses:

Budget \$78,725.00
(Actual) \$7,118.71

Net
Income: \$3,211.41

MiOTA Checking – \$7,442.34
MiOTA Savings - \$2,506.29
MiOTA Scholarship CD – \$23,553.33

Please contact Cindy Klinger via email at cklingo4@gmail.com if any member has ideas for increasing funds to support MIOTA and increasing income. We would love input from MIOTA members.

Thank you,

Cindy Klinger, MIOTA Financial Director

Spring Communications Update

Sara Clark, MiOTA Communications Director

MiOTA Network Chapters

MiOTA chapters continue to grow and thrive in the spring of 2017!

Thank you chapter leaders for facilitating numerous MiOTA chapter meetings in the past few months. Please remember to check the MiOTA website to find out more information about the networking chapters. All MiOTA members can attend any chapter meeting in the state. Please contact one of the following chapter leaders if you would like to present at a chapter meeting or host a chapter meeting at your facility. Contact email information for chapter leaders can be found on the MiOTA website by clicking on the chapter leader's name. MiOTA members receive one free professional development unit (PDU) for attending a chapter meeting!

http://www.miota.org/regional_chapters.php

West: Kathryn Potter

Southwest: Deb Lindstrom and Christine Viletstra

Lansing: Alissa Baker and Cheri Ramirez

***Flint: Nancy Vandewiele (new chapter in 2017!)

Detroit: Eric Checkley

Huron Valley: Marie Miller

Upper Peninsula: Britta Pennell and Kirsten Matthews

Michigan OT/OTA General Rules

The Michigan Board of Occupational Therapy continues to work hard to develop an updated version of the Michigan OT/OTA General Rules. In the fall of 2016 the first new draft was shared with the public, which included new amendments related to the following sections:

- Training requirement on identification of victims of human trafficking
- Applications for OT/OTA license
- Applications for OT/OTA license, with lapsed registration
- Licensure by endorsement: OT/OTA
- Examinations: OT/OTA (adoption/approval/passing score)
- Requirements for relicensure: OT/OTA
- Delegation of limited assessments/tasks to an OTA, supervision of an OTA

- A new continuing education section, listing requirements for licensure renewal (20 hours per two-year license renewal period)

A public hearing on the fall 2016 draft of the Michigan OT/OTA General Rules was held in Lansing, MI on Friday September 30th, 2016. Cathleen Johnson, Sara Clark, Bret Marr (lobbyist) and Cheri Ramirez all attended to present MiOTA's public comments regarding the fall 2016 draft. AOTA representative Chuck Willmarth was also present to provide AOTA's feedback on the fall 2016 draft.

The Michigan Board of Occupational Therapy incorporated many of MiOTA's and AOTA's suggestions into a new February 2017 draft of the Michigan OT/OTA General Rules. A public hearing on the February 2017 draft was held in Lansing, MI on April 13th, 2017. Cathleen Johnson and Sara Clark were present at this April hearing to present MiOTA's minor public comments on some suggested language changes to avoid reader confusion. Currently, the Michigan Board of Occupational Therapists continues to discuss the February 2017 draft. MiOTA will inform all members of any other updates on the Michigan OT/OTA General Rules as the association learns more details. A version of the February 2017 draft can be found on LARA's website. The next LARA board meeting is on June 9, 2017

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who care better,
care together.



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character, excellence and joy-filled
collaboration. Find it at Aspirus.

Currently hiring for
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- Home Health – Ironwood, MI
- Home Health – Calumet, MI
- Home Health – Antigo, WI

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system, opportunity for advancement,
commitment to education.



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HRADS-015



More Lobby Day Photos

Our C♥MMITMENT

Helpful. Caring. Responsive. That is the etiquette we live by. Whether our remarkable employees are helping patients, supporting family members or collaborating with co-workers, we are Helpful, Caring and Responsive in everything we do.

If you share our same commitment, join us and make a difference in our patients' lives, as well as in your own career.

HCR ManorCare is now hiring the following positions!

Full Time Occupational Therapist (OT)

- ManorCare Nursing & Rehabilitation Center, Kingsford, Michigan

Full Time Certified Occupational Therapy Assistant (COTA)

- Heartland Health Care Center – Plymouth, Michigan

Full Time Certified Occupational Therapy Assistant / COTA -SNF Experience Preferred

- Heartland Health Care Center - West Bloomfield, Michigan

www.jobs.hcr-manorcare.com

Equal Opportunity Employer

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Michigan Occupational Therapy Association

Special Student Form *(3 to 4 Students per room)*

ARRIVE: Friday, October 6, 2017

DEPART: Sunday, October 8, 2017

ACCOMMODATIONS MAY BE AVAILABLE PRIOR TO AND FOLLOWING THE ABOVE DATES

Return this form by: Wednesday, September 6, 2017

To: Reservations Department
Grand Hotel
PO Box 286
Mackinac Island, Michigan 49757
Telephone: (906) 847-3331
Fax: (906) 847-0945
Email: groupforms@grandhotel.com



MS. _____
(please print or type)

MS. _____
(please print or type)

MS. _____
(please print or type)

MS. _____
(please print or type)

Address _____

City _____ State _____ Zip Code _____ Home Telephone (____) _____

If sharing a room, name(s) of person(s) sharing with you: _____ Business Telephone (____) _____

E-mail _____

Grand Hotel offers a variety of room types for conference attendees. Guests sometimes ask to arrive earlier or remain later than the conference's official dates. We welcome your request for a specific room, room type, or room dates either prior to or following the conference. While your request will receive careful attention, please understand that it cannot be guaranteed.

ARRIVAL DATE: _____ DEPARTURE DATE: _____

Special Student Rate **\$125.00++++ per student, daily**

Student rooms are on a first come first serve basis, and are limited, so please book early.

Grand Hotel operates on the **Modified American Plan**. This means that your daily rate *includes* breakfast and dinner. In addition to our Grand Luncheon Buffet, other facilities are available at Grand Hotel for lunch.

NO TIPPING: Tipping to any employee anywhere within Grand Hotel is not required, expected or permitted. Tipping is suggested at the following offsite restaurant locations: The Jockey Club at the Grand Stand, Woods, The Gate House, the Pool Grill, Cawthorne's Village Inn, Sushi Grand and Fort Mackinac Tea Room.

NOTE: Michigan 6% Sales Tax applies to all charges, including a 19.5% added charge on the per person daily room rate. There is also a 2% Mackinac Island Assessment charge on the per person daily room rate. There is a one-time charge of \$8.50 per person for transfer of luggage from the dock to the Hotel and return. Taxi transportation to and from the boat docks and the Hotel is not included in the daily rate.

The block of rooms being held for this meeting is based on estimated attendance. Please make your reservation as promptly as possible. Requests received after the block is filled will be contacted and given an option of being placed on a waitlist. The waitlist is not a guarantee of a room. All rooms in the block, which have not been reserved 30 days in advance of the meeting, will be released for other guests. Individual group reservations are subject to a 10-day cancellation policy. Reservation deposits will be refunded if cancelled 10 or more days prior to arrival, less a \$45.00 processing fee. Reservations cancelled less than 10 days prior will forfeit the room deposit.

Once a guest confirms a departure date upon check-in, should check-out occur earlier than agreed, there will be a \$400.00 charge.

DEPOSIT POLICY: A deposit of either one night's stay or the full stays room charge must accompany this form in order to hold your room.

METHOD OF DEPOSIT: Please select method of payment.

☐

Please charge one full night rate to my credit card

☐

Please charge my full stay to my credit card

CREDIT CARD NUMBER: _____ EXPIRATION DATE: _____

SIGNATURE: _____ (Not valid without signature)

Grand Hotel accepts VISA, MasterCard, Discover, American Express, traveler's checks, personal checks, and cash payments for bills.

CHECK-IN TIME: After 4:00 p.m.

CHECK-OUT TIME: Before 11:00 a.m.

Visit our Web site at <http://www.grandhotel.com>

Your hotel confirmation will be arriving to you via e-mail. Please check your confirmation to make sure it is correct and print it for your records. Please contact us with any questions or changes.

In accordance with Michigan Law, all Grand Hotel guests' rooms, meeting rooms, restaurants and bars are non-smoking

Michigan Occupational Therapy Association

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Mackinac Island, Michigan 49757
Telephone: (906) 847-3331
Fax: (906) 847-0945
Email: groupforms@grandhotel.com



SALUTATIONS

(please print or type)

Address _____

City _____ State _____ Zip Code _____ Cell Phone (____) _____

If sharing a room, name(s) of person(s) sharing with you: _____ Business Telephone (____) _____

E-mail _____

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ARRIVAL DATE: _____ DEPARTURE DATE: _____

PLEASE RESERVE THE FOLLOWING ACCOMMODATIONS:

	DOUBLE Daily, Per Person, Based on Double Occupancy	SINGLE Daily
Standard, non- lake view	<input type="text"/> \$168.00	<input type="text"/> \$261.00
Deluxe, lake view	<input type="text"/> \$199.00	<input type="text"/> \$323.00

Grand Hotel operates on the **Modified American Plan**. This means that your daily rate *includes* breakfast and dinner. In addition to our Grand Luncheon Buffet, other facilities are available at Grand Hotel for lunch.

ADDITIONAL PERSONS:

- ☐ 9 years of age and under, no charge, except for luggage charge ☐ 10 through 17 years of age, \$59.00 daily, per person
☐ 18 years of age and over, \$139.00 daily, per person

PLEASE NOTE THAT A LIMITED NUMBER OF ROOMS ARE AVAILABLE FOR EACH RATE CATEGORY. IF THE RATE REQUESTED IS NOT AVAILABLE, THE CLOSEST AVAILABLE RATE WILL BE CONFIRMED.

NO TIPPING: Tipping to any employee anywhere within Grand Hotel is not required, expected or permitted. There is tipping at the following offsite restaurant locations: The Jockey Club at the Grand Stand, Woods, The Gate House, the Pool Grill, Cawthorne's Village Inn, Sushi Grand and Fort Mackinac Tea Room.

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DEPOSIT POLICY: A deposit of either one night's stay or the full stays room charge must accompany this form in order to hold your room.

METHOD OF DEPOSIT: Please select method of payment.

- ☐ Please charge one full night rate to my credit card ☐ Please charge my full stay to my credit card

CREDIT CARD NUMBER: _____ EXPIRATION DATE: _____

SIGNATURE: _____ (Not valid without signature)

Grand Hotel accepts VISA, MasterCard, Discover, American Express, Diners Club, traveler's checks, personal checks, and cash payments for bills.

CHECK-IN TIME: After 4:00 p.m.

CHECK-OUT TIME: Before 11:00 a.m.

Visit our Web site at <http://www.grandhotel.com>

Your hotel confirmation will be arriving to you via e-mail. Please check your confirmation to make sure it is correct and print it for your records. Please contact us with any questions or changes.

In accordance with Michigan Law, all Grand Hotel guests rooms, meeting rooms, restaurants and bars are non-smoking



2017
Michigan Occupational Therapy Association
Annual Fall Conference

Conference Location:

Grand Hotel
 286 Grand Ave
 Mackinaw Island, MI 49757
 (800)-33-GRAND
<http://www.grandhotel.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 6, 2017

3:00 – 9 PM Registration (Art Gallery)
 3:00 – 9 PM Exhibitor Set-Up (Brighton Pavilion)

Saturday, October 7, 2017

7:00 – 8:00 AM Registration (Art Gallery)
 7:00 – 8:00 AM Exhibitor Set-Up (Brighton Pavilion)
 8:00 – 9:30 AM Keynote Speaker and Breakfast (Grand Pavilion)
 8:00-9:30 AM Exhibitor Set-Up (Brighton Pavilion)
 9:30 – 5:00 PM Exhibit Hall Open (during concurrent sessions)
 12:00-1:00 PM Unopposed Exhibit Hall Open (Brighton Pavilion)
 5:00 – 6:15 PM Welcome Reception (location TBD: Brighton Pavilion or Headquarters of capitol club)
 5:00-6:15 PM Exhibit Hall Open (Brighton Pavilion)

Sunday, October 8, 2017

7:00 – 8:00 AM Registration (Art Gallery)
 7:00-8:00 AM Unopposed Exhibit Hall Open (Brighton Pavilion)
 8:00 – 9:30 AM Business Meeting and Breakfast (Grand Pavilion)
 12:00-1:00 PM Unopposed Exhibit Hall Open (Brighton Pavilion)
 9:30 AM–3:30 PM Exhibit Hall Open (during concurrent sessions)
 3:30 PM Conference Officially Concludes

Accommodations:

1. To receive the discount rate at the Grand Hotel reservations **must** be made using the form found on the MiOTA website: www.miota.org. Be sure to understand the hotel policy and service fees. Limited room reservations at discounted prices are available and end September 6, 2017. **Check-in available after 4 pm and check-out is 11 am.**
2. You are responsible for the round trip ferry ride. We suggest using Shepler's Ferry which provides a discount for advanced ticket purchases and an additional discount for Grand Hotel guests: <http://sheplersferry.com/tickets/>.
3. The carriage ride to the Hotel is \$5 per person or you may walk which takes about 15 minutes.

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 **Grand 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 **Grand 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, 2017. Cancellations after August 2, and before September 1, 2017, will receive a 25% refund. No refunds will be made for cancellations made on or after September 2, 2017 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 **Grand Hotel**.
8. All exhibit material should be dismantled, packed, and ready for removal by **4 PM on Sunday, October 8, 2017.**
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 Lauren Washburn
MiOTA Annual Conference
Grand Hotel
286 Grand Ave
Mackinaw Island, MI 49757
Hold For: MiOTA Annual Conference; October 6-8, 2017
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	
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, 2017	\$200 TABLE \$250 CORNER	\$15 PER TABLE	\$15 PER TABLE	
GENERAL REGISTRATION	JUNE 1 TO AUGUST 30, 2017	\$250 TABLE \$300 CORNER	\$15 PER TABLE	\$15 PER TABLE	
LATE REGISTRATION	SEPTEMBER 1 TO OCTOBER 1, 2017	\$300 TABLE \$350 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 +	1/2 page ad**	X	X	X	X
	Gold \$1,500.00	1/4 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, 2017

***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	\$200
1/2 Page	\$75	\$150
1/4 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 6-8, 2017**. 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)

124 W. Allegan, Suite 1900,

Lansing, MI 48933

* Phone (517) 267-3918

* Fax (517) 484-4442

www.miota.org

May 5, 2017

Dear Program Director/Academic Fieldwork Coordinator,

The MiOTA Conference Planning Committee is continuing the **"Student Ambassador Program"** which allows students to volunteer their time to the association through active participating at this year's "Annual Fall Conference." Based on the positive feedback we continue to receive from students who have participated, the committee is pleased to continue the "Student Ambassador" opportunity again this year.

This program is open to all currently enrolled OT/OTA students, whether in class or out on fieldwork. The student will need to complete the "Student Ambassador Application" and return it to MiOTA by **September 1, 2016**. Selection of "Student Ambassadors" will be through a blind review of all applications. **The student must be a member in good standing (member) of MiOTA at the time they submit their application.**

The students will be expected to be available for the entire conference beginning with a short meeting on **Friday October 6th**, at 6 PM at the Grand Hotel, Mackinaw Island, Michigan. Students **MUST** be available during all scheduled conference events on **October 7th and 8th**.

The primary responsibility of a Student Ambassador it to:

- Convene assigned sessions (specific job descriptions provided at a meeting on Friday)
- Collect the "Speaker Evaluation" at the end of these sessions
- Be available during conference for additional duties as needed by committee

The complete conference schedule is available at <https://www.mi-ota.com>. **Conference registration will be waived for selected ambassadors. However**, if the student chooses to stay at the hotel they student will need to cover that expense on their own. A special student rate at the hotel is available. The hotel reservation information can be found on the MiOTA website:

It is our hope that by offering the students this opportunity it will encourage them to maintain membership in their professional organization, foster a sense of the importance of professional volunteerism, and develop leadership skills. The MiOTA Conference Planning Committee is committed to actively involving our future leaders (our students) in their professional organization. Please share this exciting opportunity with your students.

Sincerely,

2017 MiOTA Conference Committee

May 5, 2017

Dear Occupational Therapy Students,

The MiOTA Conference Committee is offering an opportunity to nine students to serve as "Student Ambassadors" for this year's Annual Fall Conference, **October 6 – 8th 2017**. The conference will be held at the Grand Hotel on Mackinaw Island, Michigan.

If selected, you **must** be available on FRIDAY evening October 6th at 6:00 PM for a short orientation meeting. **You must also be available throughout the entire two days of conference.** The orientation meeting will be held at the Grand Hotel.

Your primary responsibility as a student ambassador will be:

- Be available on **Friday, October 6th at 6:00 PM** for orientation
- To convene specific assigned sessions (a job description will be given out at the meeting)
- Collect the "Speaker Evaluation" at the end of these sessions
- Other duties may be assigned based on other conference activities

Why should you apply to be a Student Ambassador?

- Conference registration fee is waived for Student Ambassadors
- Continental breakfast and lunch are provided both days of conference.
- Network with occupational therapist and students from across Michigan

You **MUST** be a member in good standing of MiOTA at the time you submit your application. **Other expenses, such as hotel costs, mileage, and/or ferry/carriage rides will be at your own expense.**

Please go to the MiOTA website: www.mi-ota.com, to review the conference schedule.

If you are interested in applying for this exciting opportunity, please complete the "Student Ambassador Application" and **submit it along with a letter of recommendation from the Program Director or other faculty member in your program to:**

MiOTA
124 W. Allegan, Suite 1900,
Lansing, MI 48933
Fax (517) 484-4442
Email: office@miota.org

COMPLETED APPLICATION DEADLINE: SEPTEMBER 1, 2017

