



AOTI
Association of Occupational
Therapists of Ireland



Annual Conference
2015

50
Years a growing

EXHIBITOR MANUAL

Galway Bay Hotel | 27 -28 March 2015

Dear Exhibitor,

Thank you for your support of the forthcoming AOTI Annual Conference and Exhibition taking place at the Galway Bay Hotel on Friday 27th and Saturday 28th May 2015.

This Exhibitor Manual will give you information required for the preparation of your exhibition stand, general guidelines, order forms and useful addresses.

If you have any questions regarding any of the information, please contact the Conference Secretariat directly at aoti@conferencecollective.ie or telephone

RoI +353 (0) 1 554 7826

UK + 44 (0) 20 8977 7997

We look forward to your participation in this exciting event and we will see you in Galway.

Yours faithfully,

Charlotte Hegarty

The Conference Collective Ltd

On behalf of the AOTI Annual Conference Committee

Tel: UK + 44 (0) 20 8977 7997 or RoI +353 (0) 1 554 7826

Email: Charlotte.Hegarty@conferencecollective.co.uk

Please read and action no later than Friday 6th March

www.aoticonference.ie

List of contacts

Organising Team/Conference Secretariat

The Conference Collective Ltd
c/o 17 Upper Pembroke Street, Dublin 2
Tel: + 353 (0) 1 554 7826 or UK + 44 (0) 20 8977 7997
Fax: + 353(0) 1 554 7827
Mobile (on site) +44 (0) 7753 297779 (Charlotte Hegarty)
Email: aoti@conferencecollective.ie

Venue

Galway Bay Hotel
The Promenade
Salthill
Galway
Tel: + 353 (0)91 520520
Fax: + 353 (0)91 520530
Email: info@galwaybayhotel.com
Web: www.galwaybayhotel.com

Exhibition Contractor

Exhibition & Conference Services Ltd
Unit 3, Road O
Tougher Business Park
Naas, Co. Kildare
Tel: +353 (0)45 435800
Fax: +353 (0)45 435802
www.ecs.ie
Email: niamh@ecs.ie

Timetable

Conference Registration

Conference registration will be held in the Hotel Foyer, where you will be issued with your exhibitor pack, containing a final programme and other information including your name badge. Please wear your name badge at all times. **Conference registration** will be open at the following times:

18.00 to 19.00 on Thursday 26th March (for registration only)
08.00 to 17.00 on Friday 27th March - Conference open from 09.30 – 17.00
08.00 to 16.30 on Saturday 28th March – Conference open from 09.00 – 16.00

The plenary sessions will be held in the Ballyvaughan Suite, located on the lower ground floor. The Exhibition will be located next door in the Lettermore Suite. Breakout sessions will be held in a number of syndicate rooms, also located on the lower ground floor.

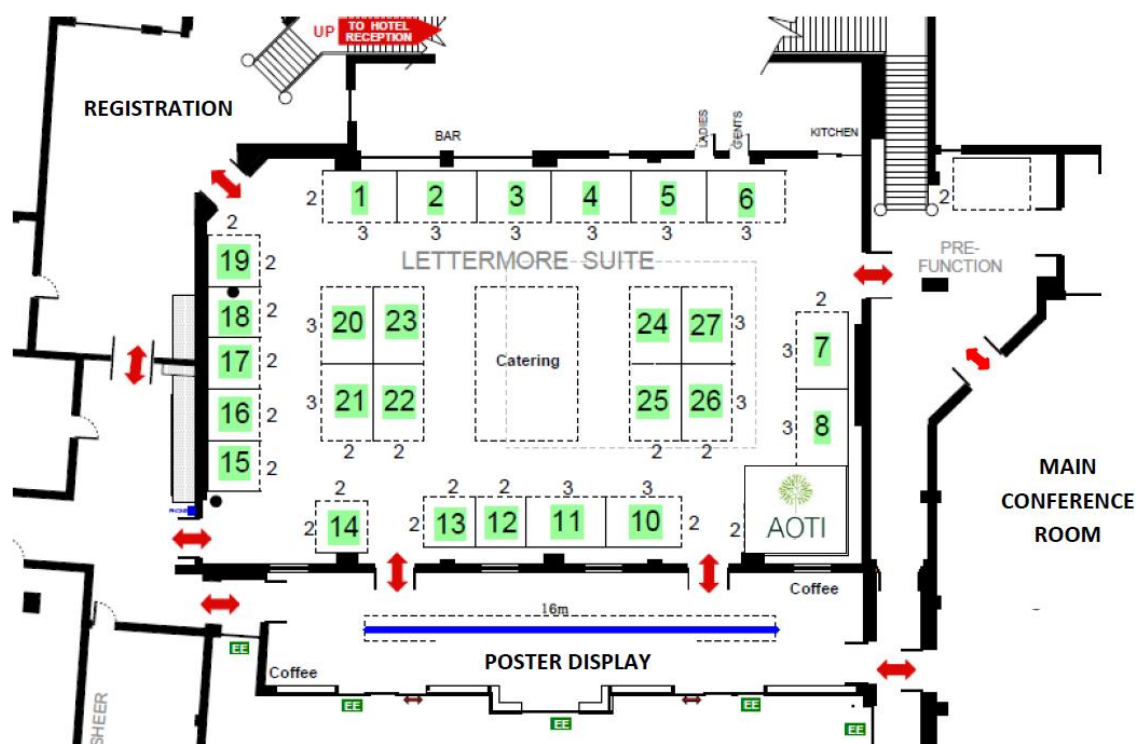
Thursday 26th March 2015		
Exhibition set-up	09.00-17.00	Lettermore Suite
Registration	18.00-19.00	Foyer area
Friday 27th March 2015		
Exhibition set-up	07.30-08.30	Lettermore Suite
Registration	08.00-17.00	Foyer area
Conference and exhibition open	09.00-17.00	View timetable overleaf
AOTI AGM	17.10-18.10	
Conference dinner	19.45-late	Ballyvaughan Suite
Saturday 28th March 2015		
Registration	08.00-16.00	Foyer area
Conference and exhibition open	09.00-16.30	View timetable overleaf
Exhibition open to the public from 9.00-13.00		
Exhibition breakdown	14.30	Lettermore Suite

For safety reasons, any construction/decoration outside the times stated above is strictly prohibited. Please avoid obstructing the passageways at all times and in particular during the set-up and break-down periods, passageways in the exhibition hall must not be obstructed with packing materials, construction materials or debris.

Exhibitor list and floor plan



AOTI ANNUAL CONFERENCE 2015 EXHIBITION FLOOR PLAN



Stand no.	Exhibitor	Stand no.	Exhibitor
1	Orthocare	16	SI Network
2	Jobskin Ltd	17	
3	Homecare Medical Supplies	18	
4	Homecare Medical Supplies	19	Atlantic Surgical
5		20	Evolution Healthcare
6	Fannin	21	MMS Medical Ltd
7	Lisclare	22	MMS Medical Ltd
8	Trulife	23	Jiraffe
9	AOTI	24	LC Seating
10	Disability Needs	25	Momentum Healthcare
11	Invacare	26	
12	Invacare	27	Murrays Medical
13	Clos-O-Mat		
14	Healthcare 21		
15	Lifestyle Mobility		

Deliveries and collections

Exhibitors should set up on Thursday 26th March from 09.00-17.00 or on Friday morning from 07.30-08.30. All stands must be fully dressed by 09.00 on Friday and Saturday morning when delegates arrive and start viewing the exhibition. Please view timetable overleaf.

Delivery

Your stand items can be delivered to the Galway Bay Hotel from 09.00 -17.00 on Wednesday 25th March or from 08.00-15.00 on Thursday 26th March. The venue does not have large storage facilities so please do not send any items before these dates.

Please mark all packages clearly stating the event title, the exhibiting company, your stand number and address as follows:

AOTI Annual Conference and Exhibition (27 & 28 March 2015)
[Your company name **and** your exhibition stand number]
c/o Niamh Stack
Conference & Banqueting Co-ordinator
Galway Bay Hotel
The Promenade
Salthill
Galway

Tel: + 353 (0)91 520520

Fax: + 353 (0)91 520530

Email: info@galwaybayhotel.com

Web: www.galwaybayhotel.com

Collection

Materials can be collected from your stand from 15.00 on Saturday 28th March. Alternatively, it can be stored at the venue and collected on Monday 30th March. PLEASE ENSURE THAT ALL MATERIALS LEFT FOR COLLECTION ARE PACKED UP FOR COLLECTION AND CORRECTLY LABELED.

Please note that there is no moving or lifting equipment available on site and you will need to make separate arrangements at your own cost if this is required.

The Lettermore Suite is located on the lower ground floor of the hotel.

Parking

There is a 400 space complimentary car park on site. The car park is on the ground floor and lower ground floor. The height restriction for the lower ground car park is 2.6 metres.

Your exhibition stand includes:

- Shell scheme with company name panel/fascia (height of shell scheme: 2.4m)
- One electrical package (one 500 watt power socket and one fascia light, behind name board illuminates your space)
- One table and two chairs
- For all stands up to and including 6m², complimentary registration for two company executives including refreshments and lunch for each day (Friday & Saturday)
- For all stands over 8m², complimentary registration for four company executives including refreshments and lunch for each day (Friday and Saturday)
- Exhibition pack including final programme and book of abstracts and email delegate list (the delegate list will be distributed by email after the conference).
- Additional exhibiting staff may register through the Conference Secretariat at an additional cost of €60 per person for the entire duration of the meeting. This fee includes lunch, tea and coffee on Friday and Saturday.
- No outside food and beverage will be allowed into the hotel.
- The Organisers will provide general cleaning of the exhibition premises and stands prior to the opening of the exhibition and daily thereafter. This only includes cleaning of carpet, flooring and rubbish disposal before the exhibition opens in the morning and after the exhibition closes in the evening. Cleaning does not include exhibits and displays. It is the responsibility of the exhibitors to maintain the cleanliness of their booths at all times.

Stand personnel

Please provide the names of all stand personnel by completing the relevant form at the back of this manual.

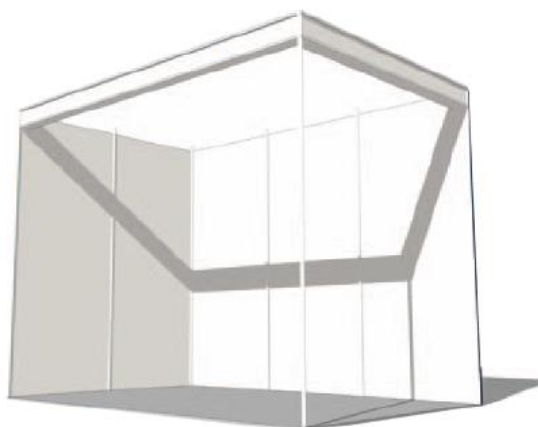
Displays/storage

Your display must fit within the stand space allowed on your stand and must not impose on neighbouring stands or in the gangways. Exhibitors must arrange for their boxes and transit cases to be transported back to their own premises or stored in their vehicles. Exhibitors are not allowed to store such items within the exhibition hall. The Organisers reserve the right to remove/dispose of any boxes, cases and/or packing materials left in the exhibition area. Any cost incurred will be borne by the exhibitor.

Shell Scheme Information

Panels

Your shell scheme stand is constructed using white foamex panels.



Fixing Exhibits

The use of nails, screws, staples, etc., is not permitted to the standard wall panels.

Fixing exhibits to White Foamex Panels - two-part Velcro (hook and loop), blutack and double sided sticky pads can be used to fix light exhibits.

Each panel is 2355mm tall x 970mm wide and between each wall panel there is an upright pole giving a 40mm protrusion from the infill panel which means that displays wider than 950mm will not fit flush to the stand walls. For printing purposes please use the visual size of 2340mm x 950mm.

Fascia Name Board

Shell scheme exhibitors must confirm the exact wording for their stand name board. All nameboard text will be in uppercase lettering. Company name is to be kept at a maximum of 30 characters (In all cases, abbreviations will be used, i.e Limited=LTD Company=CO Brothers=BROS).

Please complete order form 3 on page 20 and return by Friday 6th March.

Social Events

Conference Dinner

The Conference Dinner will take place in Galway Bay Hotel on Friday 27th March. Exhibitors are welcome to attend this event and tickets can be purchased in advance by completing the relevant section of the Exhibitor Requirements form. Tickets are priced at €35.00 per person and this includes a drinks reception followed by dinner. To book tickets please complete form 2 on page 19 and return by Friday 6th March 2015.

Accommodation

Accommodation has been secured at preferential rates in a number of hotels ranging in cost, all within easy reach of the conference venue. Bedrooms need to be booked by telephoning the hotel directly, quoting the booking codes below. The preferential rates quoted below will not be available if accommodation is booked via the hotel website.

Hotel	Address	Telephone	Single Occupancy Rate	Twin/Double Occupancy Rate	Booking Code
Galway Bay Hotel	The Promenade, Salthill, Galway	091 520 520	€95 per night (inc VAT & breakfast)	€65 per person per night (inc VAT & full Irish breakfast)	Association of Occupational Therapists of Ireland
The Salthill Hotel	The Promenade, Salthill, Galway	091 522 711	€85 per night (inc VAT & full Irish breakfast)	€60 per person per night (inc VAT & full Irish breakfast)	Association of Occupational Therapists of Ireland

Friday 27 March 2015					
08.00-09.00	REGISTRATION OPEN				
	1	2	3	4	5
	Workshop		Papers	Papers	Workshop
	Transdisciplinary		OT History	Dementia	CAMHS
09.00-09.30	1.1 Occupational Therapy in a routine based, transdisciplinary Early Intervention service: An introduction to the tools of practice,T Walsh	tbc	3.1 A preliminary analysis of Ann Beckett’s contribution to the development of occupational therapy in Ireland, J O'Mahoney	4.1 Exploring the Perspectives and Experiences of Business Managers When Working With Customers With Dementia, H Murphy	tbc
09.30-10.00			3.2 An Exploration of the Contribution of Norah Ferriss to Occupational Therapy in Ireland, J Murphy	4.2 Enriching the culture of care: Increasing access to meaningful activity on an acute in-patient dementia unit, C O'Shea	
10.00-10.30			3.3 Occupational therapy in Ireland: the first 150 years, J Pettigrew	Papers	
				ABI	
			4.3 Cognitive Rehabilitation in acquired brain injury: Back to basics, F Haughey		
10.30-11.00	Morning coffee, exhibition & poster viewing				
11.00-11.20	6.1 Formal Welcome				
11.20-12.00	6.2 John Conroy, Communications Manager, CORU				
12.05.13.05	6.3 Sue Baptiste, Professor in the School of Rehabilitation Science, McMaster University, Hamilton, Ontario, Canada				

13.05-14.15	Lunch, exhibition & poster viewing				
	7	8	9	10	11
	Workshop	Papers	Papers	Workshop	Papers
	Paediatrics	Rheumatology	OT History	Management	CAMHS
14.15-14.45	7.1 'True ease in writing comes from art, not chance, as those move easiest who have learned to dance' (Pope), H Killeen, M Dempsey	8.1 The impact of fatigue and co-morbidity on daily occupations in those with Sjögren's Syndrome, N Galavan	9.1 The impact of the decline in Moral Treatment on leisure occupations in the Central Criminal Lunatic Asylum from 1870-1918, C Prendiville	10.1 Brendan Kennelly, Lecturer in economics at NUI Galway and Director of the MSc (Health Economics) programme	11.1 Occupational Therapy Group Work with Adolescents who Self Harm, L Morrissey
14.45-15.15		8.2 Working successfully with Arthritis: A pilot study of an Occupational Therapy Led Vocational Rehabilitation Programme for People with Inflammatory Arthritis, O Corcoran, E Lyons, M Caulfield	9.2 Human occupation, past, present and future: Reflections on the seeds of an idea rooted and fifty years a-growing in the Irish context, T McGrath		11.2 Building Resilience through Occupation: The current and potential role of occupational therapists with children who have experienced maltreatment, A O'Malley
15.15-15.45		8.3 To explore the impact of biologic medication on occupational participation and fatigue in Ankylosing Spondylitis, C Fitzpatrick	9.3 Work as Therapy in Irish District Asylums: 1850-1880, F Conway, J Pettigrew		11.3 The Lived experience of transitioning into secondary school of adolescents with Developmental Coordination Disorder, D Armstrong

15.45-16.00	Afternoon tea, exhibition & poster viewing				
	12	13	14	15	16
	Papers	Papers	Papers	Papers	Papers
	Obesity	Mental Health	Occupation	Palliative	CAMHS
16.00-16.30	12.1 Are Occupational Therapists using outdoor play in natural play environments as an intervention for childhood obesity? A literature overview, P Hynes	13.1 Community exploration to community integration :Groups in Sligo Leitrim community mental health teams, T Peacock, L Smith	14.1 An examination of the occupational choices made by adolescents in rural Ireland using photo elicitation interviews: an exploration of gendered occupations, G Brennan	15.1 Exploring the occupations of people in the palliative phase of their illness and investigating their engagement, meaning, enablers and constraints with associate occupations, C Power	16.1 Applying the Person-Environment-Occupation Model to students with ADHD, M Cline
16.30-17.00	12.2 An Exploration into the Impact of Obesity on the Daily Occupational Participation of Adults Attending an Irish Weight Management Clinic, M Howard	13.2 Establishing support needs to ensure successful transition from an institution to community living, C Kearns, S Gaffney, A Shiel	14.2 An occupational perspective of the lived experience of young unemployed adults in Ireland, K Lennon	15.2 A study to determine the effectiveness of occupational therapy in promoting feeding independence in two palliative day care settings, C Coffey, L Gormley, K Holly	16.2 Occupational Therapy for children and adolescents with ADHD: A survey of the current practices of occupational therapists within the Republic of Ireland, W Bates
17.10-18.10	AOTI AGM				

Saturday 28 March 2015					
	17	18	19	20	21
	Papers	Workshop	Papers	Papers	Symposium
	Paediatrics	CPD	Orthopaedic	Older People	Driving
09.00-09.30	17.1 Cultivating a sustainable paediatric occupational therapy service, N Mallon, R Donnelly, E Russell	18.1 Developing a professional online presence, S Burgess, R Humphries	19.1 Implementing an enhanced recovery program in elective orthopedics at Galway University Hospital, G Collins	20.1 Re-ablement: A new Concept in Ireland?, M McKevitt	tbc
09.35-10.05	17.2 Innovative occupations: A pilot study investigating the effectiveness of hip hop dance intervention with children with a disability, A O'Dea, E O'Mahony		19.2 The impact of Occupational Therapy intervention in an 'Accelerated Discharge Programme' pilot for patients post THR in the acute hospital setting, C Meere	20.2 Assessment of the functional vision of older adults in a hospital setting, S Roche	
10.10-10.40	17.3 The neuropsychological and visual profile of children with Spina Bifida, S Governey		19.3 An exploration of the occupational therapy treatment process for distal radius fractures in an acute hospital in Ireland, J Donohoe, R Cahill, A McEvoy,		
10.40-11.30	Morning coffee, exhibition & poster viewing				

	22	23	24	25	26
	Papers	Workshop	Workshop	Papers	Workshop
	Paediatrics	ABI	Seating	Driving	Management
11.30-12.00	22.1 50 years a growing – now where we going?, M Gallagher	23.1 The Implementation of OT Interventions for People with Long Term Disorders of Consciousness, A Morrissey	24.1 The 3As of wheelchair prescription - assessment, adjustment, adaptation. A hands-on workshop, A Semple	25.1 The current knowledge, attitudes and practices regarding fitness to drive with individuals with depression: Perspectives of health professionals in Ireland, S Buckley	26.1 Occupational Therapy workforce planning in Ireland: a pilot project, A O'Gorman, A Enright
12.05-12.35	22.2 An investigation of parents’ perceptions of (modified) constraint-induced therapy in children with hemiplegic cerebral palsy, S O'Sullivan, D Ross			25.2 The Road to Recovery: Experiences of Driving with Bipolar Disorder, C McNamara	
12.40-13.10	22.3 Use of Mobile Applications in Paediatric Occupational Therapy Settings, L Shah, A Kumpf				
13.10-14.15	Lunch, Exhibition & Poster Viewing				

	27	28	29	30	31
	Workshop	Papers	Papers	Papers	Symposium
	Paediatrics	Rehab	Seating	Political	Acute Medicine
14.15-14.45	27.1 The Role of the Paediatric Occupational Therapist in a Feeding Team, S Ayres	28.1 Exploring occupational therapists' experiences of addressing sexual activity with stroke patients, N Crowley	29.1 The Development of a Standardised Approach to Specialised Seating Assessments and Hand over Documentation within 10 Irish Acute Hospitals, J Elliott, N Vandenberg	30.1 Inter-professional practice education: Student perspectives of the ideal practice educator, C Hills	tbc
14.50-15.20		28.2 Lessons Learned & Implications for OT Practice – Tendon Transfer Surgery for Tetraplegia, B Sheehy	29.2 The development of a pilot interdisciplinary wheelchair and seating clinic for specific patient populations, L Held, S Duffy, J Lynch, A Carty, P Griffin	30.2 Equal Legal Capacity for People With Disability, R Glennane	
15.20-15.40		28.3 The Role of Technology in Neuro-Rehabilitation – Outcomes of an Electronic Assistive Technology Clinic and Future Plans, F Maye, M Cox			
15.40-16.00	Close of Conference				
16.00	Afternoon tea				

AOTI Annual Conference - Risk Assessment for Exhibition Stands – part 1

Exhibitors must fill in this form

All exhibitors must complete the attached risk assessment forms prior to the exhibition. Failure to do so may mean that the company will not be permitted to exhibit.

Stand Name:	Stand Number:	
Name of person responsible for health and safety on site:		
Work No:		
Mobile No:		
Email:		
Exhibitor's Responsibilities		
An exhibition stand is a workplace covered by health and safety legislation. As the exhibitor it is your responsibility to ensure that a suitable and sufficient risk assessment is completed. Failure to do so could lead to delays or ultimately the closure of your stand. This template is for a simple shell scheme exhibition stand which does not require any structural approval from the organiser or the venue. More complex stands will require a more detailed risk assessment and if you are in any doubt you should contact the organiser.		
Does your stand include any of the following? Note this is not an exhaustive list. You are responsible for identifying any aspect of your stand which could present a hazard Yes/No		
Beauty procedures such as massage or ear piercing		
Display of anything containing liquid fuel e.g a motor vehicle		
Display of sharp objects, weapons (even replica weapons)		
Demonstrations of any kind		
Working electrical appliances other than simple display lighting		
Food service of any kind other than sweets, snacks and soft drinks		
Heat source of any kind including cookery demonstrations, naked flame or gel burners		
Pressurised gases		
Working machinery of any kind even if static		
Any other hazard not identified above which could be a risk		

AOTI Annual Conference - Risk Assessment for Exhibition Stands – part 2

Exhibitors must fill in this form

Activity to be assessed	Example: using a piece of equipment on your stand
Identify existing or potential hazards that may cause harm	Example: loose cables
Who is at risk of harm	Example: visitors, staff
What existing precautions exist or control measures do you have in place to reduce or eliminate the risk of harm	Example: use of cable tidy/highlight use of cable tidy with fluorescent tape
I declare that the information provided is correct and to the best of my knowledge there are no significant risks relating to this stand. The control measures in place control risk to an acceptable degree.	
Signed:	
Name:	Date:
PLEASE NOTE: This is a very basic risk assessment format for simple risks only. Multiple or complex risks will require a more detailed risk assessment.	

Please return this form to

AOTI Annual Conference

Email: Charlotte.hegarty@conferencecollective.co.uk

Tel: +44 (0) 20 8977 7997 or +353 (0) 1 554 7826

Fax: +353(0) 1 554 7827

Form 1

Company information for publication and personnel badges Exhibitors must fill in this form

PLEASE RETURN BY FRIDAY 6th MARCH 2015

The Conference Programme will include a list of **all sponsoring and exhibiting company names and website addresses**. Please complete the information below for **publication in the conference programme**.

Company name		
Company address		
Telephone number		
Website address		
Company contact		
Stand number		
All exhibitors must wear a conference badge at all times. Please provide the names of all exhibition staff attending the conference who will require a badge. Please print clearly.		
	Name	Dietary Requirements
Person 1		
Person 2		
Person 3		
Person 4		

Form 2

Booking form for conference dinner

PLEASE RETURN BY FRIDAY 6th MARCH 2015

The Conference Dinner will take place in Galway Bay Hotel on Friday 27 th March. Exhibitors are welcome to attend this event and tickets need to be purchased in advance. Tickets are priced at €35.00 per person and this includes a drinks reception followed by dinner.		
Guest name 1	No of tickets @ €35.00 each	Total Cost €
Guest name 2		
Guest name 3		
Guest name 4		
Guest name 5		
Any special access or dietary requirements:		

Please return this form to AOTI Annual Conference Secretariat

Email: Charlotte.hegarty@conferencecollective.co.uk

Tel: +44 (0) 20 8977 7997 or +353 (0) 1 554 7826

Fax: +353(0) 1 554 7827

Form 3

Company information for shell scheme fascia Exhibitors must fill in this form

PLEASE RETURN BY FRIDAY 6th MARCH 2015

Standard exhibition space is 2mx2m or 3mx2m, with carpeted floor, including standard hotel table (6' trestle) and two chairs.

Please confirm your own details in BLOCK CAPITALS:

Company name	
Address	
Tel number	
Fax number	
Contact	
Stand number	
Signature	
Print name	

Please clearly write the name you would like to be printed on your name board. The organisers cannot be held liable for mistakes made due to illegible writing.

IMPORTANT: Please write in Capitals exactly as you want your name to appear on the fascia (max 30 characters):

Name:

Please return this form to AOTI Annual Conference Secretariat

Email: Charlotte.hegarty@conferencecollective.co.uk

Tel: +44 (0) 20 8977 7997 or +353 (0) 1 554 7826

Fax: +353(0) 1 554 7827