

Speaker Ready Room Instructions

1. To accept or decline the invitation to present, lead speakers need to first click on the Speaker Ready Room button on the link provided in your Acceptance Email.


Speaker Portal

Use your NCTM login to access the Speaker Ready Room portal to accept or decline the invitation to speak, add your speaker bio, and view your presentation day/time/room or view reviewer feedback. Handouts will be available for one month following the conference. Use the forgot password button if you do not remember your password.

[Speaker Ready Room](#)


Download the [Speaker Ready Room Acceptance Instructions](#) to assist you in accepting or declining the invitation to speak.

2. After you click on the Speaker Ready Room button, you will be taken to the event site where you will click on the NCTM Sign In button as shown below.



2024
ANNUAL MEETING
& EXPOSITION
Sept. 25-28, Chicago

The Math of Their Dreams: Illuminating Students' Brilliance



NCTM 2024 Annual Meeting – Chicago, IL

Use the button below to sign in using your NCTM credentials or create an NCTM account.

[NCTM Sign In](#)

3. After clicking on the NCTM Sign In button, you will be asked to Log in using your In NCTM Credentials. They should be the same used at the time of your proposal submission. Click the Log In button to take you to your account. If you do not remember your password, please click the “forgot password” link.

Log In To Your Account

Email *

Password *

[Forgot Password?](#)

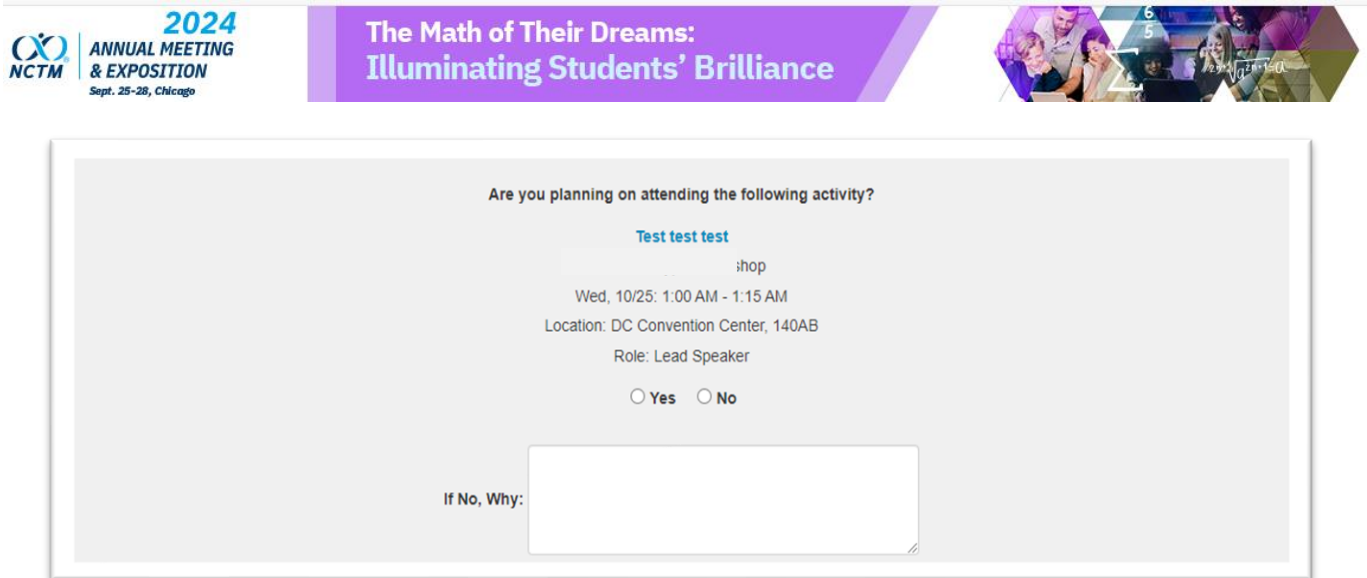
[Log In](#)

New to NCTM? [Create a Free Account](#) or [Join Now](#).

Accept or Decline the Invitation

The first screen you see will be the RSVP step. This will display your accepted presentation with the assigned date, time, and location. If you are declining the invitation, please select no and fill in the reason. When done click Submit.

Step 1 of 3: RSVP



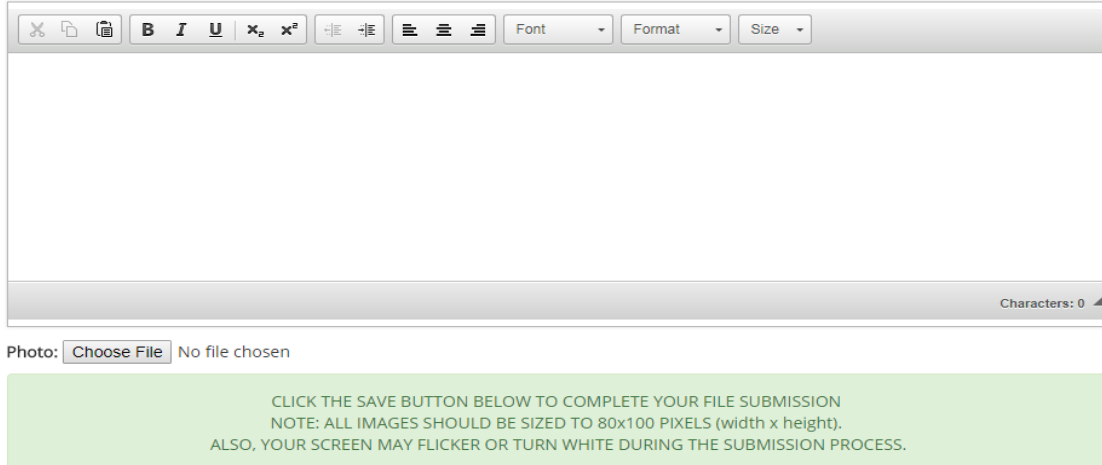
The screenshot shows the top banner for the 2024 NCTM Annual Meeting & Exposition, held from Sept. 25-28 in Chicago. The banner features the event logo on the left and the title "The Math of Their Dreams: Illuminating Students' Brilliance" in the center, with a collage of students on the right. Below the banner is a form titled "Are you planning on attending the following activity?". The activity details are: "Test test test", "shop", "Wed, 10/25: 1:00 AM - 1:15 AM", "Location: DC Convention Center, 140AB", and "Role: Lead Speaker". There are radio buttons for "Yes" and "No". Below these is a text box labeled "If No, Why:".

Step 2 of 3: Bio & Headshot

After accepting the offer, you will be directed to the Bio page (recommended: 2-3 sentences). You will also have the option to upload a headshot. A headshot is not required. Then click Save.

* - indicates a required item.

* Bio:



The screenshot shows a rich text editor for the bio. The toolbar includes icons for undo, redo, copy, paste, bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, and indent. It also has dropdown menus for Font, Format, and Size. The text area is empty. At the bottom right of the editor, it says "Characters: 0". Below the editor is a "Photo:" label with a "Choose File" button and the text "No file chosen". At the bottom of the form is a green box with the following text: "CLICK THE SAVE BUTTON BELOW TO COMPLETE YOUR FILE SUBMISSION. NOTE: ALL IMAGES SHOULD BE SIZED TO 80x100 PIXELS (width x height). ALSO, YOUR SCREEN MAY FLICKER OR TURN WHITE DURING THE SUBMISSION PROCESS." Below this box is a "Save" button.

Step 3 of 3: Contact Information

Please confirm your contact information on the Contact Information Form. Fill in the required fields indicated with red asterisk. If your name, affiliation, city, state, and contact email changed, please notify NCTM to update your membership account at nctm@nctm.org, or call (800) 235-7566 for assistance in updating NCTM account. If your NCTM account has not changed, please fill in the required information as shown below, then click Save.

* - indicates a required item.

Contact Information

* First Name:

Middle Name:

* Last Name:

* Employer Name:

* Address 1:

Address 2:

* Institution City:

* Institution State / Province / Region: /

* Zip:

* Country:

* Phone Number:

* Email:

* Confirm Email:

Additional Information

Twitter Handle:

* Home Address:

* City:

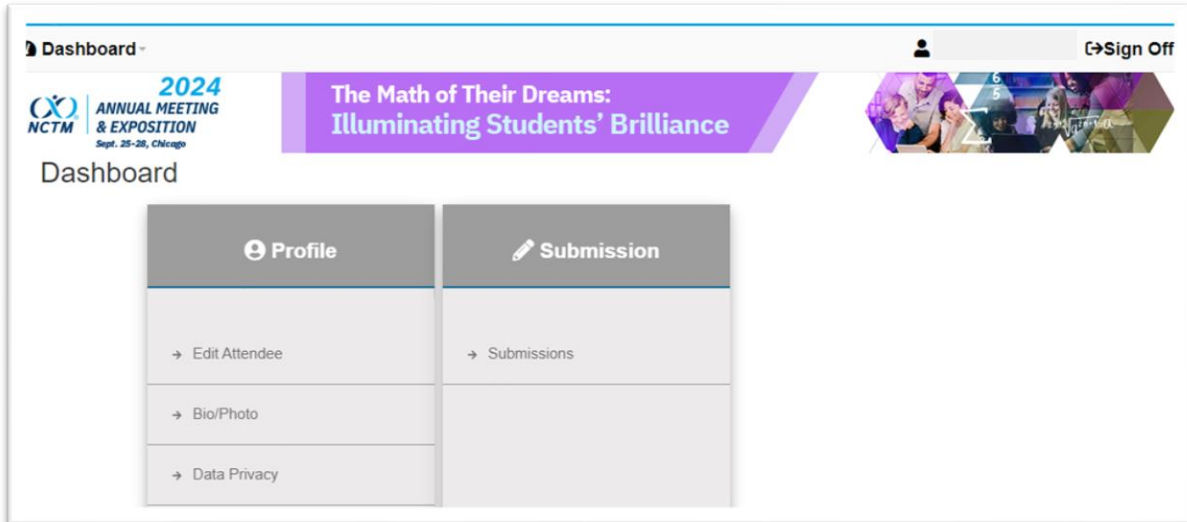
* State: -

Click save.

Please use the registration link located in the notification email to locate the link where you will register. Lead speakers **MUST** register by the deadline. Co-speakers do not need to register by the deadline but should register before the early bird deadline for offered savings.

Speaker Center (also known as the Speaker Ready Room)

The **Dashboard** is where you can go to view/print your submission, update your profile, edit your biography, add a photo, and upload handouts.



Handouts can be uploaded after your presentation has been scheduled. Sign into your **Dashboard** and click on **Schedule** in your **Speaker Center** on the far right. See screen print below.

