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.

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.

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.
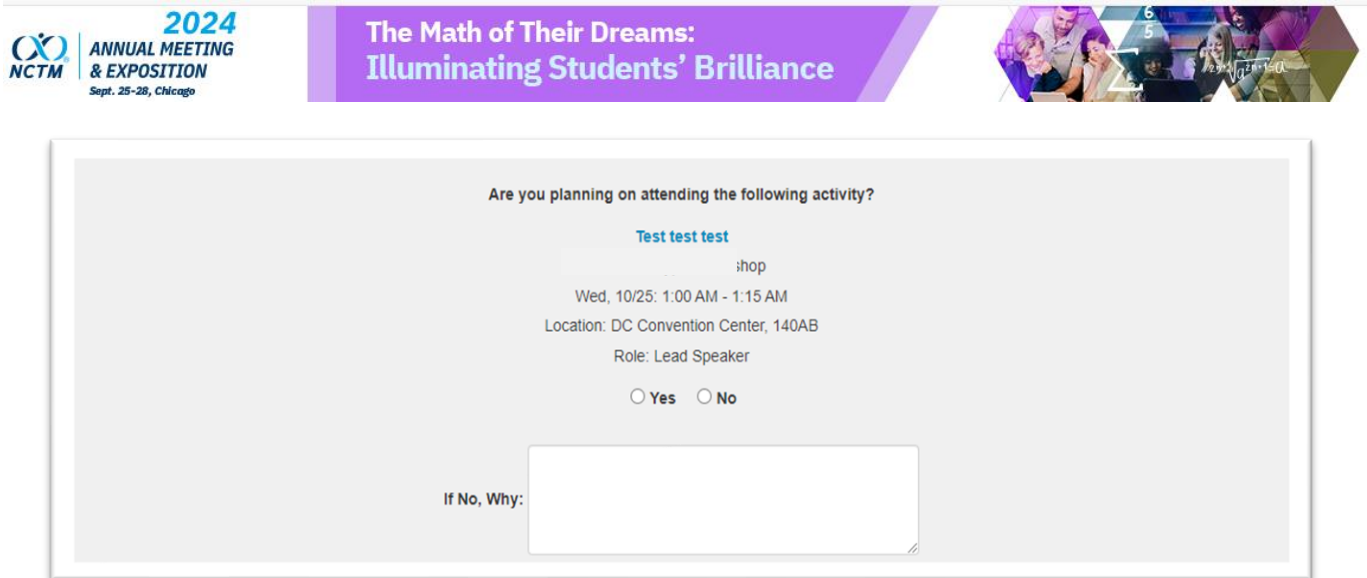
Accept or Decline the Invitation

The first screen you see will be the RSVP step. This will display your accepted presentation with the assigned date, time, and location. testIf you are declining the invitation, please select no and fill in the reason. When done click Submit.
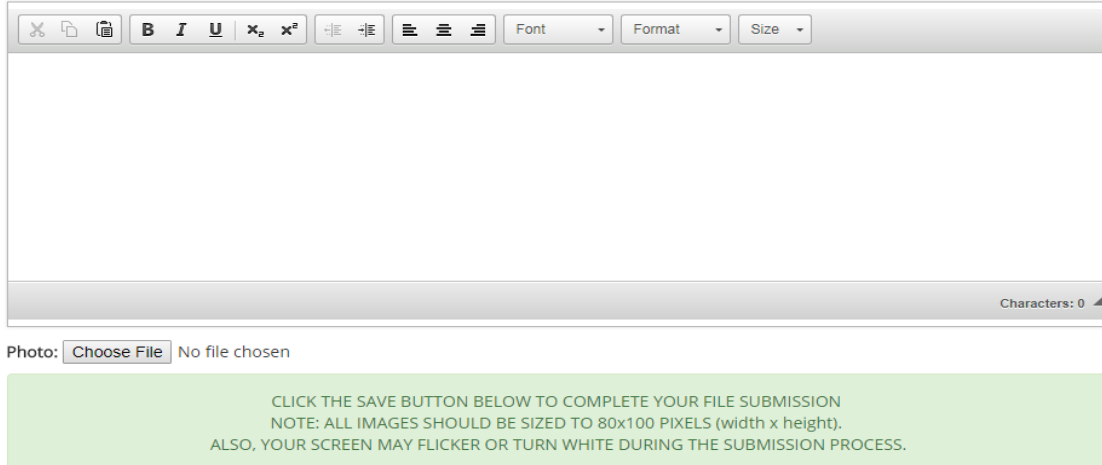
Step 1 of 3: RSVP

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.

Step 3 of 3: Contact Information

Please confirm your contact information on the Contact Information Form. Fill in the required fields indicated with red askerisk. 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.

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* - 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: [United States   ▾]

* Phone Number: [   ]

* Email: [   ]

* Confirm Email: [   ]

Additional Information

Twitter Handle: [   ]

* Home Address: [   ]

* City: [   ]

* State: [-- SELECT --   ▾] - [   ]


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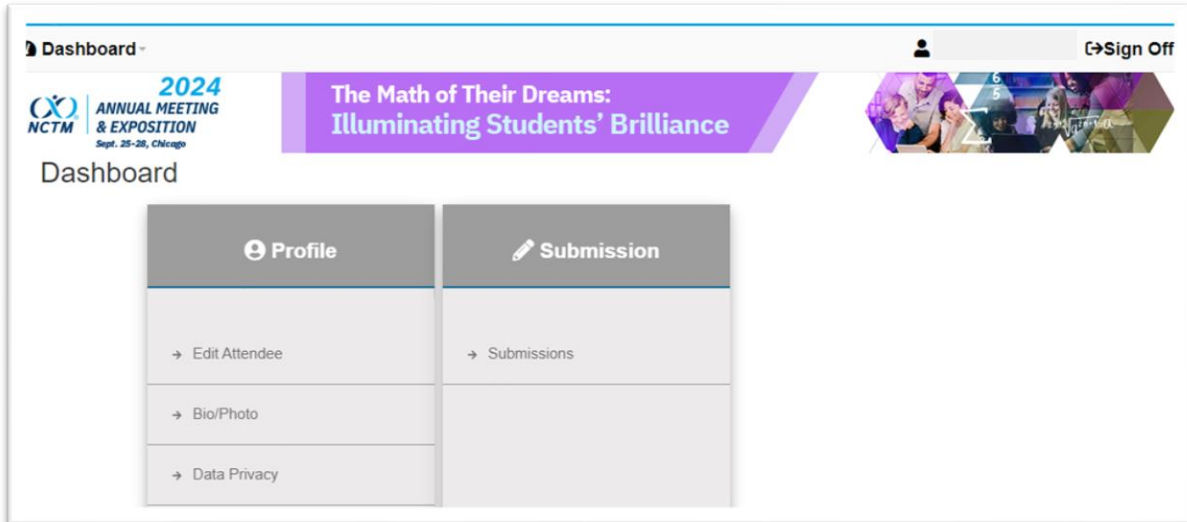
Handouts can be uploaded after your presentation has been scheduled. Sign into your **Dashboard** and click on **Schedule** in your **Speaker Center** on the far right. See screen print below.