

## Speaker Ready Room Acceptance 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, it will take you to the event site where you will click on the NCTM Sign In button as shown below.

### NCTM 2024 Virtual Conference

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 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.

## Log In To Your Account

Email \*

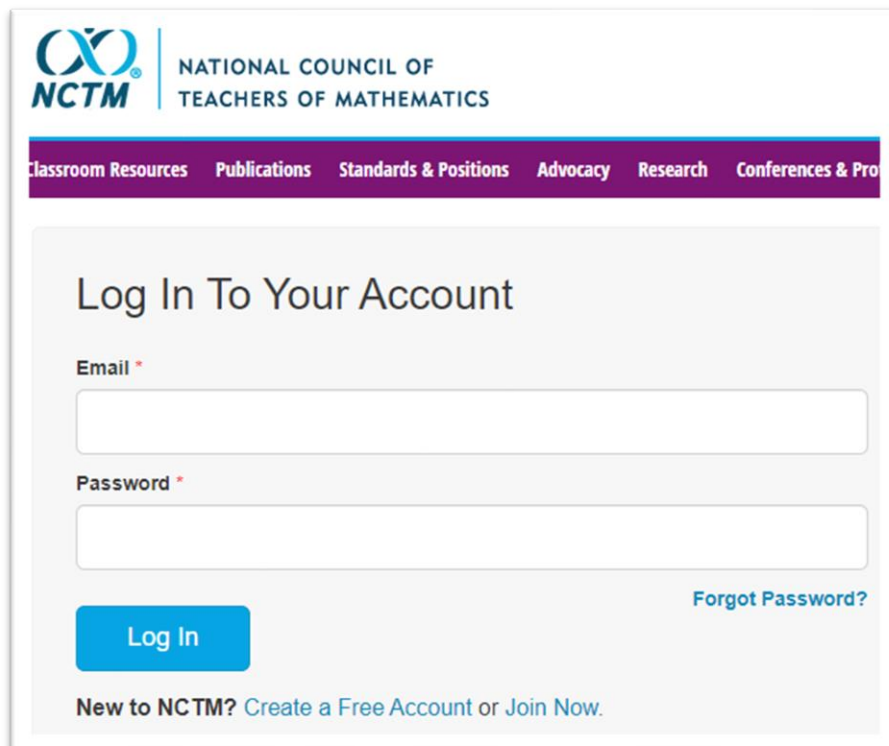
Password \*

[Forgot Password?](#)

[Log In](#)

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

- 4) Once you are on the NCTM log-in page, enter your username (email) and the password associated with your NCTM account. This should be the same set of credentials used for your submission. If you do not remember your password, please click the “forgot password” button.



The screenshot shows the NCTM website header with the logo and navigation menu. Below the header is the login form, which is identical to the one shown in the first image. The form includes fields for email and password, a 'Log In' button, a 'Forgot Password?' link, and a link for new users to create an account or join now.

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## Log In To Your Account

Email \*

Password \*

[Forgot Password?](#)

[Log In](#)

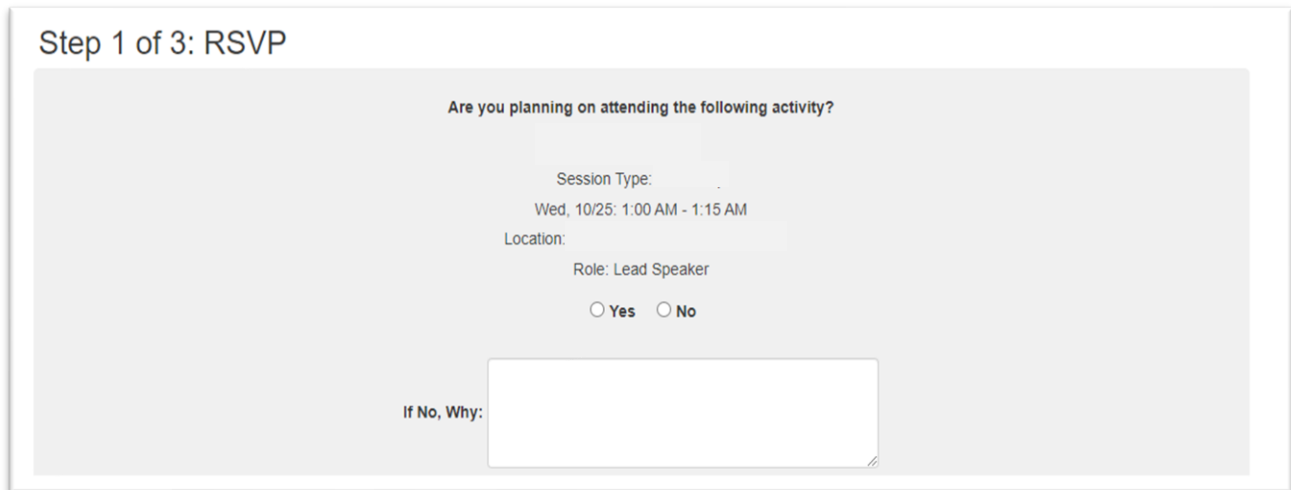
New to NCTM? [Create a Free Account](#) or [Join Now.](#)

You should see the RSVP page first after logging in but this could vary.

### Step 1 of 3: **Accept or Decline the Invitation**

You will see your accepted presentation(s) listed here. If there are more than one, you see each presentation with an RSVP question, the assigned date, time, and location.

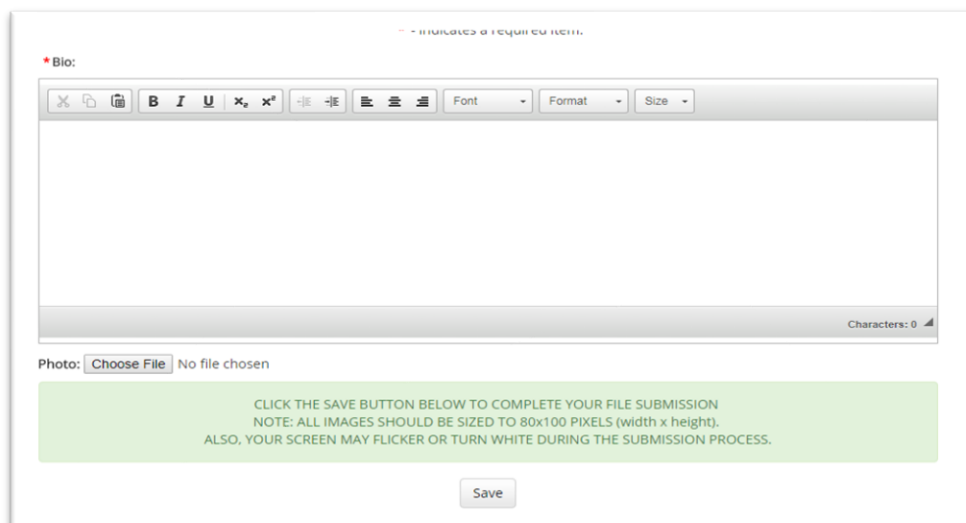
If you are accepting the invitation, please select yes to move on to the next page. If you are declining the invitation, please select no and enter a reason. When done click Submit.



The screenshot shows a web form titled "Step 1 of 3: RSVP". The main question is "Are you planning on attending the following activity?". Below this, the activity details are listed: "Session Type:", "Wed, 10/25: 1:00 AM - 1:15 AM", "Location:", and "Role: Lead Speaker". There are two radio buttons: "Yes" and "No". Below the "No" button is a text input field labeled "If No, Why:". The form is set against a light gray background.

### 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.



The screenshot shows a web form titled "Bio:". At the top, there is a note: " \* indicates a required item." Below this is a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, link, unlink, bulleted list, numbered list, and indent. There are also dropdown menus for "Font", "Format", and "Size". The text area is currently empty. At the bottom right of the text area, it says "Characters: 0". Below the text area is a "Photo:" section with a "Choose File" button and the text "No file chosen". At the bottom of the form, there 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 green box is a "Save" button.

### Step 3 of 3: Profile – Contact Information

Please confirm your contact information. Fill in the required fields indicated with a red asterisk. If your name, affiliation, city, state, and contact email changed, please notify NCTM to update your membership account at [nctm@nctm.org](mailto: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

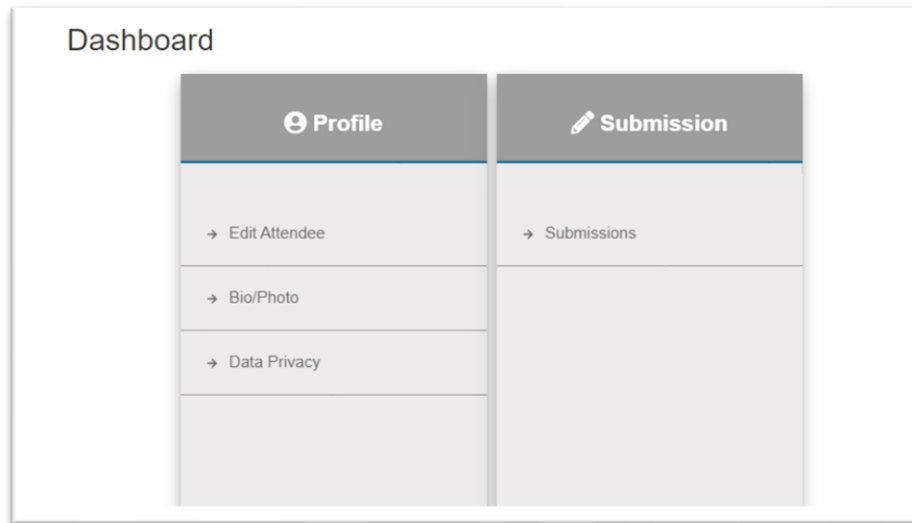
Twitter Handle:

\* Home Address:

\* City:

\* State:  -

To edit your biography, add a headshot, update your profile, or view your submission, after you log in click on the word **Dashboard** in the upper left corner, then choose where you would like to make your changes from the opened Dashboard. See screen print below.



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Always click save to keep your changes.

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.