

Proposal Information and FAQs 2010 NCTM Regional Conference & Exposition

All potential speakers should read this ENTIRE document before submitting a proposal. If you are selected to make a presentation, you are required to follow the guidelines provided in the FAQs.

When and where will the 2010 NCTM Regional Conferences be held?

Denver, Colorado	October 6-8, 2010
Baltimore, Maryland	October 13-15, 2010
New Orleans, Louisiana	October 27-29, 2010

Before submitting a proposal please be sure that you can give your presentation anytime during the conference for which you are submitting a proposal. We will make exceptions for religious considerations if they are **communicated in advance** on the speaker proposal form.

How do I submit to more than one Regional Conference?

You must enter your proposal separately for each regional conference you'd like to submit to. To do so you must visit the individual proposal web page for each city.

Who will attend and what types of presentations will be offered?

Our audiences are educators ranging in level from pre-kindergarten through college, plus supervisors and administrators. Attendees will be provided with a wide variety of offerings, including regular sessions, Focus of the Year sessions, and gallery workshops for various size audiences.

Who can present?

We accept proposals from educators and individuals who would like to share teaching ideas and practices by presenting at a Regional Conference. Hundreds of experienced educators, administrators and research professionals give presentations every year at NCTM conferences.

What types of content and presentation styles are accepted?

The program will include mathematics based topics ranging from algebra and applications to professional development and technology, with focuses on such things as Principles and Standards, Teacher Research, and timely national topics.

The standard presentation formats are:

Session (60 minutes)

Rooms are set theatre style and vary in size.

Gallery Workshop (90 minutes)

Rooms are set with round tables for hands-on work and additional seating around the perimeter of the room. The gallery participants will receive the print material and observe the workshop in a fashion similar to a classroom observer. Room capacities range from 100 to 350.

The topics of mathematics that may be presented at the 2010 Regional Conference and Exposition are:

- **Algebra**—Algebraic Thinking, Patterns, Functions
- **Assessment** – High-Stakes Testing, Instructional Strategies, Classroom and Large-Scale Assessment, Formal and Informal Questioning, Policy Decisions, and Program Evaluation
- **Calculus & Discrete Mathematics**—Calculus, Precalculus, Discrete Mathematics, Symbolic Logic, Sets or Set Theory, and Graph Theory
- **Communication, Connections, & Representation** – Communications, Connections, History, Literature, Mathematics Applications, Integrated Mathematics, and Modeling
- **Data Analysis & Probability**—Data Analysis, Probability
- **Early Childhood Intervention** - Building foundation from Pre-school through Pre-K
- **Equity & Diversity Issues** – Equity, Diversity, Alternative Schools, Funding, Multilingual, Special Needs, Gifted, Community Relations, State and Federal Legislation, Outreach and Advocacy, and Accountability
- **Geometry & Measurement** – Geometry, Measurement, Trigonometry, Patterns, and Functions
- **Number & Operations** – Number, Number Sense, Operations, Computation, Estimation
- **Problem Solving, Reasoning & Proof** – Problem Solving, Reasoning and Proof, and Critical Thinking
- **Professional Development** – Certification, International Perspectives, Analysis of Student’s Work, Coaching, Alternative Certification, and Instructional Strategies
- **Research** – Connecting Research and Practice, Classroom Research by Teachers, Research Insights
- **Technology** – Using Calculators and Computers as a Tool

What are grade bands?

Speakers choose which grade band(s) best fit the audience of their proposal. The primary grade band is the grade band in which the proposal will be submitted and reviewed. Additional grade bands may be chosen for inclusion in the program book and are chosen in the Grade Band Audience section of the proposal form. The following are the grade band audience options:

- **PreK-2** – Pre-school and Prekindergarten through grade 2 topics
- **Grades 3-5** – grades 3 through 5 topics
- **Grades 6-8** – grades 6 through 8 topics
- **Grades 9-12** – grades 9 through 12 topics
- **Higher Education** – university and college level issues and topics including both two-year and four-year institutions.

- **Preservice and Inservice** – includes content and techniques for providers of pre-service teacher education and professional development for practicing teachers, supervisors, specialists, coaches and mathematics educators.
- **General Interest** – applicable to multiple grades and audiences. If General Interest is the grade band chosen, General Interest will be the only grade band listed in the program book.

How many proposals may I submit?

NCTM allows multiple submissions for Regional Conferences. You may submit more than one proposal to a conference, or more than one proposal to multiple conferences.

Are all proposals accepted?

No. All proposals are peer reviewed based on specific criteria and our volunteers strive to ensure a balance of topics in order to offer a comprehensive experience for all attendees. We receive many more proposals than we can schedule on the program and therefore we cannot accept every good proposal due to space limitations.

What criteria are used when rating proposals?

All proposals are subjected to a rigorous peer review process conducted by a committee of volunteers. When the Program Committee reviews your proposal, they will consider the following:

Objectives

- Are the objectives clearly stated and easy to understand?
- What will the attendees be doing during the presentation?
- What will the attendees learn that will affect their practice?
- Are the objectives participant focused?
- Are the objectives specific to this presentation?

Title and description

- Do the title and description describe the nature of the presentation?
- Does the presentation offer new and interesting ideas to challenge the participants, including national hot topics of interest?
- Are the title and description detailed enough so that conference attendees can tell what they will learn from the presentation?
- Are the title and description connected to mathematics education content and/or pedagogical knowledge?
- Are the title and description clearly stated and easy to understand?

Connection to mathematical content and pedagogical knowledge

- Is the presentation content up-to-date?
- Will stated objectives build participants connection to mathematical and pedagogical knowledge?

Appropriateness of grade band and topic

- Considering the objectives, title, and description; are the stated objectives appropriate for the grade level and content area chosen?

Appropriateness of presentation type

- For gallery workshops, will attendees engage in hands-on activities? Is the presentation interactive and are the activities clearly described?
- Is the presentation type chosen based on what will happen during the presentation, not the amount of time allotted? (90 minutes for Sessions, 90 minutes for Gallery Workshops)
- Does the selected topic directly apply to the content of the session/gallery workshop?
- Is the selected grade band(s) the audience that will directly benefit from the session/gallery workshop?

Prior speaking experience

- Is the prior speaking experience listed relevant to the content of the proposal?
- Does the speaker have experience at the state (large groups), regional, or national level?
- Include recent speaking experiences that are relevant for the proposal type, topic, and grade band(s) selected.
- Include speaking experiences with audiences similar to the conference attendance of an NCTM Regional Conference.

The Regional Conference Program Committee for the city to which you are submitting your proposal will read the entire proposal to check the completeness of the information provided and will focus on your description and goals to review your presentation's content.

What should I consider when writing my title and description?

- Most attendees decide whether to attend a presentation by looking at the title and description in the Program Book.
- A description that is engaging and tells briefly and specifically what you plan to do during your presentation is most helpful to the Program Committee and the conference attendees.
- You will be prompted to submit to a primary grade band. This choice will ensure that your proposal is routed to the appropriate Program Committee members for review.
- The Program Book listing includes the title, description, presentation format, grade-level audience, name, and professional affiliation of each speaker, and day, time, and location.
- Do not use acronyms or all CAPS in your name, affiliation, address, title, or description.
- NCTM reserves the right to edit presentation titles and descriptions for length and content.

How do I request audio/visual equipment?

Audio/visual equipment is requested as you complete the speaker proposal form, any additional equipment or equipment requested after the proposal is submitted will be at the speaker's expense. Select **ONLY** the items that are essential for your presentation.

What Audio/Visual Equipment is available?

NCTM provides only the audio/visual equipment listed on the proposal form. In striving to be as comprehensive as possible, we created audio visual "packages" to best accommodate the majority of our speakers. One A/V package may be chosen. Available packages are:

- No Equipment (no equipment needed and none provided)
- One LCD projector (PC) with one screen
- One LCD projector (MAC) with one screen
- One overhead projector with one screen
- One overhead and one LCD (PC) with one screen
- One overhead and one LCD (MAC) with one screen

Presentation rooms set for more than 60 attendees will be pre-set set with a lavalier microphone for your use during the presentation.

If you are requesting an LCD projector please note that you will be responsible for providing a laptop to connect to it. If you will be using a MAC, please bring your adaptor.

Speakers who require alternative a/v equipment are responsible for ordering and paying for the additional equipment. Information for ordering additional equipment will be provided to speakers three months prior to the conference start date.

There will be no Internet connections for speakers in session or gallery workshop rooms.

If you do not require sound for a Power Point presentation, you will not need to request audio support on the proposal form.

Who sets up the Audio/Visual Equipment?

Audio/visual equipment confirmed for your presentation will be set up for you by the hired audio/visual company before your presentation begins. Please arrive at your assigned meeting room promptly to check that your a/v needs have been met.

Are there any restrictions in submitting a proposal?

Restrictions due to NCTM policy include the following:

- Proposal information cannot be changed once the proposal form has been submitted for review.
- Co-speakers cannot be added or changed once the proposal form has been submitted for review.
- It is recommended that there be **no more than** two co-speakers for a session or gallery workshop.

- Selling or promoting products **is not** allowed in NCTM presentations. You may describe how materials, etc. are used in classrooms but your presentation focus cannot be on selling the product. If you wish to promote or sell a product at a Regional Conference please contact our sales and marketing team at: sales@nctm.org.
- If any project or commercially available product is the main focus of your presentation, the project or product name must appear in the title.
- Please observe copyright and trademark rules. If you plan to use copyrighted or trademarked resources or songs you must obtain appropriate permissions prior to submitting your proposal.

How do I submit a proposal?

- **ONLINE:** An electronic proposal form is found at our Web site: <http://www.nctm.org/speak>. You may complete and submit your proposal online using this form. Once completed you will receive a confirmation email, please keep this email for your records. If no email confirmation is received please contact regconf@nctm.org.
- **MAIL OR FAX:** For a hard copy of the proposal form, please contact regconf@nctm.org. Proposals must be received before the deadline.

The deadline for receipt of proposals is midnight, Eastern Standard Time on November 1, 2009. If you submit your proposal online after this deadline it will not be considered for a Regional Conference. Please allow adequate time if submitting by mail.

When will I know if my proposal is accepted?

No later than February 1, 2010, you will be notified by email as to whether or not your proposal has been accepted. If you have not received an email notification by the first of February, please check your spam filters and then contact us at regconf@nctm.org to verify the status of your proposal.

What happens if my contact information has changed?

You may either access the personal information on your proposal form by navigating to the regional conference proposal site(s) to make changes or you may notify us of changes at regconf@nctm.org. It is your responsibility to keep your contact information up to date; your presentation may be rejected if we are unable to contact you.

What do I do if I receive notice that my presentation was accepted?

- **Check the facts.** If you have co-speakers, are they listed accurately? No additional co-speakers may be added at this time but affiliation and contact information may be updated in the database.
- **Meet the deadline.** You must accept the invitation to speak by the deadline listed on your acceptance letter. If the acceptance steps are not completed by deadline, your presentation **will not** be included on the program for the Regional Conference.

What are the speaker and co-speaker registration fees?

The lead speaker for each presentation is automatically registered free of charge by NCTM. Cospeakers must register separately at the member/nonmember rate.

Are my expenses covered?

NCTM does not pay an honorarium, travel, nor subsistence expenses for a Regional Conference. Travel and housing information can be found on our Web site at www.nctm.org. Check back regularly for updates.

Are presiders present for presentations?

Presiders introduce only major speakers identified by the Program Committee. If you wish to have someone assist with your presentation, you may find someone to do so, but the guest's name will not be included in the program book.

What if I have to withdraw my proposal?

Contact Regional Conference Services at regconf@nctm.org. NCTM must receive this communication in writing in order to withdraw your proposal.

Am I reimbursed for my handouts?

Gallery workshop speakers are reimbursed for a maximum of \$2.00 per participant based on the total capacity of your assigned room. An expense form is available on the Speaker Home Page for gallery workshop speakers only, session presenters and research session presenters are not eligible for reimbursement.

Additional questions? Please contact:

Regional Conference Coordinator
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