

Proposal Information and FAQs
2010 NCTM Annual Meeting and Exposition
April 21-24, 2010
San Diego, CA

- 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 Annual Meeting and Exposition be held?

April 21-24, 2010
San Diego, California

When and where will the presentations be given?

Presentations will be given at the San Diego Convention Center, Grand Hyatt, and the San Diego Marriott.

- The Opening Session for the 2010 Annual Meeting and Exposition in San Diego, CA will be on Wednesday, April 21, 2010 at 5:30 p.m.
- NCTM's Program Overview and First Timers' sessions will be scheduled on Wednesday afternoon from 4:00 p.m. – 4:30 p.m. and Thursday morning from 7:15 a.m. - 7:45 a.m.
- Other presentations will be scheduled from 8:00 a.m. Thursday through 1:30 p.m. Saturday.
- The Closing Session will be on Saturday, April 24, 2010 from 2:00 p.m. – 3:00 p.m.

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

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, research 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 the Annual Meeting. 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.

Research Session (60 minutes)

Rooms are set theatre style and vary in size. Research sessions emphasize the connection between research and practice. Research Sessions provide participants with mathematical concepts, activities, and/or teaching strategies that have proved successful in the classroom.

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 Annual Meeting 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** – 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 only **one** submission per lead speaker. You may be a co-speaker on other proposals but you may only submit to be the lead on one.

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? (Sixty 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 the NCTM Annual Meeting.

The San Diego, CA Program Committee 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 if I am submitting a Research proposal?

To include additional information with your **Research Session** proposal, you may email your additional information to conf-research@nctm.org. Emails containing more than 250 words will not be considered. Do not include attachments; attachments will not be considered. Only Research Session proposals may email additional information.

Additional criteria are used when reviewing Research Sessions proposals. The Program Committee will also consider the following:

Perspectives or Theoretical Framework for the Research

- Are the theories or ideas that are driving the study clearly articulated?
- Does the author identify how the questions being investigated contribute to research or practice?

- To what extent does the research suggest and explore creative and original concepts?

Methods, Techniques, or Modes of Inquiry for the Research

- Are the research questions clearly identified?
- Is the methodology appropriate for the research?
- Are the methods supported by the perspectives or theoretical framework?

Data Sources or Evidence for the Research

- Are the data sources adequate and appropriate for the research?
- Are quantitative and/or qualitative data utilized in appropriate ways to answer the research questions?

Results and/or Conclusions/Point of View of the Research

- Do the results and/or findings address the research questions?
- Are the conclusions consistent with the findings?
- Are the results or findings situated within a broader context?

Educational or Scientific Importance of the Research

- Does the proposed research advance the knowledge and understanding of mathematics education research or practice?
- Does the presentation link research and practice?

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.
- There is a limit to the amount of information you may provide on your proposal form.
 - The title is limited to ten words.
 - The description is limited to 350 characters, including spaces.
 - The objectives are limited to 500 characters, including spaces.
- 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
- SMART Board provided by SMART Technologies

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.

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

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

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.

We are offering SMART Boards for the first time at the 2010 Annual Meeting. Due to the limited number of available SMART Boards, if you request a board, please give a brief description of how you plan to utilize the board. The Program Committee will review your request and approve or deny your proposal based, in part, upon your explanation of how you plan to use the board.

Who sets up the a/v 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 the Annual Meeting 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 annl-program@nctm.org.
- Mail or Fax: For a hard copy of the proposal form, please contact annl-program@nctm.org. Proposals must be received before the deadline.
- **The deadline for receipt of proposals is midnight, Eastern Standard Time on May 1, 2009. If you submit your proposal online after this deadline it will not be considered for the Annual Meeting. Please allow adequate time if submitting by mail.**

When will I know if my proposal is accepted?

In September 2009, you will be notified by email whether or not your proposal has been accepted. If you have not received an email notification by the end of September please check your spam filters and then contact us at annl-program@nctm.org to verify the status of your proposal.

What happens if my contact information has changed?

You may access the personal information on your proposal at <http://convention3.allacademic.com/one/nctm/nctm10> to make changes or notify us of changes at annl-program@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?

- **Read the acceptance notification carefully and register by the September 2009 deadline.** Please take this final opportunity to review your proposal for typographical errors. **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.** If the acceptance steps are not completed by the September 2009 deadline, your presentation **will not** be included on the program for the NCTM Annual Meeting.

What are the speaker and co-speaker registration fees?

The Lead Speaker is entitled to a reduced speaker registration fee. **Lead Speaker registration fees are due to NCTM by the September 2009 deadline stated on the speaker registration**

form. If this deadline is not met, the presentation may be replaced. Registration fees for Lead Speakers and Co-speakers are not refundable.

The Lead Speaker registration fee will be approximately \$180. Registration must be completed prior to the September 2009 deadline.

The Co-speaker registration fee will be approximately \$250, due by early 2010.

Are my expenses covered?

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

Are there presiders?

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 either Program Chair Bonnie Hagelberger at bhagelberger@nctm.org or the Annual Meeting Program Planner at annl-program@nctm.org immediately.

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:

Annual Meeting Program Planner
NCTM Annual Meeting Unit
1906 Association Drive
Reston, VA 20191
Phone: 703/620-9840, extension 2103
Fax: 703/295-0956
Email: annl-program@nctm.org