## Proposal Submission Instructions

### 1. **Log-In**

The Call for Proposals for the 2021 NCTM Atlanta Annual Meeting opens July 1, 2020 at [www.nctm.org/speak](http://www.nctm.org/speak), and closes October 1, 2020 11:59 PM PST. Be sure to read the Strand Titles and Descriptions document on this page before beginning your submission. Click on Call for Proposals, then NCTM Sign In to begin. Please note you will see the view on step 2 or the view on step 3 if this is your first time submitting.

### 2. **You will sign in using your NCTM username and password.** If you do not remember your password, click the Forgot Password option. Please note, if you do not have an NCTM log-in, you can create an account by clicking the Create Account button below the log-in.

### 3. **Once logged in, you will first be asked to confirm your contact information** and fill in any missing information. If your presentation is accepted, your employer will be printed in the program book, please ensure this information is up-to-date. You can edit your submitter profile contact information at any point by logging in and clicking the My Account option.

## Choose Your Presentation Format
For the Annual Meeting, you may submit a total of one (1) submission per Lead Speaker and you may be listed as a Co-Speaker on up to two (2) additional proposals. Be sure to submit to the correct presentation type based on the needs and purpose of your proposal.

You may view, and print your submission.

You may change your presentation type by withdrawing (deleting) your submission and starting again.

<table>
<thead>
<tr>
<th>Time</th>
<th>Burst</th>
<th>Session</th>
<th>Workshop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Set</td>
<td>Room is set with round tables.</td>
<td>Room is set either theater or classroom style.</td>
<td>Room is set with round tables for interaction.</td>
</tr>
<tr>
<td>Purpose</td>
<td>Allows speakers to quickly convey information on a specific topic or idea</td>
<td>Allows speakers to convey information about multiple topics or broad ideas in lecture format</td>
<td>Allows speakers to engage participants in an interactive environment</td>
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</tbody>
</table>

**Note:** Specific capacity charts will be available on the Speaker Information Page once acceptances have been sent out. Presentation formats cannot be changed without withdrawing your proposal and resubmitting. We will be unable to make changes to room sets once scheduled.

**Submitting Your Proposal**

Once you have selected your proposal type, you are ready to begin your submission! Remember, **you must click save on each page** in order to move onto the next tab. This will allow you to close out at any point any come back to your work at a later time. You may edit your proposal at any point prior to the **October 1st submission deadline**.

**Title**

Type title as it should appear in the program book. Your title should not be all capitals or all lower-case. Limited to 100 characters

Title is limited to 100 characters (including spaces). Your title should not be all capital or all lower-case letters and should not include a product name.
After confirming that you are the lead speaker, you will have the opportunity to add up to two co-speakers to your proposal. Ensure you are providing up-to-date contact information for all speakers.

Description is limited to 350 characters (including spaces). Write a concise, specific description of the essential content of your proposal. Upon acceptance, your description will be printed in the program book, subject to editing by NCTM.

Participant Learning is limited to 1,000 characters (including spaces). Include an explicit description of the learning outcomes. Please also provide an overview on how time will be allocated during this presentation.

Focus on Math is limited to 500 characters (including spaces). What is the key mathematics content that is a focus of this presentation? Be specific.
6. **Interactive Workshop**
You will only answer this question if you are submitting a workshop (burst and session submissions will not answer this).

Interactive Workshop description is limited to 750 characters (including spaces). How will you use the provided tables to create an interactive workshop?

7. **Topics**
Under Topics, you will select the most appropriate grade-band audience. While many presentations will appeal to multiple audiences, select the one audience that will most benefit from your presentation.

You will also choose the strand that most relates to your presentation. Be sure to read through all the descriptions to choose the one that best applies to your presentation.

8. **Additional Information — tab #8**
You must complete the five items listed under additional information in order to complete your proposal.

Presentation rooms will be pre-set with computer audio, 1 LCD projector, 1 screen, and 1 microphone. Laptops are not provided.

If your presentation requires the use of a document camera in addition to the above equipment, choose yes and one will be available for you.

Speakers have the option of requesting calculators delivered to their room during their presentation if needed. A calculator representative will contact you directly for additional information related to your calculator order, if applicable.
After reading NCTM’s position on what is required to create, support, and maintain a culture of access and equity in the teaching and learning of mathematics, you will be asked to answer how your presentation aligns with NCTM’s dedication to Equity and Access.

This section is limited to 500 characters (including spaces).

You will be asked to answer if we have permission to print your email address in the program book under your presentation, if accepted.

Please note, co-speaker email addresses will not be printed.

Specify the three most recent speaking experiences of the lead speaker most relevant to the proposal topic (provide topic, conference name, year, and level of speaking engagement).

If this is a new topic you are speaking on, please list your most recent speaking experiences on another topic.

Minimal or no speaking experience does not disqualify you from submitting. Please specify N/A, if applicable.
If you require special assistance as defined by the ADA or any special scheduling considerations for religious reason, please specify this here for accommodations upon acceptance.

You will have the opportunity to preview your entire proposal prior to submitting. You may skip this step.

To complete your submission, you must click finalize. Incomplete proposal submission will not be reviewed.

Once you click to finalize, you will receive an email letting you know that your submission has been received. Proposal submission can be edited or withdrawn by the submitter at any point prior to the deadline by logging in. Once complete, your submission status will show Completed under My Proposals.

Proposal submissions will close on October 1 at 11:59PM (Pacific Time). Complete your submission early to avoid missing the deadline! Late proposals cannot be accepted.

All submitters will be notified of their proposal status via email in February 2021. Ensure your email address is up to date on your submission.

If accepted, lead speakers must confirm their acceptance of the invitation to present and register as a lead speaker in March 2021. Please note: Lead speakers are required to register and pay a speaker registration fee.

Contact NCTM Conferences Services at ConferencesDept@nctm.org

Remember:
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.