

# 2022 INDIANAPOLIS REGIONAL CONFERENCE & EXPOSITION

INDIANAPOLIS, INDIANA. MARCH 16-18, 2022

## Proposal Submission Instructions

### Log-In

#### Call for Proposals



1.

The **Call for Proposals** for the **2021 Regional Conference & Exposition** opens **January 15<sup>TH</sup> 2021** at **[www.nctm.org/speak](http://www.nctm.org/speak)**, and will close **March 1, 2021 @ 11:59 PM PST**. Be sure to read the **Strand Title and Descriptions document** before starting your submission. To begin, click on **Call for Proposals**, then **NCTM Sign In**. **Please note:** You will see the screen shown in **step 2** below, or the screen shown in **step 3** if this is your first time submitting.

#### Log In

Enter Your Email

Password

Log In

[Forgot Password? Reset Here](#)

☐ Keep me logged in

[Become a member](#)

For more information, email [nctm@nctm.org](mailto:nctm@nctm.org) or call 800.235.7566.

Not an NCTM member or need to create an account?

[Create Account](#)

You may create an account to receive NCTM emails, shop online, or to sign up for membership and receive access to member benefits. If you believe you have an NCTM membership and are unable to log in, please contact Customer Care at (800) 235-7566 or email [nctm@nctm.org](mailto:nctm@nctm.org).

Note: Creating a new account will not connect you to your existing account and you could end up with multiple accounts.

[Send feedback to NCTM](#)

[Learn about the benefits of an NCTM membership](#)

2.

Sign in using your **NCTM username and password**. Click on the **Forgot Password** option if you do not remember your password, or the **Create Account** button top right, if you do not have an NCTM log-in.

#### Edit Profile

\* - 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:

3.

Once you are logged in you will be asked to **confirm your contact information**. Fill in any missing information.

Please remember to **include your affiliation** for the program book and ensure all of your information is up-to-date.

**Note:** You can update your speaker profile contact information at any time. Log-in and click on **My Account**.

## Choose Your Presentation Format

### Proposal Submission

Use this section to submit proposals to be considered for the Regional Conference.

Create Proposal for Session

Create Proposal for Workshop

Create Proposal for Burst

4.

**Before creating a proposal:**  
Select your desired presentation format. See **presentation type and descriptions** below. You may submit **only one proposal**.

	Burst	Session	Workshop
Time	30-minute Presentation	60-minute Presentation	75-minute Presentation
Purpose	Allows speakers to quickly convey information on a specific topic or idea	Allows speakers to convey information about multiple topics or broad ideas in lecture format	Allows speakers to engage participants in an interactive environment
Room Set	Room is set with <b>round tables</b> .	Room is set either <b>theater</b> or <b>classroom</b> style.	Room is set with <b>round tables</b> for interaction.

**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 step saves your work and allows you to close out of the submission process at any point and return to your work later. You may edit your proposal at any point prior to the **March 1<sup>st</sup> submission deadline**.

<div> <div>Submit Workshop</div> <div> <div>1. Title</div> <div>2. Speakers</div> <div>3. Description of Presentation</div> <div>4. Participant learning</div> <div>5. Focus on Math</div> <div>6. Interactive Workshop</div> <div>7. Topics</div> <div>8. Additional Information</div> <div>9. Preview</div> <div>10. Finalize</div> </div> <div> <div>★ Title</div> <div>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</div> <div></div> <div>Remaining: 100</div> <div>Check Spelling</div> <div>Save</div> </div> </div>	1.	<p>The 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.</p>
<div> <div>Submit Workshop</div> <div>Click <b>Save</b> before moving on to (or clicking) the next step. Any unsaved data will not be included in your proposal.</div> <div> <div>1002 - Test</div> <div>Incomplete</div> <div> <div>1. Title</div> <div>2. Speakers</div> <div>3. Description of Presentation</div> <div>4. Participant learning</div> <div>5. Focus on Math</div> <div>6. Interactive Workshop</div> <div>7. Topics</div> <div>8. Additional Information</div> <div>9. Preview</div> <div>10. Finalize</div> </div> </div> <div> <div>★ Add Co-Speaker</div> <div>Enter the name of the person who will be assigned as the Co-Speaker for your submission.</div> <div> <div>Name (First or Last):</div> <div></div> <div>Search</div> </div> </div> </div>	2.	<p>After confirming that you are the <b>lead speaker</b>, you will have the opportunity to add up to <b>four co-speakers</b> to your proposal. Please ensure you are providing up-to-date contact information for all speakers.</p>
<div> <div>Submit Workshop</div> <div> <div>1002 - Test</div> <div>Incomplete</div> <div> <div>1. Title</div> <div>2. Speakers</div> <div>3. Description of Presentation</div> <div>4. Participant learning</div> <div>5. Focus on Math</div> <div>6. Interactive Workshop</div> <div>7. Topics</div> <div>8. Additional Information</div> <div>9. Preview</div> <div>10. Finalize</div> </div> </div> <div> <div>★ Description of Presentation</div> <div>Write a concise, specific description of the essential content of your presentation. On acceptance of your proposal, the description will be printed in the program book, subject to editing by NCTM. Use appropriate capitalization. Limited to 350 characters.</div> <div></div> <div>Remaining: 350</div> <div>Check Spelling</div> <div>Save</div> </div> </div>	3.	<p>Description is limited to 350 characters (including spaces). Write a concise, specific description of the essential content of your proposal. Upon acceptance, your description is subject to editing by NCTM.</p>
<div> <div>Submit Workshop</div> <div> <div>1002 - Test</div> <div>Incomplete</div> <div> <div>1. Title</div> <div>2. Speakers</div> <div>3. Description of Presentation</div> <div>4. Participant learning</div> <div>5. Focus on Math</div> <div>6. Interactive Workshop</div> <div>7. Topics</div> <div>8. Additional Information</div> <div>9. Preview</div> <div>10. Finalize</div> </div> </div> <div> <div>★ Participant learning</div> <div>Write the participant learning outcomes of your presentation, including an explicit description of what participants will learn. Please also provide an overview describing how time will be allocated during this presentation. Limited to 1000 characters.</div> <div></div> <div>Remaining: 1000</div> <div>Check Spelling</div> <div>Save</div> </div> </div>	4.	<p>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.</p>

Submit Workshop

1002 - Test Incomplete

1. Title 2. Speakers 3. Description of Presentation 4. Participant learning 5. Focus on Math 6. Interactive Workshop 7. Topics

8. Additional Information 9. Preview 10. Finalize

**\*Focus on Math**

What is the key mathematics content that is a focus of this presentation? Be specific.  
Limited to 500 characters.

Remaining: 500

5.

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.

Submit Workshop

1002 - Test Incomplete

1. Title 2. Speakers 3. Description of Presentation 4. Participant learning 5. Focus on Math 6. Interactive Workshop 7. Topics

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**\*Interactive Workshop**

How will you use the provided tables to create an interactive workshop? Be explicit about what participants will do together at tables.  
Limited to 750 characters.

Remaining: 750

6.

You will only be asked this question if you are submitting a Workshop (Burst and Session submissions will not ask for this information).

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

**\*Topics**

**\* Workshop Audience**

You must choose **ONE** grade band from the list below. Choose the audience that will best benefit from your presentation.  
(Choose 1)

<input type="checkbox"/> ADD	Pre-K to 2	
<input type="checkbox"/> ADD	3 to 5	
<input type="checkbox"/> ADD	6 to 8	
<input type="checkbox"/> ADD	8 to 10	
<input type="checkbox"/> ADD	10 to 12	
<input type="checkbox"/> ADD	Coaches/Leaders/Teacher Educators	

**\* Strands**

Select **ONE** from the list below that best describes your presentation.  
(Choose 1)

<input type="checkbox"/> ADD	Assessment: Eliciting and Using Student Thinking	Effective teaching of mathematics uses evidence of student thinking to assess progress toward mathematical understanding and to adjust instruction continually in ways that support and extend learning. Sessions in this strand will include, but are not limited to, determining mathematical goals, developing purposeful ways to elicit student thinking, making sense of student thinking, asking meaningful questions to gain deeper insight into students' understandings, and using what we learn about students' mathematical reasoning to guide our instruction.
<input type="checkbox"/> ADD	Beyond the Classroom Walls: Empowerment, Access, and Equity	The Empowerment, Access, and Equity strand will focus on policies, strategies, and practices that support or impede access to the highest quality of mathematics teaching and learning with fair and impartial opportunity. This strand will look within and beyond the classroom to interrogate systemic barriers and explore ways to intentionally disrupt and dismantle them. Sessions can include policy advocacy and attitudes, practices, and belief systems to empower students who have not historically seen themselves as knowers and doers of mathematics.
<input type="checkbox"/> ADD	Building Mathematical Knowledge for Teaching	Building your mathematical knowledge for teaching involves both content and pedagogical knowledge. Sessions in this strand will take a participant through the decisions a teacher makes to teach a given topic. Sessions include, but are not limited to, using and connecting mathematical representations, building procedural fluency with a foundation on conceptual understanding, using technology to visualize and understand mathematical ideas, enhancing teacher content knowledge, and finding ways to articulate a topic across grade levels.
<input type="checkbox"/> ADD	Building on Students' Strengths: Practices That Challenge, Engage, and Empower	

7.

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. This cannot be changed after the deadline.

## Additional Information —tab #8

8.

You must complete the **seven** items listed under additional information to complete your submission.

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

If your presentation requires the use of a **document camera** in addition to the above equipment, **you may 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.

**Equity and Access description is limited to 500 characters (including spaces):**

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**.

Submit Workshop

1002 - Test Incomplete

1. Title 2. Speakers 3. Description of Presentation 4. Participant learning 5. Focus on Math 6. Interactive Workshop 7. Topics

8. Additional Information 9. Preview 10. Finalize

**\*Audio/Visual Equipment**

Note:

- Speakers must provide their own laptop computers.
- Each presentation room will be set with: computer audio, 1 LCD projector, 1 screen, and 1 microphone.

\* - Indicates a required item.

**\* Will your presentation require the use of a document camera in addition to the above equipment?**

☐ Yes ☐ No

**\* Calculators (check one)**

☐ Casio

☐ Texas Instruments

☐ No Calculators Needed

Save

Submit Workshop

1002 - Test Incomplete

1. Title 2. Speakers 3. Description of Presentation 4. Participant learning 5. Focus on Math 6. Interactive Workshop 7. Topics

8. Additional Information 9. Preview 10. Finalize

**\*Equity and Access**

NCTM's position on what is required to create, support, and sustain a culture of access and equity in the teaching and learning of mathematics:

Creating, supporting, and sustaining a culture of access and equity require being responsive to students' backgrounds, experiences, cultural perspectives, traditions, and knowledge when designing and implementing a mathematics program and assessing its effectiveness. Acknowledging and addressing factors that contribute to differential outcomes among groups of students are critical to ensuring that all students routinely have opportunities to experience high-quality mathematics instruction, learn challenging mathematics content, and receive the support necessary to be successful. Addressing equity and access includes both ensuring that all students attain mathematics proficiency and increasing the numbers of students from all racial, ethnic, linguistic, gender, and socioeconomic groups who attain the highest levels of mathematics achievement.

\* - Indicates a required item.

**\* How does your presentation align with NCTM's dedication to equity and access?**

Remaining: 500

Save

1. Title	2. Speakers	3. Description of Presentation	4. Participant Learning	5. Focus on Math
6. Interactive Workshop	7. Topics	8. Additional Information	9. Preview	10. Finalize

## NCTM Publications

\* - indicates a required item.

Indicate which NCTM publication(s) and publication year, you will reference during your presentation so that it will be available at the NCTM Bookstore (enter none if not applicable):

Remaining: 500

Did you publish an article in an NCTM journal, if yes which one?

-- SELECT --

Save

NCTM Publications description is limited to 500 characters (including spaces):

Do you have a NCTM Publication? Enter “none” in the box shown on the left if you did not have an NCTM Publication.

Did you publish an article in a NCTM journal? Skip the drop-down box if you did not publish an article in an NCTM journal.

## \*New and Early Career Teacher

\* - indicates a required item.

\* Will your presentation have a focus on early career teachers?

☐ Yes ☐ No

\* If yes, please describe how it does.

Remaining: 500

Save

New and Early Career Teacher description is limited to 500 characters (including spaces):

## Submit Workshop

1002 - Test Incomplete

1. Title	2. Speakers	3. Description of Presentation	4. Participant learning	5. Focus on Math	6. Interactive Workshop	7. Topics
8. Additional Information	9. Preview	10. Finalize				

### \*Program Book

\* - indicates a required item.

\* May we print your email address in the program book? (check one)

☒ Yes

☐ No

☐ Not Applicable

Save

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

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

### \*Speaking Experience

\* - Indicates a required item.

\* Specify three recent speaking experiences of the Lead Speaker relevant to the proposal topic (provide topic, location, and date).

	* Topic	Conference Name	Year	* Level of Speaking Engagement	Action
* 1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Local <input type="checkbox"/> State <input type="checkbox"/> Regional <input type="checkbox"/> National/International	<a href="#">Remove</a>
* 2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Local <input type="checkbox"/> State <input type="checkbox"/> Regional <input type="checkbox"/> National/International	<a href="#">Remove</a>
* 3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Local <input type="checkbox"/> State <input type="checkbox"/> Regional <input type="checkbox"/> National/International	<a href="#">Remove</a>

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.

## Submit Workshop

1002 - Test Incomplete

1. Title	2. Speakers	3. Description of Presentation	4. Participant learning	5. Focus on Math	6. Interactive Workshop	7. Topics
8. Additional Information		9. Preview	10. Finalize			

**\*Special Assistance**

\* - indicates a required item.

\* Do you require special assistance, as defined by the ADA or special scheduling consideration for religious reason(s)?

☐ Yes ☐ No

\* If yes, please indicate your needs:

Remaining: 500

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.

## Preview

9.

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

## Finalize

## Submit Workshop

1002 - Test Incomplete

1. Title	2. Speakers	3. Description of Presentation	4. Participant learning	5. Focus on Math	6. Interactive Workshop	7. Topics
8. Additional Information	9. Preview	10. Finalize				

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**\*Finalize**

Use this screen to finalize your Workshop. You must have completed all the required steps before you can finalize the proposal.

NOTE: Once you have clicked on FINALIZE you can edit this Session until the submission deadline of 5/1/2018. You will receive an automatic confirmation email containing the link to review and monitor the status of your proposal online.

\* ☐ Yes, I am ready to submit my proposal.

Finalize

To complete your submission, you must check the Yes box, and click **finalize**. Incomplete proposal submission will not be reviewed.

10.

Once you click to finalize, you will receive an email letting you know that your submission has been received. Proposal submissions can be edited or withdrawn by the submitter at any point prior to the deadline through your Speaker ready Room. Remember to **complete** your submission each time a change is made. Click the yes box and finalize button.

Once complete, your submission status will show **Completed** under My Proposals.

What's next?		
Proposal Deadline	March 1, 2021	Proposal submissions will close on <b>March 1<sup>st</sup> at 11:59 PM (Pacific Time)</b> . Complete your submission early to avoid missing the deadline! Late proposals cannot be accepted.
Notification Date	May 24, 2021	All submitters will be notified of their proposal status via email on <b>May 24, 2021</b> . Ensure your <b>email address is up to date</b> on your submission.
Registration	June 25, 2021	If accepted, lead speakers will have two weeks from the time of acceptance to <b>confirm the invitation and register</b> as a lead speaker. <b>Please note:</b> Lead speakers are required to register and pay a speaker registration fee.
Questions?	Contact NCTM Conferences Services at <b>ConferencesDept@nctm.org</b>	

## 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.