# 2024 Virtual Conference
**APRIL 10 – 13, 2024**

**Proposal Submission Instructions**

## Log-In

### 1. Proposal Submission Instructions

The Call for Proposals for the 2024 Virtual Conference opens July 21, 2023, at [www.nctm.org/speak](http://www.nctm.org/speak), and will close August 25, 2023, at 11:59 p.m. PT. 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.

### 2. Sign in using your NCTM username and password.

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.

### 3. Once you are logged in you will be asked to confirm your contact information.

Once you are logged in you will be asked to confirm your contact information. Fill in or update your contact information. Note: You can update your speaker profile contact information at any time. Log-in and click on **Dashboard**.

### Call for Proposals

[Image of Call for Proposals screen with steps 2 and 3 instructions]

- **Enter Your Email**
- **Password**
- **Log In**
- **Forgot Password? Reset Here**
- **Keep me logged in**

**Not an NCTM member or need to create an account?**

- **Create Account**

Notices:
- 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.

### Contact Information

- **First Name**
- **Middle Name**
- **Last Name**
- **Employer Name**
- **Address 1**
- **Address 2**
- **Institution City**
- **Institution State / Province / Region**
- **Other**
- **Zip**
- **Country**
- **Phone Number**
- **Email**
- **Confirm Email**

### Additional Information

- **Twitter Handle**
- **Home Address**

**Note:** Please remember to include your affiliation, city and state for the program book and ensure all of your information is up-to-date.
Decide on a Session Presentation Format

<table>
<thead>
<tr>
<th>Format Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Q&amp;A</strong> 60-minute Presentations to convey information about multiple topics or broad ideas.</td>
</tr>
</tbody>
</table>

- **Live Presentations**
  - 45 minutes to present and 15 minutes for Q&A
  - Attendees watch sessions live and participate in interactive content.
  - All Live presentations will be recorded and made available on the virtual conference platform 30 days after the conference.

**Choose a Live Presentation option:**
- Webinar (participants interact via Chat, Q&A, or Raised hand feature when mics are opened individually)
- Meeting (could include breakout rooms for small-group discussions)

- **On-Demand Presentations**
  - Prerecorded video viewing at any time before, during, and after the virtual conference for 30 days

- **Either format fits my presentation**

*Note:* Both formats have the chance to meet live after the presentation at a Speaker Roundtable.

Submit Your Proposal

Once you have selected your presentation format, you are ready to begin your submission! Remember, you must click Save And Proceed to move to 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 August 25th submission deadline. Remember to always Finalize your submission before logging out or your proposal will be incomplete.

*Note:* The individual who submits a proposal will be the Lead Speaker and point of contact for all communications. Lead speakers cannot be changed after a proposal has been submitted.

1. **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.
2. **Speakers**
   After confirming that you are the lead speaker, you will have the opportunity to add up to four co-speakers to your proposal. Please ensure you are entering current contact information for all speakers.

3. **The Description of Presentation**
   The Description of Presentation is limited to 500 characters (including spaces).
   
   Write a concise, specific description of the essential content of your proposal.
   
   Please note that upon acceptance, your description is subject to editing by NCTM.

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

5. **Focus on Math**
   Focus on Math is limited to 500 characters (including spaces).
   
   What is the key mathematical content that is the focus of this presentation? Be specific.
6. **Topics**
- **Session Content Level**
  This selection informs attendees who would benefit from your presentation.

- **Session Audience**
  Select the most appropriate grade-band audience. Although many presentations will appeal to multiple audiences, select the one audience that will most benefit from your presentation.

7. **Strands**
- **Your proposal must** align with a **Strand**. Click on each strand to read strand descriptions. Choose the one that applies to your presentation.

**Additional Information — tab #7**
- **You must complete all eight items listed under additional information to complete your submission.**

- **The Equity and Access description is limited to 1,000 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.**
NCTM Publications description is limited to 500 characters (including spaces).

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

Did you publish an article in an NCTM journal? Select all that apply from the list of NCTM journals.

The New and Early-Career Teacher description is limited to 500 characters (including spaces).

If yes, describe how your presentation will focus on early-career teachers.

Digital Program Book

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

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

Session Format

The NCTM Virtual Conference provides virtual sessions in both Live and On-Demand formats. Both formats are 60 minutes and include the chance to meet live after the presentation at a Speaker Roundtable. Please note, we are asking speakers for their format preferences to assist the Program Committee in making scheduling decisions.
Speaking Experience

Enter the three most recent speaking experiences 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 enter N/A to skip a field or first-time speaker if applicable.

Special Assistance

If you require special assistance as defined by the ADA or any special scheduling considerations for religious reason or schedule, please specify this here for accommodations upon acceptance.

Student Work

Are you planning to include student work in the form of a classroom video? If you respond yes, please provide a brief description of your video content.

Are you planning to share other types of student work? If you select other, please provide a brief description of the student work.

Preview

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

To complete your submission, you must check the “Yes” box to finalize your submission. Incomplete proposal submissions will not be reviewed.

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. Please verify your submission completion before closing your screen.

## Dashboard

To update your profile, bio, photo, or proposal submission, log back into your account using your NCTM credentials and click on the word Dashboard in the upper left corner to see your options. Click on the items listed under Profile or Submission to enter your edits.
## What is next?

<table>
<thead>
<tr>
<th>What</th>
<th>When</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal Deadline</td>
<td>August 25, 2023</td>
<td>Proposal submissions will close on <strong>August 25, 2023, at 11:59 p.m. (Pacific Time)</strong>. Complete your submission early to avoid missing the deadline! Late or Incomplete proposals cannot be accepted.</td>
</tr>
<tr>
<td>Notification Date</td>
<td>September 30, 2023</td>
<td>All submitters will be notified of their proposal status via email by <strong>September 30, 2023</strong>. Ensure your email address is up to date on your submission. If accepted, lead speakers will have two weeks from the time the notification is received to accept or decline the invitation to present.</td>
</tr>
<tr>
<td>Registration</td>
<td>November 17, 2023</td>
<td><strong>IMPORTANT</strong>: Lead speakers are required to register and pay a speaker registration fee.</td>
</tr>
<tr>
<td>Questions?</td>
<td></td>
<td>Contact NCTM Conferences Services at <a href="mailto:ConferencesDept@nctm.org">ConferencesDept@nctm.org</a></td>
</tr>
</tbody>
</table>

**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.