### Call for Proposals

#### NCTM 2024 Annual Meeting & Exposition
Chicago, Illinois

### Proposal Submission Instructions

1. **The Call for Proposals for the 2024 Annual Meeting** opens July 1, 2023, at [www.nctm.org/speak](http://www.nctm.org/speak), and will close October 2, 2023, at 11:59 p.m. 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.

2. **Sign in using your NCTM user name 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. Fill in any missing information.

Please remember to include your affiliation, city, and state 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 Dashboard.

### Choose Your Presentation Format

#### Burst
- **Time:** 30-minute Presentation
- **Purpose:** Allows speakers to quickly convey information on a specific topic or idea.
- **Room Set:** Room is set with round tables.

#### Session
- **Time:** 60-minute Presentation
- **Purpose:** Allows speakers to convey information about multiple topics or broad ideas in lecture format.
- **Room Set:** Room is set either theater or classroom style.

#### Workshop
- **Time:** 75-minute Presentation
- **Purpose:** Allows speakers to engage participants in an interactive environment.
- **Room Set:** Room is set with round tables for interaction.

Before creating a Proposal Submission, select your desired presentation format. See presentation type and descriptions below. You may submit multiple proposals.
Submit Your Proposal

Once you have selected your proposal type, you are ready to begin your submission! Remember, you must click **SAVE on each page** 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 **October 2nd submission deadline**.

**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.

<table>
<thead>
<tr>
<th>1. The Title is limited to 100 characters (including spaces).</th>
<th>1. Your title should not be all capital or all lower-case letters and should not include a product name.</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Title Image]</td>
<td>![Title Image]</td>
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</tbody>
</table>
| **2. 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.** | **2.**
| ![Speakers Image] | ![Speakers Image] |
| **3. The Description of Presentation is limited to 500 characters (including spaces).** | **3.**
| ![Description Image] | ![Description Image] |
| **3. Write a concise, specific description of the essential content of your proposal.** | **3. Please note that upon acceptance, your description is subject to editing by NCTM.**
| ![Description Image] | ![Description Image] |
4. **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** is limited to 500 characters (including spaces).

What is the key mathematical content that is the focus of this presentation? Be specific.

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

The Interactive Workshop description is limited to 750 characters (including spaces).

How will you use the provided tables to create an interactive workshop?
Please choose your Session Content Level. This selection describes who would benefit from your presentation.

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.

Please note: the example to the left is for a Workshop submission and the available grade bands are less than Sessions and Bursts.

7. Your proposal MUST align with a Strand. Select ONE from the list that best describes your presentation.

Be sure to read through all the descriptions to choose the one that best applies to your presentation.
<table>
<thead>
<tr>
<th>Additional Information—tab 8</th>
<th>8. You must complete all eight items listed under Additional Information to complete your submission.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Audio/Visual Equipment:</strong></td>
<td>Presentation rooms will be preset with computer audio, one LCD projector, one screen, and one microphone. Laptops and HDMI adapters will not be provided.</td>
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<tr>
<td>If your presentation requires the use of a <strong>document camera</strong> in addition to the above equipment, <strong>you may choose yes</strong>, and one will be available for you.</td>
<td></td>
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<tr>
<td>Speakers have the option of requesting <strong>calculators</strong> delivered to their room during their presentation if needed.</td>
<td></td>
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<tr>
<td>A calculator representative will contact you directly for additional information related to your calculator order, if applicable.</td>
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<tr>
<td><strong>Digital Program Book:</strong></td>
<td>You will be asked to answer if we have permission to <strong>print your email address</strong> in the digital program book under your presentation.</td>
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<tr>
<td>Please note co-speaker emails and Twitter addresses will not be printed.</td>
<td></td>
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<tr>
<td><strong>The Equity and Access description is limited to 1,000 characters (including spaces).</strong></td>
<td></td>
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<tr>
<td>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 <strong>how your presentation aligns with NCTM’s dedication to equity and access.</strong></td>
<td></td>
</tr>
<tr>
<td>A link to NCTM’s Equity and Access statement has been added to the form.</td>
<td></td>
</tr>
</tbody>
</table>
The NCTM Publications description is limited to 500 characters (including spaces).

Do you have an NCTM publication that you will cite during your presentation? 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.

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 choose N/A or first-time speaker if applicable.
If you require special assistance as defined by the ADA or any special scheduling considerations such as religious reason, please specify your reason for accommodations upon acceptance.

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 respond yes, please provide a brief description of the student work.

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

To complete your submission, you must check the “Yes” box, to finalize your submission. 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 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.
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.

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### What Is Next?

<table>
<thead>
<tr>
<th><strong>Proposal Deadline</strong></th>
<th>October 2, 2023</th>
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</thead>
<tbody>
<tr>
<td><strong>Notification Date</strong></td>
<td>March 1, 2024</td>
</tr>
<tr>
<td><strong>Registration</strong></td>
<td>May 2024</td>
</tr>
</tbody>
</table>

**Proposal submissions will close on October 2, 2023, at 11:59 p.m. (Pacific Standard Time).** Complete your submission early to avoid missing the deadline! Late proposals cannot be accepted.

All submitters will be notified of their proposal acceptance status via email by March 1, 2024. 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.

**IMPORTANT:** Lead speakers are required to register and pay a speaker registration fee.

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**Questions?**

Contact NCTM Conferences Services at **ConferencesDept@nctm.org**

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**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.