2017 Annual Meeting Speaker Proposal Information

Key Dates

	MAY	AUGUST	SEPTEMBER
2016	**1** **Submission Deadline**	**Proposal Status Notification**	**Acceptance & Registration Deadline**
Notes	Proposals must be submitted before 11:59pm, EST on **May 1, 2016**. Late submissions will not be accepted. Ensure you have completed ALL steps.	Submitters will be notified about their proposal status via email in **late August 2016**. Ensure your email address is up-to-date.	Accepted speakers will be provided a **late September** deadline in their acceptance email by which they must accept the invitation to speak and register as a speaker.

Who to Contact

Conference Team
Update or withdraw a proposal, submission status, change contact information, and general conference inquires

Contact:
ConferencesDept@nctm.org

Exhibitor Workshop Sales
Selling or promoting products is **not** allowed in NCTM presentations. To sell or promote a product, please contact our sales & marketing team to purchase and exhibitor workshop

Contact:
sales@nctm.org

Database Support
Database technical support and proposal submission issues

Contact:
aisupport@attendeeinteractive.com

Proposal Submission

Submit your proposal at: http://www.nctm.org/speak by May 1, 2016

Steps for Submission

Step 1

After creating your profile, you will receive an email with your username and password. Use these credentials to sign in and submit a proposal. Some speaker communications will occur during the summer, please provide your year-round preferred email.

Step 2

Presentation Format | Choose One

	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 hands-on activities using manipulatives
Room Set	Room is set with **round tables**.	Room is set either **theater** or **classroom** style.	Room is set with **round tables** for hands-on activities.

Note: Specific capacity charts will be available on the Speaker Information Page once acceptances have been sent out.

Step 3

Once you have selected your presentation format, you will be asked to provide the below information. To move to the new step: click save then click on the step you would like to move to. The step tab will turn blue to indicate it has been successfully completed and saved.

Title	Title is limited to 10 words. Title should not be all capitals or lower-case letters.
Affiliation	NCTM allows one proposal submission per lead speaker. Lead speakers may be listed as a co-speaker on up to two additional proposals. There is a limit of two co-speakers per proposal. Ensure you are providing up-to-date contact information for all speakers.
Description	Description is limited to 350 characters. Write a concise, specific description of the essential content of your proposal. Description will be printed in the program book, subject to editing by NCTM.
Learning Outcomes	Learning outcomes are limited to 500 characters. Include an explicit description or what participants will learn, as well as, how you will engage the audience in your presentation.
Focus on Math	Focus on math is limited to 500 characters. Describe what participants will do during this presentation.

Hands-On Manipulatives (Workshop Only)	Hands-on manipulative description is limited to 500 characters. Indicate how you will use hands-on manipulatives in your workshop presentation.
Topics	You must choose one session audience from the list. Choose the session audience that will best benefit from your presentation. You must choose one topic that best applies to your presentation. Topic descriptions can be found by hovering over the topic title.
Additional Information	You must complete all 4 items under Additional Information. **ADA Needs:** Indicate if you require special assistance, as defined by the ADA, to participate. **Audio/Visual Equipment:** Presentation rooms will be pre-set with computer audio, 1 LCD projector, 1 screen, and 1 microphone. Laptops will not be provided, please bring your own. If your presentation requires the use of a document camera, you may select that one be available for you. Speakers have the option of requesting calculators delivered to the room for use during their presentation. Speakers may select from: Casio, Texas Instrument, or no calculators. A calculator representative will contact you directly for additional information related to your calculator order, if applicable. **Speaking Experience**: Specify three recent speaking experiences of the lead speaker relevant to the proposal topic (provide topic, location, and date). **Special Scheduling Requests:** Indicate if you require special scheduling consideration for any religious reason.
Preview	This will be your last opportunity to view your proposal before submission. You will have to option to print your submission at this time.
Finalize	Once you click finalize, you will receive an email letting you know your submission has been received. Proposal can be edited up until the submission deadline of May 1, 2016.

Review Criteria

Review Process – Each proposal is subjected to a rigorous peer review process conducted by a committee of volunteers. Each proposal is thoroughly reviewed three times before a final decision is made. Program Committee members work hard to achieve a balanced slate of presentations with regard to topic, level, and type of presentation.

Proposal Review Criteria – Members of the Program Committee will read the entire proposal to check the completeness of the information provided and will focus on your description and objectives to review your presentation content.

Proposal Review Criteria:

Title & Description

- Does the title and description describe the presentation's nature?
- Does the presentation offer new and interesting ideas to challenge the participants, including hot topics of national 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 or pedagogical knowledge?
- Are the title and description clearly stated and easy to understand?

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?

Appropriateness of Grade Band Format & Topic

- Considering the objectives, title, and description: are the stated objectives appropriate for the grade level and content area chosen?

Appropriateness of Presentation Format

- For workshops, will attendees engage in hands-on activities? Is the presentation interactive and are the activities clearly described?
- Is the presentation type chosen on the basis of what will happen during the presentation, rather than the amount of time allotted? (60 minutes for sessions, 75 minutes for workshops)
- Does the selected topic directly apply to the content of the session or workshop?
- Is the selected grade band(s) the audience that will directly benefit from the session or workshop?

Focus on Mathematics

- Are the linkages to student growth and significant mathematics obvious?
- What tangible mathematics will this presentation showcase?

Connection to Mathematical Content and Pedagogical Knowledge

- Is the presentation's content up to date?
- Will stated objectives build participants' connection to mathematical and pedagogical knowledge?

Commercial Presentations

- Does the presentation avoid being primarily a promotional presentation?
- Does the proposed presentation center on the content and pedagogy related to the product or a promotional demonstration of the product?
- Would this presentation better suit an exhibitor workshop?

Prior Speaking Experience

- Is the prior speaking experience listed relevant to the proposal's content?
- Does the speaker have experience at the state (large groups), regional, or national level?
- Are the recent speaking experiences relevant for the proposal type, topic, and grade band selected?

Proposal Acceptance

Notification – The lead speaker for the presentation will be notified of the proposal status via email **in late August, 2016.** It is the lead speaker's responsibility to convey all necessary presentation information to the co-speaker(s). If you do not receive a notification email by the end of August, please check your spam filters then contact NCTM.

Acceptance – Read and follow ALL STEPS in the acceptance email prior to the deadline. Proposals not accepted by the deadline will be removed from the program. Use this opportunity to ensure speaker information is correct.

Withdrawal – If you need to withdraw your proposal for any reason, contact the Conferences Team at ConferencesDept@nctm.org or (703)620-9840 ext. 2184.

Registration and Expenses

Registration – Accepted lead speakers must register by the deadline specified in their acceptance email. Co-speakers must also register for the conference and pay the appropriate registration fee. Co-speakers may register up until the day of the conference.

Travel Expenses – NCTM does not pay an honorarium, travel, nor subsistence expenses for the Regional Conferences. Travel and housing information can be found on our website: www.nctm.org/annual. Check regularly for updates.

Handout Reimbursement – Workshop lead speakers are eligible for reimbursement of up to $2.00 USD per participant based on the total capacity of the room. An expense form is available on the Annual Meeting Speaker information page. Keep receipts for this purpose. Session and Burst lead speakers are not eligible for reimbursement.

Special Accommodations

Before submitting a proposal, be sure you are able to give your presentation at any time over the conference dates.

Religious Scheduling Accommodations – We will make every effort to accommodate scheduling requests made for **religious considerations** if they are **communicated in advance** on the speaker proposal form. No considerations will be accepted after the proposal submission deadline: May 1, 2016.

Special Assistance – NCTM is committed to ensuring that our events are fully accessible to all persons. If you require special assistance as defined by the ADA to participate, please indicate so on your proposal form and contact ConferencesDept@nctm.org. In order to ensure we are able to provide you services, please notify NCTM **at least a month prior to the conference start date** if ASL interpreters, CART services, or other additional services are required.

> *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.

Thank you for your submission!
Comments or concerns may be sent to **nctm@nctm.org**