



**NCTM ANNUAL MEETING
& EXPOSITION 2018**
April 25-28 | Washington, DC

2018 Annual Meeting Speaker Proposal Information

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:

nctm@theygsgroup.com



Database Support

Database technical support and proposal submission issues

Contact:

aisupport@attendeainteractive.com

Proposal Submission

Submit your proposal at: <http://www.nctm.org/speak> by May 1, 2017

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 an interactive environment
Room Set	Room is set with round tables .	Room is set either theater or classroom style.	Room is set with round tables for interaction.

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 100 characters (including spaces). Title should not be all capitals or lower-case letters.
Speakers	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 (including spaces). 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.
Participant Learning	Participant learning is limited to 1000 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	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.

Interactive Workshop (Workshop Only)	<p>Interactive workshop description is limited to 750 characters (including spaces). How will you use the provided tables to create an interactive workshop?</p>
Topics	<p>You must choose one session audience from the list. Choose the session audience that will best benefit from your presentation.</p> <p>You must choose one topic that best applies to your presentation. Topic descriptions can be found by hovering over the topic title.</p>
Additional Information	<p>You must complete all 5 items under Additional Information.</p> <p>ADA Needs: Indicate if you require special assistance, as defined by the ADA, to participate.</p> <p>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.</p> <p>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.</p> <p>Equity and Access: How does your presentation align with NCTM’s dedication to equity and access?</p> <p>Speaking Experience: Specify three recent speaking experiences of the lead speaker relevant to the proposal topic (provide topic, location, and date).</p> <p>Special Scheduling Requests: Indicate if you require special scheduling consideration for any religious reason.</p>
Preview	<p>This will be your last opportunity to view your proposal before submission. You will have to option to print your submission at this time.</p>
Finalize	<p>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, 2017.</p>