

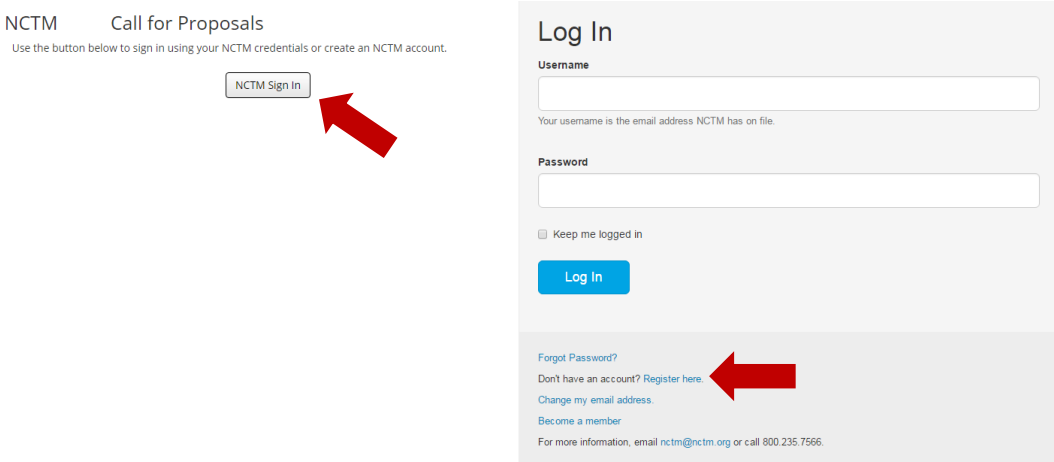
# 2018 REGIONAL CONFERENCE & EXPOSITON

HARTFORD, CT | OCTOBER 4-6, 2018

## STEP-BY-STEP PROPOSAL SUBMISSION GUIDE

**PROPOSAL SUBMISSION DEADLINE: MARCH 1, 2018**

1. Begin the process by logging in using your NCTM credentials (this will be the username and password you use at [www.nctm.org](http://www.nctm.org)). If you do not have an NCTM log-in, you will be given an opportunity to create one by clicking the “Register here” option below “Forgot password.”



2. Before creating a proposal, you must select your desired presentation format.

	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 hands-on activities.

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

\*Burst presentations will be reviewed via crowd sourcing

### Proposal Submission

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

No Proposal have been submitted.

- Create Proposal for Session
Create Proposal for Workshop
Create Proposal for Burst

3. Create a **title** for your proposal. The title is limited to 100 characters (including spaces). **You will need to save your information on each tab of the proposal.** To proceed to the next tab, click save then click 2.Affiliation tab.

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

**\*Title**

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

Check Spelling Characters Left: 100

Save

4. The **affiliation** tab will ask you to confirm that you are the lead speaker. Click “yes” and your profile information will be saved as the lead speaker contact information. You will also have the opportunity to add up to two co-speakers per proposal during this step.

1004 - Test Incomplete

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

**\*Affiliation**

Please confirm that you are the Lead Speaker.

Yes

5. The tabs for **description of presentation**, **participant learning**, and **focus on math**, will all have text boxes for you to complete with character limits, including spaces. Before moving forward, you will have the option to check spelling on each tab. **Be sure to click “save” before leaving any tab to save your work.**
6. If you are submitting a workshop proposal only, there will be an additional tab titled: **interactive workshop**. This tab follows the same instructions as above.

1005 - Test Incomplete

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

**\*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.

Check Spelling Characters Left: 750

Save

7. The **topics** tab will have you select the grade band audience and the strand that you are submitting to. You will only be allowed to select one grade band and one strand. Be sure to read through the descriptions of the strands and remember to hit save before moving to **additional information**.

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

### \* Topics

**\* Session 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-2	
<input type="checkbox"/> ADD	3-5	
<input type="checkbox"/> ADD	6-8	
<input type="checkbox"/> ADD	8-10	
<input type="checkbox"/> ADD	10-12	
<input type="checkbox"/> ADD	Coaches/Leaders/Teacher Educators	
<input type="checkbox"/> ADD	General Interest	
<input type="checkbox"/> ADD	Higher Education	
<input type="checkbox"/> ADD	Research	

*\*Please Note: Strands selections are unique to the conference and will not be the same for every conference. Please read through the strand description PDFs before submitting to each conference.*

**\* Topics**

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

<input type="checkbox"/> ADD	Access and Equity for Students <i>Presentations will investigate social justice, access, identity, and equity issues as well as effective methodologies aimed at addressing the needs of our diverse range of learners in an effort to ensure their success in today's mathematics classrooms.</i>	
<input type="checkbox"/> ADD	Assessment of and for Learning <i>Presentations will emphasize best practices related to formative, diagnostic, and summative assessment and how to interpret and use the results before, during, and after instruction.</i>	
<input type="checkbox"/> ADD	Cultivating Professional Collaboration and Growth <i>Presentations will focus on and explore ways to bring teachers together to create communities to support effective mathematics teaching through meaningful collaboration and ongoing professional learning.</i>	
<input type="checkbox"/> ADD	Empowering Your Mathematics Curriculum <i>Presentations will examine the key mathematical ideas and the importance of coherent learning progressions that foster mathematical connections within or between grades and the real world.</i>	
<input type="checkbox"/> ADD	Incorporating Mathematical Tools and Technology <i>Presentations will focus on current and innovative practices that incorporate the strategic use of mathematical tools and/or technology that enhance students' learning and understanding of mathematics.</i>	
<input type="checkbox"/> ADD	Teaching Strategies that Promote Learning <i>Presentations will provide opportunities for participants to explore, identify, and/or develop high quality mathematical tasks and instructional practices, as well as how to integrate them into existing practices.</i>	
<input type="checkbox"/> ADD	Tools and Technology: Using TecFlorida Showcase: Mathematics in Action <i>Presentations will highlight the innovative work happening in Florida's classrooms as well as the state level policy issues that impact our work.</i>	

Save

8. The **additional information** tab has 5 questions/sections that need to be completed:

- ✓ Audio/Visual Equipment
- ✓ Equity and Access
- ✓ Program Book
- ✓ Speaking Experience
- ✓ Special Assistance

9. Click the first section: Audio/Visual Equipment to complete the questions and click save. This will return you to the main tab. You will notice the Audio/Visual Equipment section has now changed from Incomplete to Complete. Complete all 5 sections and click save.

1004 - Test Incomplete

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

### \*Additional Information

1 of 5 required items completed

- \* Audio/Visual Equipment  
Completed | [View/Print](#)
- \* Equity and Access  
Incomplete
- \* Program Book  
Incomplete
- \* Speaking Experience  
Incomplete
- \* Special Assistance  
Incomplete

[Save](#)

10. The **preview** tab will open in a separate window, allowing you to review your entire proposal and giving you the option to print a copy of the proposal before submitting.

11. The **finalize** tab is the last step. Check the box, “Yes, I am ready to submit my proposal” and click “finalize.”

1004 - Test Incomplete

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

### \*Finalize

Use this screen to finalize your Session. 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 12/01/2016. 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](#)

12. You will then be brought to the main landing page of the database. Under “Proposal submission,” you will see your proposal and the submission status will read: “completed.” You can make edits to your proposal submission at any point before the deadline by clicking the proposal title.

### **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.