# NCTM 2025 Annual Meeting & Exposition

October 15 – 18, 2025 Atlanta, Georgia

## Proposal Submission Instructions

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>Log In</strong></td>
<td><strong>Sign in using your NCTM username and password.</strong> Click on the <strong>Forgot Password</strong> option if you do not remember your password. <strong>If you do not have an NCTM account,</strong> click on the <strong>Create Account</strong> button.</td>
</tr>
<tr>
<td><strong>Call for Proposals</strong></td>
<td><strong>The Call for Proposals for the 2025 Annual Meeting &amp; Exposition opens July 1, 2024 at <a href="http://www.nctm.org/speak">www.nctm.org/speak</a>, and will close October 1, 2024 @ 11:59 PM PT. Be sure to read the Conference Strands document for the titles and descriptions before starting your submission. To begin, click on the Proposal Submission link, then NCTM Sign In.</strong></td>
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</tbody>
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Log In

Enter Your Email

Password

Log In | Forgot Password? Reset Here

Not an NCTM member or need to create an account? Click Create Account.

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) 235-7366 or email 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.
Once you are logged in you will be asked to **confirm your contact information.** Fill in any missing information, matching your NCTM account information.

Please remember to include your affiliation, city and state. Also we ask you to ensure all of your information is up-to-date.

**3. Note:** Your profile information should match in both NCTM and in the conference database. You can update your profile information but it must match your NCTM account.

To find your event profile, log-in and click on the word **Dashboard** in the upper left corner.

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**Choose Your Presentation Format**

<table>
<thead>
<tr>
<th></th>
<th>Burst</th>
<th>Session</th>
<th>Workshop</th>
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<tbody>
<tr>
<td><strong>Time</strong></td>
<td><strong>30-minute</strong> Presentation</td>
<td><strong>60-minute</strong> Presentation</td>
<td><strong>75-minute</strong> Presentation</td>
</tr>
<tr>
<td><strong>Purpose</strong></td>
<td>Allows speakers to quickly convey information on a specific topic or idea.</td>
<td>Allows speakers to convey information about multiple topics or broad ideas in lecture format.</td>
<td>Allows speakers to engage participants in an interactive environment.</td>
</tr>
<tr>
<td><strong>Room Set</strong></td>
<td>Room is set with <strong>round tables</strong>.</td>
<td>Room is set either <strong>theater</strong> or <strong>classroom</strong> style.</td>
<td>Room is set with <strong>round tables</strong> for interaction.</td>
</tr>
</tbody>
</table>

**Note:** Specific capacity charts will be available on the Speaker Information Page once acceptances have been sent out. Presentation formats cannot be changed without withdrawing your proposal and resubmitting a new one. We will be unable to amend room sets once scheduled.
Submit Your Proposal

Once you have selected your proposal type, you are ready to begin your submission! Remember, to move to the next tab you click on **SAVE And Proceed** when noted to move onto the next section or **SAVE** to record your changes. You can close and return to your work later at any point in the process. Remember to **SAVE** before closing the submission form. **See step #11 below for instructions on how to return to your proposal.** You may edit your proposal at any time prior to the **October 1st** submission deadline.

Note: The individual who submits a proposal is automatically made the Lead Speaker and point of contact for all communications on this presentation. Lead speakers cannot be changed after a proposal has been started.

Please do not add speaker names or identifying information to your proposal.

<table>
<thead>
<tr>
<th>Title</th>
<th><strong>Title</strong> 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.</th>
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<tbody>
<tr>
<td></td>
<td><strong>1.</strong></td>
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<td><strong>Speakers</strong></td>
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<td></td>
<td>After confirming you are the lead speaker, you will have the opportunity to add up to four co-speakers to your proposal. Please make sure you are submitting current contact information for all speakers.</td>
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<td><strong>2.</strong></td>
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<td><strong>Description of Presentation</strong></td>
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<td></td>
<td><strong>The Description text is limited to 500 characters (including spaces).</strong> Write a concise, specific description of the essential content of your presentation. Please note upon the acceptance of your proposal, your description may be subject to editing by NCTM.</td>
</tr>
</tbody>
</table>
4. **Participant Learning** is limited to 1,000 characters (including spaces).

Include an explicit description of the learning outcomes. Also provide an overview of how time will be allocated during this presentation.

5. **Focus on Math** is limited to 500 characters (including spaces).

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

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

You will only be asked this question if you are submitting a Workshop.

What activities are you planning for your interactive workshop?
Topics

Session Level Content:
You must choose the intended audience level from the list. Choose the audience level that will benefit from your presentation.

Session Audience:
Please choose only one Audience from the list. While some presentations will appeal to multiple audiences, select the one audience that will most benefit from your presentation.

Please note: Workshop presentations can only present to one of the following grade-band audiences:

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7.

Strands:
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 before making your selection.
8. You must complete all **seven** items listed within the Additional Information tab.

### Audio/Visual Equipment

Presentation rooms will be pre-set with an LCD projector, screen, computer audio, and microphone. Laptops and HDMI adapters will not be provided.

Speakers have the option of requesting **calculators**. If requested, calculators will be delivered to presentation rooms prior to the session.

A calculator representative will contact you directly for additional information related to your request.

### The Equity and Access section is limited to 1000 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

Limited to 500 characters (including spaces):

Have you authored an NCTM book? List the title(s) in the box or enter “**no or n/a**” if you did not author an NCTM book.

Have you written for one of our journals? Select all that apply.

- [ ] Mathematics Teacher: Learning and Teaching PK-12
- [ ] Journal for Research in Mathematics Education
- [ ] Mathematics Teacher Educator
- [ ] Teaching Children Mathematics
- [ ] Mathematics Teaching in Middle School
- [ ] Mathematics Teacher

Save
New and Early Career Teacher: This description is limited to 500 characters (including spaces):

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

Enter three 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, please list your most recent speaking experiences on another topic.

Minimal or no speaking experience does not disqualify you from submitting. If applicable, please select N/A in the Level of Speaking Engagement column to move onto the next section.

Let us know if you require special assistance as defined by the ADA or any special scheduling considerations such as religious reasons or availability. 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 other, please provide a brief description of the student work.

You will have the opportunity to Preview your entire proposal prior to finalizing. You may also skip this step and finalize your submission.

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

Once you finalize, you will receive an email confirming your submission has been received. Proposal submissions can be edited or withdrawn prior to the deadline by signing into your speaker ready room. Remember to finalize your submission after completing your edits.

Once completed, your submission status will show as Completed on the ‘My Proposals’ page where session types are located.
To update your profile, bio, photo, or proposal submission, login to your account using your NCTM credentials and click on the word Dashboard in the upper left corner where you will see your options. Click on the items listed under Profile to update your contact information, Bio/Photo or Submission to amend your proposal. Click on your title to open the proposal form. You can also choose to view and print your proposal submission.

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<thead>
<tr>
<th>What Is Next?</th>
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<tbody>
<tr>
<td><strong>Proposal Deadline</strong></td>
<td>October 1, 2024</td>
<td>Proposal submissions will close on October 1, 2024, at 11:59 p.m. (Pacific Standard Time). Complete your submission early to avoid missing the deadline! Late proposals cannot be accepted.</td>
</tr>
<tr>
<td><strong>Notification Date</strong></td>
<td>March 1, 2025</td>
<td>All submitters will be notified of their proposal acceptance status via email by March 1, 2025. 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><strong>Registration</strong></td>
<td>September 1, 2025</td>
<td>IMPORTANT: Lead speakers are required to RSVP, register, and pay a speaker registration fee.</td>
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<tr>
<td><strong>Questions?</strong></td>
<td></td>
<td>Contact NCTM Conferences Services at <a href="mailto:ConferencesDept@nctm.org">ConferencesDept@nctm.org</a></td>
</tr>
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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.