

2022 Baltimore Regional Conference

Baltimore Maryland. NOVEMBER 30 – DECEMBER 2, 2022

Proposal Submission Instructions

Log-In

Call for Proposals



1.

The **Call for Proposals** for the **2022 Regional Conference** opens **February 1, 2022** at **www.nctm.org/speak**, and will close **April 1, 2022 @ 11:59 PM 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.

Log In

Enter Your Email

Password

Log In

[Forgot Password? Reset Here](#)

Keep me logged in

Become a member

For more information, email nctm@nctm.org or call 800.235.7566.

Not an NCTM member or need to create an account?

[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) 235-7566 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](#)

2.

Sign in using your **NCTM username 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.

Edit Profile

* - indicates a required item.

Contact Information

* First Name:

Middle Name:

* Last Name:

* Employer Name:

* Address 1:

Address 2:

* Institution City:

* Institution State / Province / Region: -- SELECT -- Other..

* Zip:

* Country: -- SELECT COUNTRY --

* Phone Number:

* Email:

* Confirm Email:

Additional Information

Twitter Handle:

* Home Address:

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

Proposal Submission
Use this section to submit a proposal to be considered for the Annual Meeting.

No Proposals have been submitted.

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

4.

Before creating a proposal: Select your desired presentation format. See **presentation type and descriptions** below. You may submit **one proposal**.

| | 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. Presentation formats cannot be changed without withdrawing your proposal and resubmitting a new one. We will be unable to make changes to room sets once scheduled.

Submitting 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 **April 1st 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.

Submit Workshop

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

Remaining: 100

Check Spelling

Save

1.

The Title 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.

Submit Workshop

Click **Save** before moving on to (or clicking) the next step. Any unsaved data will not be included in your proposal.

1002 - Test

Incomplete

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

* Add Co-Speaker

Enter the name of the person who will be assigned as the Co-Speaker for your submission.

Name (First or Last):

Search

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.

Submit Workshop

1002 - Test

Incomplete

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

* Description of Presentation

Write a concise, specific description of the essential content of your presentation. On acceptance of your proposal, the description will be printed in the program book, subject to editing by NCTM. Use appropriate capitalization.

Limited to 350 characters.

Remaining: 350

Check Spelling

Save

3.

Description is limited to 350 characters (including spaces). Write a concise, specific description of the essential content of your proposal. Please note upon acceptance, your description is subject to editing by NCTM.

Submit Workshop

1002 - Test

Incomplete

1. Title 2. Speakers 3. Description of Presentation 4. Participant learning 5. Focus on Math 6. Interactive Workshop 7. Topics
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* Participant learning

Write the participant learning outcomes of your presentation, including an explicit description of what participants will learn. Please also provide an overview describing how time will be allocated during this presentation.

Limited to 1000 characters.

Remaining: 1000

Check Spelling

Save

4.

Participant Learning is limited to 1,000 characters (including spaces). Include an explicit description of the learning outcomes. Also provide an overview on how time will be allocated during this presentation.

Submit Workshop

1002 - Test Incomplete

1. Title 2. Speakers 3. Description of Presentation 4. Participant learning 5. Focus on Math 6. Interactive Workshop 7. Topics

8. Additional Information 9. Preview 10. Finalize

***Focus on Math**

What is the key mathematics content that is a focus of this presentation? Be specific.
Limited to 500 characters.

Remaining: 500

5.

Focus on Math is limited to 500 characters (including spaces). What is the key mathematic content that is a focus of this presentation? Be specific.

Submit Workshop

1002 - Test Incomplete

1. Title 2. Speakers 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.

Remaining: 750

6.

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

Interactive Workshop description is limited to 750 characters (including spaces). How will you use the provided tables to create an interactive workshop?

***Topics**

*** WORKSHOP AUDIENCE**
YOU MUST CHOOSE ONE GRADE BAND FROM THE LIST BELOW. CHOOSE THE AUDIENCE THAT WILL BEST BENEFIT FROM YOUR PRESENTATION.
(CHOOSE 1)

ADD Pre-K to 2

ADD 3 to 5

ADD 6 to 8

ADD 8 to 10

ADD 10 to 12

ADD Coaches/Leaders/Teacher Educators

*** STRANDS**
SELECT ONE FROM THE LIST BELOW THAT BEST DESCRIBES YOUR PRESENTATION.
(CHOOSE 1)

ADD Ignite Your Awareness: Integrating Social-Emotional and Academic Learning

ADD Ignite Your Community: Partnering to Plan and Support Success for Students

ADD Ignite Students' Engagement with the Mathematical Practices: Promoting Joy in the Classroom

ADD Ignite Your Power: Lifting Up Each and Every Person

ADD Ignite Student Learning: Capitalizing on the Formative Assessment Process

7.

Under 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.

You will also choose the **strand** that most relates to your presentation. There is a separate attachment listing strand descriptions Be sure to read through all the descriptions to choose the one that best applies to your presentation. This cannot be changed after the deadline.

Additional Information —tab #8

8.

You must complete all **seven** items listed under additional information to complete your submission.

Audio/Visual Equipment:

Presentation rooms will be pre-set with computer audio, 1 LCD projector, 1 screen, and 1 microphone. Laptops and HDMI adapters will not be provided.

If your presentation requires the use of a **document camera** in addition to the above equipment, **you may choose yes**, and one will be available for you.

Speakers have the option of requesting **calculators** delivered to their room during their presentation if needed. A calculator representative will contact you directly for additional information related to your calculator order, if applicable.

Equity and Access description is limited to 500 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**.

The screenshot shows a 'Submit Workshop' form for '1002 - Test'. The progress bar indicates that step 8, 'Additional Information', is the current step. The section is titled '*Audio/Visual Equipment'. A note states: '1. Speakers must provide their own laptop computers. 2. Each presentation room will be set with: computer audio, 1 LCD projector, 1 screen, and 1 microphone. * - indicates a required item.' A question asks: '* Will your presentation require the use of a document camera in addition to the above equipment?' with radio buttons for 'Yes' and 'No'. Another question asks: '* Calculators (check one)' with radio buttons for 'Casio', 'Texas Instruments', and 'No Calculators Needed'. A 'Save' button is at the bottom.

The screenshot shows a 'Submit Workshop' form for '1002 - Test'. The progress bar indicates that step 8, 'Additional Information', is the current step. The section is titled '*Equity and Access'. A note states: 'NCTM’s position on what is required to create, support, and sustain a culture of access and equity in the teaching and learning of mathematics: Creating, supporting, and sustaining a culture of access and equity require being responsive to students’ backgrounds, experiences, cultural perspectives, traditions, and knowledge when designing and implementing a mathematics program and assessing its effectiveness. Acknowledging and addressing factors that contribute to differential outcomes among groups of students are critical to ensuring that all students routinely have opportunities to experience high-quality mathematics instruction, learn challenging mathematics content, and receive the support necessary to be successful. Addressing equity and access includes both ensuring that all students attain mathematics proficiency and increasing the numbers of students from all racial, ethnic, linguistic, gender, and socioeconomic groups who attain the highest levels of mathematics achievement. * - indicates a required item.' A question asks: '* How does your presentation align with NCTM’s dedication to equity and access?' followed by a text input area. A 'Remaining: 500' character count is shown below the input area. A 'Save' button is at the bottom.

1. Title 2. Speakers 3. Description of Presentation 4. Participant Learning 5. Focus on Math 6. Interactive Workshop 7. Topics

8. Additional Information 9. Preview 10. Finalize

***NCTM Publications**

* - indicates a required item.

* Indicate which NCTM publication(s) and publication year, you will reference during your presentation so that it will be available at the NCTM Bookstore (enter none if not applicable):

Remaining: 500

Did you publish an article in an NCTM journal, if yes which one?

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

NCTM Publications description is limited to 500 characters (including spaces):

Do you have a NCTM Publication? Enter “none” in the box shown on the left if you do not have an NCTM Publication.

Did you publish an article in a NCTM journal? Select all that apply from the list of NCTM journals.

***New and Early Career Teacher**

* - indicates a required item.

* Will your presentation have a focus on early career teachers?

Yes No

* If yes, please describe how it does.

Remaining: 500

Save

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.

Submit Workshop

1002 - Test Incomplete

1. Title 2. Speakers 3. Description of Presentation 4. Participant Learning 5. Focus on Math 6. Interactive Workshop 7. Topics

8. Additional Information 9. Preview 10. Finalize

***Program Book**

* - indicates a required item.

* May we print your email address in the program book? (check one)

Yes

No

Not Applicable

Save

You will be asked to answer if we have permission to **print your email address** in the program book under your presentation.

Please note co-speaker email and twitter addresses will not be printed.

***Speaking Experience**

* - Indicates a required item.

* Specify three recent speaking experiences of the Lead Speaker relevant to the proposal topic (provide topic, location, and date).

| * Topic | Conference Name | Year | * Level of Speaking Engagement | Action |
|---------|-----------------|------|--|--------|
| *1. | | | <input type="checkbox"/> Local <input type="checkbox"/> State <input type="checkbox"/> Regional <input type="checkbox"/> National/International | Remove |
| *2. | | | <input type="checkbox"/> Local <input type="checkbox"/> State <input type="checkbox"/> Regional <input type="checkbox"/> National/International | Remove |
| *3. | | | <input type="checkbox"/> Local <input type="checkbox"/> State <input type="checkbox"/> Regional <input type="checkbox"/> National/International | Remove |

Save

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 enter N/A if applicable.

Submit Workshop

1002 - Test Incomplete

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***Special Assistance**

* - Indicates a required item.

* Do you require special assistance, as defined by the ADA or special scheduling consideration for religious reason(s)?

Yes No

* If yes, please indicate your needs:

Remaining: 500

Save

If you require **special assistance** as defined by the ADA or any **special scheduling considerations** for religious reason, please specify this here for accommodations upon acceptance.

Preview

9.

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

Finalize

Submit Workshop

THIS WEBSITE SHOULD BE USED FOR QUALITY ASSURANCE PURPOSES ONLY!

1010 - Gsdjfg Incomplete

1. Title 2. Speakers 3. Description of Presentation 4. Participant Learning 5. Focus on Math 6. Interactive Workshop 7. Topics

8. Additional Information 9. Preview 10. Finalize

***Finalize**

Use this screen to finalize your Workshop. 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 Proposal until the submission deadline of October 1, 2021. 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

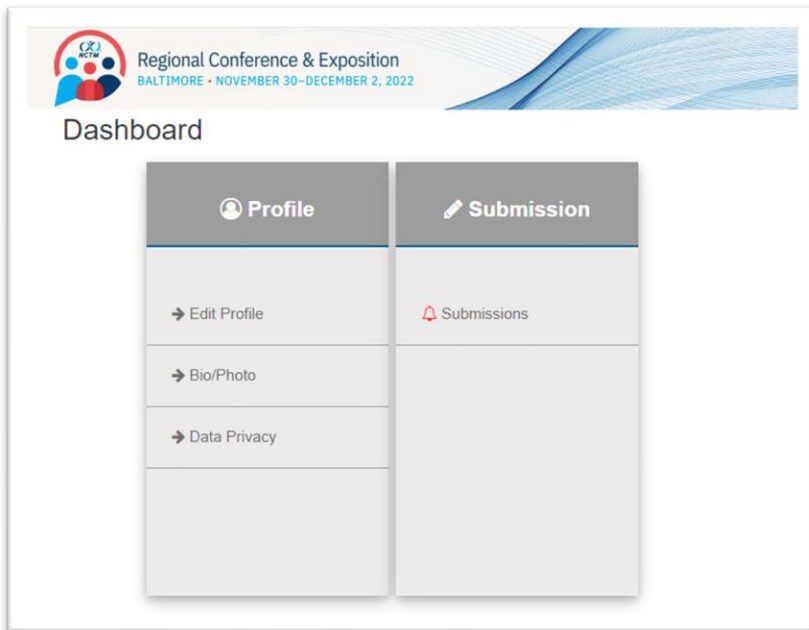
10.

To complete your submission, you must check the Yes box, and click **finalize**. 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.

Dashboard



11.

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/Submission to enter your edits.

What is next?

| | | |
|-------------------|---|--|
| Proposal Deadline | April 1, 2022 | Proposal submissions will close on April 1, 2022, at 11:59 PM (Pacific Time) . Complete your submission early to avoid missing the deadline! Late proposals cannot be accepted. |
| Notification Date | May 2022 | All submitters will be notified of their proposal status via email in May 2022 . Ensure your email address is up to date on your submission. |
| Registration | June 2022 | If accepted, lead speakers will have two weeks from the time of acceptance to confirm the invitation and register as a lead speaker. Please note: Lead speakers are required to register and pay a speaker registration fee. |
| Questions? | Contact NCTM Conferences Services at ConferencesDept@nctm.org | |

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.