### Proposal Submission Instructions

#### Log-In

**Call for Proposals**

Regional Conference & Exposition

Baltimore • NOVEMBER 30 – DECEMBER 2, 2022

**Log In**

- Enter Your Email
- Password
- Log In
- Forgot Password? Reset Here
- Keep me logged in

**Contact Information**

- First Name:
- Middle Name:
- Last Name:
- Employer Name:
- Address 1:
- Address 2:
- Institution City:
- **Institution State / Province / Region:**
- Zip:
- Country:
- Phone Number:
- Email:
- Confirm Email:

**Additional Information**

- Twitter Handle:
- Home Address:

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1. The **Call for Proposals** for the 2022 Regional Conference opens February 1, 2022 at [www.nctm.org/speak](http://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.

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.

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

<table>
<thead>
<tr>
<th></th>
<th>Burst</th>
<th>Session</th>
<th>Workshop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>30-minute Presentation</td>
<td>60-minute Presentation</td>
<td>75-minute Presentation</td>
</tr>
<tr>
<td>Purpose</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>Room Set</td>
<td>Room is set with round tables.</td>
<td>Room is set either theater or classroom style.</td>
<td>Room is set with round tables 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 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.
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.

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.

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.

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.
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.

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?

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.
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.
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 description is limited to 500 characters (including spaces):

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

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.
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.

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.

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

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.
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?

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

### 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.