NCTM 2019 San Diego Annual Meeting Submission Instructions

Log-In

1. The **Call for Proposals** for the 2019 NCTM Annual Meeting in San Diego will be open through **May 1, 2018** at www.nctm.org/speak. Be sure to read the documents on the page before beginning your submission. Click NCTM Sign In to begin.

2. You will sign in using your **NCTM username and password**. If you do not remember your password, click the Forgot Password option. Please note, if you do not have an NCTM log-in, you can create an account by clicking the Create Account button below the log-in.

3. Once logged in, you will first be asked to **confirm your contact information** and fill in any missing information. If your presentation is accepted, your employer will be printed in the program book, please ensure this information is up-to-date. You can edit your submitter profile contact information at any point by logging in and clicking the My Account option.

Choose Your Presentation Format

My Proposals
Review, update, change or submit Proposals.

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

No Proposal have been submitted.

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

For the Annual Meeting, you may submit a total of (1) **one submission per lead speaker** and you may be listed as a co-speaker on up to (2) two additional proposals. Be sure to submit to the correct presentation type based on the needs and purpose of your proposal.

	Burst	Session	Workshop
Time	**30-minute** Presentation	**60-minute** Presentation	**75-minute** Presentation
Pupose	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. 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 step in order to move onto the next step. This will allow you to close out at any point any come back to your work at a later time. You may edit your proposal at any point prior to the May 1st submission deadline.

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. **Title** is limited to 100 characters (including spaces). Your title should not be all capital or all lower-case letters.

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]

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2. After confirming that you are the **lead speaker**, you will have the opportunity to add up to two co-speakers to your proposal. Ensure you are providing up-to-date 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 |
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*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.

[text box]

Remaining: 350

[Check Spelling]

[Save]

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3. **Description** is limited to 350 characters (including spaces). Write a concise, specific description of the essential content of your proposal. Upon acceptance, your description will be printed in the program book, 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.

[text box]

Remaining: 1000

[Check Spelling]

[Save]

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4. **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.

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.

[text box]

Remaining: 500

[Check Spelling]

[Save]

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5. **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.

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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*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.

[text area]

Remaining: 750

[Check Spelling]

[Save]

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*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 **Assessment: Eliciting and Using Student Thinking**

Effective teaching of mathematics uses evidence of student thinking to assess progress toward mathematical understanding and to adjust instruction continually in ways that support and extend learning. Sessions in this strand will include, but are not limited to, determining mathematical goals, developing purposeful ways to elicit student thinking, making sense of student thinking, asking meaningful questions to gain deeper insight into students' understandings, and using what we learn about students' mathematical reasoning to guide our instruction.

☐ ADD **Beyond the Classroom Walls: Empowerment, Access, and Equity**

The Empowerment, Access, and Equity strand will focus on policies, strategies, and practices that support or impede access to the highest quality of mathematics teaching and learning with fair and impartial opportunity. This strand will look within and beyond the classroom to interrogate systemic barriers and explore ways to intentionally disrupt and dismantle them. Sessions can include policy advocacy and attitudes, practices, and belief systems to empower students who have not historically seen themselves as knowers and doers of mathematics.

☐ ADD **Building Mathematical Knowledge for Teaching**

Building your mathematical knowledge for teaching involves both content and pedagogical knowledge. Sessions in this strand will take a participant through the decisions a teacher makes to teach a given topic. Sessions include, but are not limited to, using and connecting mathematical representations, building procedural fluency with a foundation on conceptual understanding, using technology to visualize and understand mathematical ideas, enhancing teacher content knowledge, and finding ways to articulate a topic across grade levels.

☐ ADD **Building on Students' Strengths: Practices That Challenge, Engage, and Empower**

Additional Information

Submit Workshop

1002 - Test   Incomplete

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| 8. Additional Information | 9. Preview | 10. Finalize |

*Audio/Visual Equipment

Note:

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.

<div align="center">* - indicates a required item.</div>

* Will your presentation require the use of a document camera in addition to the above equipment?

○ Yes ○ No

* Calculators (check one)

○ Casio
○ Texas Instruments
○ No Calculators Needed

[Save]

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6. You will only answer this question if you are submitting a workshop (burst and session submissions will not answer this).

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. Be sure to read through all the descriptions to choose the one that best applies to your presentation.

8. You must complete the _five_ items listed under additional information in order to complete your proposal.

Presentation rooms will be pre-set with computer audio, 1 LCD projector, 1 screen, and 1 microphone. Laptops are not provided. If your presentation requires the use of a **document camera** in addition to the above equipment, you may select that 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.

Submit Workshop

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

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.

* How does your presentation align with NCTM's dedication to equity and access?

Remaining: 500

[Save]

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.**

Submit Workshop

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*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, if accepted. Please note: co-speaker email addresses will not be printed.

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*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.				☐ Local ☐ State ☐ Regional ☐ National/International	Remove
*2.				☐ Local ☐ State ☐ Regional ☐ National/International	Remove
*3.				☐ Local ☐ State ☐ Regional ☐ National/International	Remove

[Save]

Specify the **three most recent speaking experiences** of the lead speaker 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 specify N/A, if applicable.

Submit Workshop

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

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

Finalize

To complete your submission, you <u>must</u> click **finalize**. Incomplete proposal submission will not be reviewed.

10. Once you click to finalize, you will receive an email letting you know that your submission has been received. Proposal submission can be edited or withdrawn by the submitter at any point prior to the deadline by logging in. Once complete, your submission status will show: completed under My Proposals.

What's next?

Proposal Deadline	May 1, 2018	Proposal submissions will close on May 1 at 11:59PM (Pacific Time). Complete your submission early to avoid missing the deadline! Late proposals can not be accepted.
Notification Date	August 2018	All submitters will be notified of their proposal status via email in August 2018. Ensure your email address is up-to-date on your submission.
Registration	October 2018	If accepted, lead speakers will have one month from the time of acceptance to **confirm the invitation and register** as a lead speaker. Lead speakers will received a discounted registration rate for the Annual Meeting.
Questions?	Contact the NCTM Conferences Team 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.