

# Speaker Ready Room Acceptance Instructions

- 1) To accept or decline the invitation to present, lead speakers need to first click on the Speaker Ready Room button on the link provided in your Acceptance Email.

**Speaker Portal**

To upload handouts or view presentation information, lead speakers may log-in to the speaker ready room using your NCTM username and password. If you do not remember your password, click the forgot password button. Handouts will be available for attendees up to a month following the conference.

[Speaker Ready Room](#)

Download the Speaker Ready Room Acceptance Instructions to assist you:

- 2) After you click on the button above, it will take you to the Sign In button as shown below. Click on this to open the log-in page to sign in your account using your NCTM Credentials.

Use the button below to sign in using your NCTM credentials or create an NCTM account.

[NCTM Sign In](#)

- 3) Once on the NCTM log-in page, you will enter your username (email) and password associated with your NCTM account. This will be the same one you used for submission. If you do not remember your password, please click the “forgot password” button.



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## Log In To Your Account

Email \*

Password \*

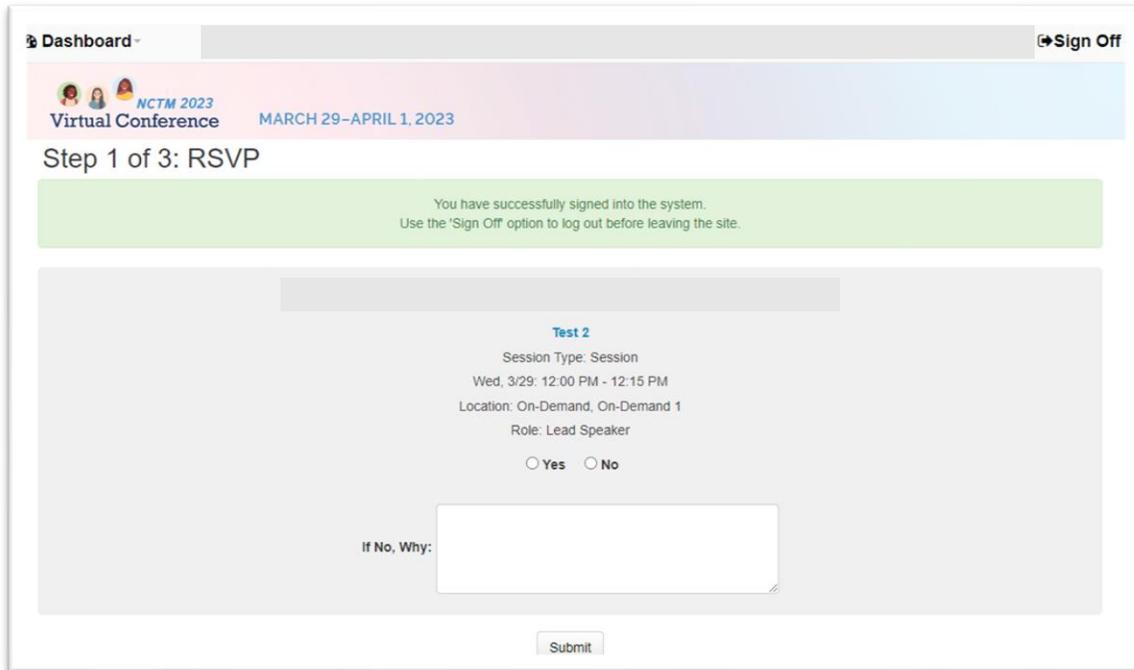
[Forgot Password?](#)

[Log In](#)

New to NCTM? [Create a Free Account](#) or [Join Now.](#)

## Accept or Decline the Invitation

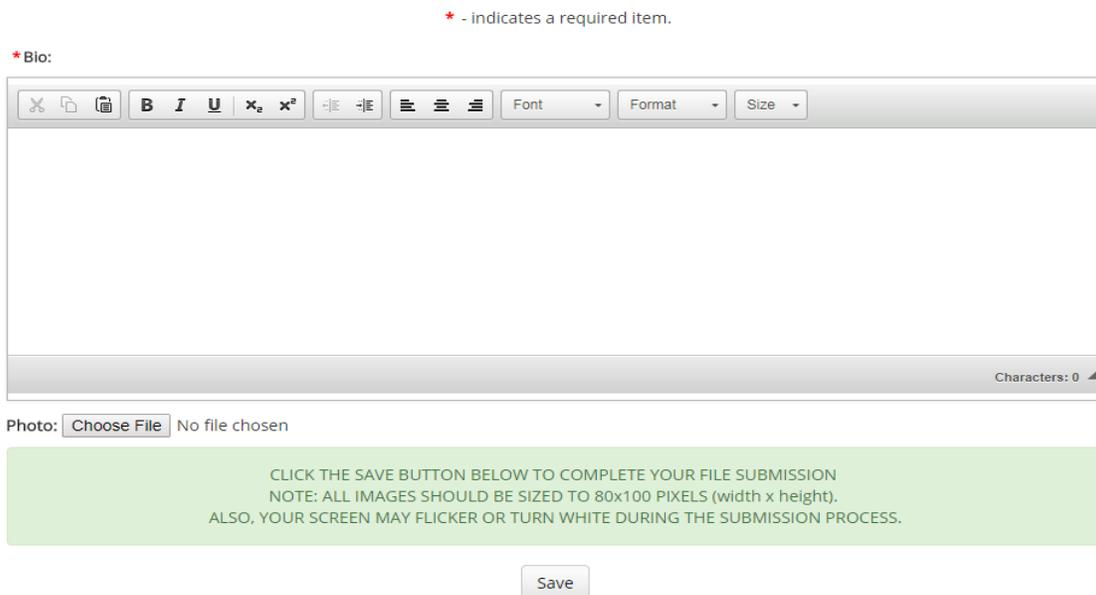
The first screen you see will be the RSVP step. This will display your accepted presentation with the assigned date, time, and location. If you are accepting the invitation, please select yes to move to the next page. If you are declining the invitation, please select no and fill in the reason. When done click Submit.



The screenshot shows a web dashboard for the NCTM 2023 Virtual Conference (March 29-April 1, 2023). The user is on the "Step 1 of 3: RSVP" page. A green notification bar at the top states: "You have successfully signed into the system. Use the 'Sign Off' option to log out before leaving the site." The main content area displays details for a session titled "Test 2":  
Session Type: Session  
Wed, 3/29: 12:00 PM - 12:15 PM  
Location: On-Demand, On-Demand 1  
Role: Lead Speaker  
Below this information are two radio buttons: "Yes" and "No". Underneath is a text input field labeled "If No, Why:". At the bottom of the form is a "Submit" button.

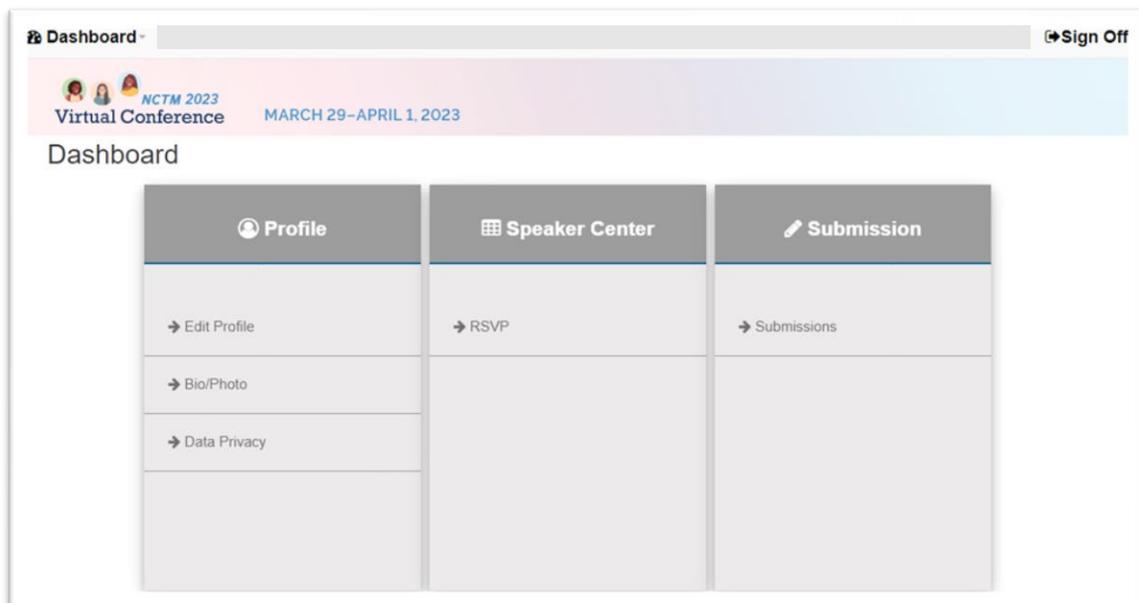
## Step 2 of 3: Bio & Headshot

After accepting the offer, you will be directed to the Bio page (recommended: 2-3 sentences). You will also have the option to upload a headshot. A headshot is not required. Then click Save.



The screenshot shows the "Bio & Headshot" submission page. At the top, a red asterisk indicates a required item. Below this is a text area for the bio, which includes a rich text editor toolbar with options for bold, italic, underline, text color, background color, bulleted list, numbered list, and indent. The character count at the bottom right of the text area is "Characters: 0". Below the bio area is a "Photo:" label with a "Choose File" button and the text "No file chosen". A green notification bar at the bottom contains the following text: "CLICK THE SAVE BUTTON BELOW TO COMPLETE YOUR FILE SUBMISSION. NOTE: ALL IMAGES SHOULD BE SIZED TO 80x100 PIXELS (width x height). ALSO, YOUR SCREEN MAY FLICKER OR TURN WHITE DURING THE SUBMISSION PROCESS." At the very bottom is a "Save" button.

To edit your biography, add a headshot, update your profile, or view your submission click on the word **Dashboard** in the upper left corner after you login, then choose where you would like to make your changes. See screen print below.



### Step 3 of 3: Contact Information

We also ask to confirm your contact information. Update your affiliation, email, and fill in any missing pertinent information. Then click Save.

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:

\* City:

\* State:  -

Once this is complete you are done in this system. Please use the registration link located in the proposal status email to find the registration link where you will register. Lead speakers **MUST** register by the deadline. Co-speakers do not need to register by the deadline but will need to be registered prior to the conference.