<table>
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<th>Step</th>
<th>Instruction</th>
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<td>1.</td>
<td>The <strong>Call for Proposals</strong> for the 2023 Virtual Conference opens May 2, 2023 at <a href="http://www.nctm.org/speak">www.nctm.org/speak</a>, and will close June 30, 2023 at 11:59 PM PST. Be sure to read the Strand Title and Descriptions document before starting your submission. To begin, click on <strong>Call for Proposals</strong>, then <strong>NCTM Sign In</strong>. <strong>Please note:</strong> You will see the screen shown in <strong>step 2</strong> below, or the screen shown in <strong>step 3</strong> if this is your first time submitting.</td>
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<td>2.</td>
<td>Sign in using your <strong>NCTM username and password</strong>. Click on the <strong>Forgot Password</strong> option if you do not remember your password, or the <strong>Create Account</strong> button top right, if you do not have an NCTM log-in.</td>
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3. Once you are logged in you will be asked to confirm your contact information. Fill in or update your contact 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.

### Decide on a Session Presentation Format

<table>
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<th>Time</th>
<th>60-minute Presentations to convey information about multiple topics or broad ideas.</th>
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<td><strong>Format Options</strong></td>
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| ❑ Live Presentations | 45 minutes to present and 15 minutes for Q&A  
|                      | Attendees watch sessions live and participate in interactive content  
|                      | Could be a webinar or a meeting with breakout rooms for small group discussions  
|                      | All Live presentations will be recorded and made available on the virtual conference platform for 30 days after the conference |
| ❑ On-Demand Presentations | Prerecorded video viewing at any time before, during, and after the virtual conference for 30 days |
| ❑ Either format fits my presentation |                                                                                   |

**Note:** Both formats have the chance to meet live after the presentation at a Speaker Roundtable.
Submitting Your Proposal

Once you have selected your presentation format, 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 **June 30th submission deadline**. Remember to always Finalize your submission before logging out or your proposal will be incomplete.

**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 500 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.
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 on our website 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.

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

Equity and Access description 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 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.
The NCTM Virtual Conference provides sessions in both Live and On-Demand formats. All session recordings will be available on the virtual conference platform for 30 days after the last day of the conference. Live sessions can be a webinar or an interactive meeting for small group discussions.

Please note, we are asking speakers for their format preferences to assist the program committee in making scheduling decisions.

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.
Finalize

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. Please verify your submission completion before closing your screen.

Dashboard

To update your profile, bio, photo, or proposal submission, log 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 to update your contact information and click on Submissions to go back to your proposal to enter your edits.
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<td><strong>Proposal Deadline</strong></td>
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<td><strong>Notification Date</strong></td>
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<td><strong>Registration</strong></td>
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<td><strong>Questions?</strong></td>
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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.