

Justification Toolkit

Making the case for support of travel, funding, and time off—especially in times of tight budgets and reduced staff—to attend any conference requires a solid understanding of the potential benefits of attending. NCTM’s conferences are not just an opportunity for you to improve your instructional practice and gain ready-to-use teaching and assessment strategies. They are also an opportunity to benefit the professional development of your colleagues, supervisor, and district. Use this toolkit to help define and clearly communicate these benefits in order to make the case to attend.

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Why You Should Attend Innov8

NCTM's Innov8 Conference is a great opportunity to expand both your local and national networks, and can help you find the information you need to address issues of access, equity and empowerment and to prepare your pre-K–grade 12 students for college and career success. Classroom teachers, administrators, math coaches, supervisors, college professors, and preservice teachers can all benefit from the sessions and learning at this event and should consider bringing a team.

What you'll gain–

- A deeper understanding of student agency, identity, social justice, culture, and language within the math classroom
- Tips on how to reflect on assumptions and deficit thinking about educational systems, students, and communities
- Relevant and responsive instructional practices in mathematics that take into account diverse learners
- Ways to foster positive mathematics identities
- Methods to identify and overcome obstacles to ensure that each and every student has access to high-quality mathematics instruction
- Ways to empower your students to ask and answer critical questions about the world around them

Expenses & Benefits

Beyond fulfilling your personal professional development goals, you can rightly claim that attending NCTM's conferences will also enable you to bring expertise and knowledge back to your school or district. When you propose a conference for approval, be sure to *focus on what you will specifically bring back to your school or district*. You'll also want to connect your responsibilities, goals, and challenges to your conference experience. To help you make a strong case for attending, here are some goals common to our attendees and the ways in which NCTM's conferences meet these goals.

Benefits Worksheet

GOAL	How NCTM's Conferences Support Your Goal
✓ Gain insight into successful implementation of college- and career-ready standards , including the Common Core State Standards for Mathematics	Meetings feature experts in mathematics education who can help you correlate the Common Core State Standards, as well as other state standards, to your curriculum and give you research-based strategies to assist with implementation. A variety of sessions provide tools to help you make the connections that you can take them back to your classroom.
✓ Stay on top of current (and future) trends in mathematics education	NCTM's conferences offer concurrent sessions, workshops, and bursts to keep you ahead of the trends in mathematics education. You will gain new and effective intervention methods, refine your assessment techniques, discover the latest technologies, and acquire strategies to address the needs of each and every student—including those considered "high needs."
✓ Expand your professional network	At these events you'll connect with knowledgeable speakers and session leaders as well as experience exceptional peer-to-peer networking opportunities where you will learn from others and grow your network.
✓ Keep your students engaged and excited about learning	Experts in mathematics education, who are breaking new ground and witnessing real success in schools across the country, present workshops and sessions to share their insights and strategies.
✓ Gain fresh ideas and get inspired	Get inspired by keynote speakers and leaders in mathematics education who will stimulate your passion for teaching mathematics.
✓ Learn about new advances and technologies for the classroom	Talking with vendors can be a great way to access expert knowledge and learn about new products and educational resources. Tour a lively exhibit hall, test the latest educational resources, and collect free activities and lesson plans to bring back to the classroom.
✓ Bring information back to your school or district	Session handouts are posted and available on the NCTM website after the event. You'll be able to support the investment of time and budget dollars by setting up training sessions or sending out information on your return.

Expenses Estimate

Conference expenses are affected by a number of factors. Use the following worksheet to help you develop a cost estimate for attending your selected conference. Be prepared to compare the expenses against your benefits worksheet in order make the case for attendance.

Expense	Guideline	Cost
Conference Registration		\$
Flight	Estimate using a travel service	\$
Lodging	NCTM has negotiated discounted conference rates for hotel accommodations. Room rates for the Las Vegas conference start at \$179* per night. <i>*Tax not included.</i>	\$
Transportation	Estimate using a travel service. Be sure to include transportation to and from the airport to the hotel. If driving, remember to include estimated parking costs and mileage reimbursement.	\$
Food Per Diem		\$
TOTAL		\$

Opportunities to Save

There are a number of ways you can save on your conference attendance. Here are two options to explore:

- If you register by the early-bird registration date, you can **save up to \$80 per person!**
- NCTM offers a discounted rate for a group of five or more attendees from the same institution. Register a group to **save 15% on each registration.**



Breaking Barriers:

Actionable approaches to reach each
and every learner in mathematics

November 15–17
Las Vegas

Registration Rates

Registration Type	EARLY BIRD Registration Rates	REGULAR Registration Rates	Notes
Member Full Registration	\$370	\$410	Applies to full individual members, e-members, and e-member teachers from pre-K–8 schools. Membership must be verified with member number.
Nonmember with Membership	\$470	\$510	
Nonmember without Membership	\$470	\$510	Does not include NCTM membership.

Registration Deadlines

EARLY BIRD Registration Rate	REGULAR Registration Rate
By October 12	By November 15

Testimonials

Hear what past attendees have said about NCTM in-person meetings, conferences, and events:

“The energy, the high level of participation, the spirit, and getting together with so many people. It’s just wonderful.”

“When I read blogs or look at different schools throughout the country and then see that they are going to be here, to be able to meet those people and connect with them in person—that really is an exciting thing.”

“You’re exposed to so many different ideas from so many different places and things that I have never even considered. Especially when you look around and see people incorporating different things in their own individual ways it’s like, ‘Oh, I can use that too.’”

“If you’re a new teacher, I think coming to the NCTM Annual Meeting is a huge deal. Just to see what’s out there . . . see the different exhibits, hear different speakers—it gets you inspired.”

“It’s so awesome and great to be around so many like-minded people who want to do well for their students, and we’re all teaching the same content and we all have the same goals in mind.”

“Having the opportunity to take an idea and go back to my classroom on Monday and be able to use it, that’s been the most valuable thing for me.”

“If you’re thinking about going to the Annual Meeting next year, definitely go. You’ll be able to talk with your peers, people who have knowledge about mathematics, research, research knowledge, practitioner knowledge . . . You’ll be able to find what you’re looking for.”

“I will go to every workshop, every session I can starting at 7:00 a.m. in the morning!”



Justification Letter

Dear Educator,

We have prepared the following letter to assist you in garnering support from your principal or district leader to attend an NCTM Conference. Feel free to customize the document to help “make the case” for your attendance.

Dear <Colleague>,

At the 2017 NCTM Innov8 Conference in Las Vegas, educators at all levels will be brought together in teams to enhance their professional skills, knowledge, and careers. I would like to attend this event, which is scheduled for November 15–17, 2017. The title of the conference is *Breaking Barriers: Actionable approaches to reach each and every learner in mathematics*. Innov8 is an opportunity to **bring and share** knowledge about one’s own district (and the student groups therein) around issues of access, equity, and empowerment.

To meet my professional development goals, I am seeking approval for the registration fee, travel expenses to the conference, and minimal food expenses during the conference. The detailed cost breakdown is listed below. <Insert your expense estimate numbers here>

Conference Registration _____
Preconference Workshop registration (if applicable) _____
Flight _____
Lodging _____
Transportation _____
Food per diem _____
Total estimated conference cost of _____.

Conference presentations are designed to support participants in the design of the plan and will address three themes:

- Reflecting on mathematics instruction in terms of access, equity, and empowerment
- Developing equitable mathematical teaching practices that empower students
- Learning new strategies to identify and remove barriers to access to high-quality mathematics

My participation in this program will complement our school’s objectives, as conference participants will use the knowledge gained from Innov8 to create an action plan to address the challenges we face related to access, equity, and empowerment. Throughout the conference, experts will be available to assist in creating my action plan to solve my problems of practice and to implement their ideas back in my school setting.

Thank you in advance for your consideration.

Sincerely,

<Your Full Name>