

## **Submission Process**

### **2023 NCTM Research Conference Proposal**

#### **Login**

Create an account on the [NCTM Conference Proposal site \(nctm2023.exordo.com\)](https://nctm2023.exordo.com). The process will be simplified if you use the same email as your NCTM account email address.

#### **1. Format**

Select the type of proposal you are submitting: Research Report, Research in Progress Report, Interactive Session, Research Symposium, or Poster.

#### **2. Title & Abstract**

**Title** (Please limited to 75 Characters)

Please indicate the title of your session – first 75 characters to be included in the program. Please make the session title as descriptive as possible. Because titles provide first impressions, sessions with vague and uninformative titles often attract few participants. Please do not submit the title in ALL CAPS.

Note: Click Save at the bottom of each section to record the information to the system.

If you select another section before saving, you will lose this content.

#### **Abstract**

(Limited to 150 Words – Include at the beginning of the 4 page submission, if possible. No specific space in current submission process.)

Provide a brief description of your presentation to be included in the program and provided to attendees prior to the event. Your description should provide attendees and reviewers with sufficient information about the context/setting for the presentation and key areas of insight or findings that will be shared.

#### **3. Authors (Speakers/Co-Speakers)**

##### **Additional Presenting Authors and Contributing Authors**

- Enter up to 4 additional Presenting authors that contributed to this submission. (If you believe more are warranted contact [research@nctm.org](mailto:research@nctm.org))
  - Add speakers by entering a valid email, then enter their current contact information including their Affiliation/University.
  - If the person is not in the database, then you may add their information.
  - Select Presenting Author for those presenting with you.
  - If designating another person to be the Corresponding Author, this removes you from that role.
- Enter up to 5 additional authors as Contributing Authors. This is the default if not marked as a Presenting Author.
- Please notify co-speakers, panelists, and discussants that their participation in a

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proposal submission also acknowledges their agreement to:

- be a reviewer and
- pre-register for the conference if their submission is accepted.
- All individuals participating in a session must be pre-registered for the conference for a session to appear in the program.

**4. Topics (Please select at least 1 from each section, Maximum of 5)**

From the list below select a maximum of five relevant descriptors (please select at least 1 from each section) for your proposal. These descriptors will be used to match your proposal with the appropriate reviewers as well as match you as a reviewer to proposals in your area of expertise.

**Setting** (please select a maximum of 2 from this section)

Early childhood and elementary  
Middle level  
High School / Secondary  
Higher education  
Teacher Education  
Other

**Content and Categorical Domains** (please select a maximum of 2 from this section)

Access, equity, and empowerment  
Algebra and algebraic reasoning  
Calculus or higher-level mathematics  
Communities and learning environments  
Curriculum and assessment  
Geometry and measurement  
Mathematical practices and processes  
Number and operations  
Statistics, data science, and probability  
Students and learning  
Teachers and teacher education  
Other

**Methodology** (please select 1 from this section)

Qualitative  
Quantitative  
Mixed Methods  
Research Synthesis  
Theoretical or Philosophical Proposal  
Other

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**5. Linking Research and Practice**

A set of sessions will be identified as Linking Research and Practice. On Wednesday, as part of the Council's Linking Research and Practice efforts, a set of these sessions will be selected to welcome classroom teachers, and school and district leaders.

Should your session be considered for Linking Research and Practice?

**6. Terms**

Submitters must acknowledge having read and agreed to the terms.

**Registration and Proposal Review Requirements**

As the proposal submitter I have notified the other authors of the following requirements and obtained their agreement to the following.

- All presenting authors must pre-register for the conference. Sessions with speakers who have not pre-registered may be removed from the program.
- All individuals named in a proposal submission agree to participate in the review of others' proposals.

**Technology Requirements**

I understand and agree to the Technology Requirements

- Speakers must provide their own laptop computers.
- Complimentary internet access may not be available in meeting rooms.
- I understand that I am responsible for purchasing internet access if needed.
- A projector and screen will be provided for sessions other than posters.

**Special Assistance**

- Do you require special assistance, as defined by the ADA?
- Do you request special scheduling considerations for religious reasons?
- If either or both are YES then provide a brief description of your needs (500 character limit.)

**7. Upload Extended Abstract- Maximum 4 Pages, single-spaced.**

Upload a single PDF containing the written session proposal - maximum 4 pages, single-spaced, excluding references. The PDF may contain tables, diagrams, etc., incorporated into the proposal and counting towards the page limit. The proposal must be blinded of the submitter's name or identifying information.

Proposal will be of differing lengths and differing organizations depending on the type of session being submitted and the work of the authors. Posters would not be expected to be 4 pages.

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Review Criteria (Expanded)

Proposal should address:

**A. Scholarly Foundation of Proposed Session - 8 Points**

Grounding and content of the session. Description of the scholarly work/research that is central to your presentation coupled with the central focus for the session. Systematic approach and background for the work are described. Any claims made are based on “evidence” (which may include impact on practice, research results/findings, conceptual/theoretical development, etc.)

**B. Timeliness and Context - 4 Points**

Provide an explanation on how your proposal contributes to our collective responsibility as a field to address the range of pressing issues in mathematics education. Pressing issues for the field include, but are not limited to [Equity as a Collective Responsibility](#) (Aguirre et al., 2017), issues raised through [Catalyzing Change](#) (e.g., broadening the purposes for learning mathematics, creating equitable structures in mathematics, developing deep mathematical understanding), [Linking Research and Practice](#), and [Mathematics as a component of STEM](#).

**C. Importance, value, or interest to the community - 3 Points**

Why is this scholarship important for the Mathematics Education and/or Mathematics Education Research communities to hear or of significant interest to the community? How does this session add value to, disrupt current thinking, catalyze change, or advance the field of mathematics education?

**D. Attendee Engagement - 3 Points**

Provide a description of the engagement with participants. Include a specific plan for how time will be allocated and how participants will be involved in learning during the session. Be sure that participants are actively engaged for at least 25% of the speaker’s time. Note, general references to allotting time for participant questions or small group discussion is not sufficient. For example, if you are doing small group discussions, be specific about the questions they will be asked to engage in and how the results of these discussions will be shared to the whole group.