

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.

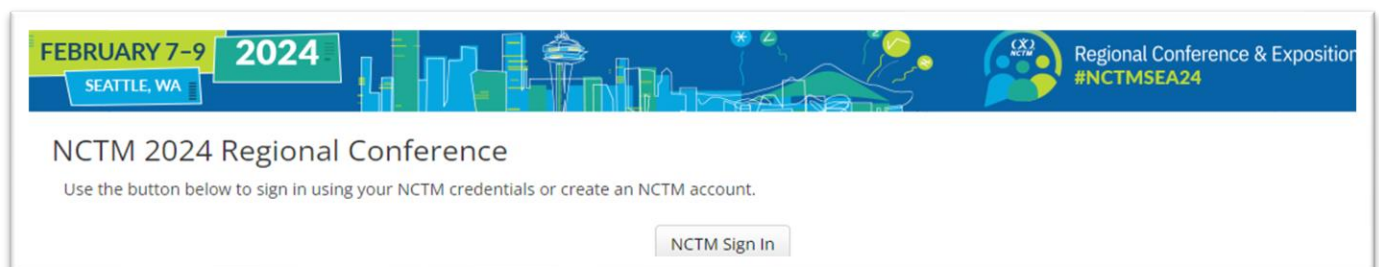
Speaker Portal

Use your NCTM login to access the Speaker Ready Room portal to accept or decline the invitation to speak, add your speaker bio, and view your presentation day/time/room or view reviewer feedback. Handouts will be available for one month following the conference. Use the forgot password button if you do not remember your password.

[Speaker Ready Room](#)

Download the [Speaker Ready Room Acceptance Instructions](#) to assist you in accepting or declining the invitation to speak.

- 2) After you click on the Speaker Ready Room button, it will take you to the event site where you will click on the NCTM Sign In button as shown below.



- 3) After clicking on the NCTM Sign button, you will be asked to Log in using your In NCTM Credentials. They should be the same used at the time of your proposal submission. Click the Log In button to take you to your account.

Log In To Your Account

Email *

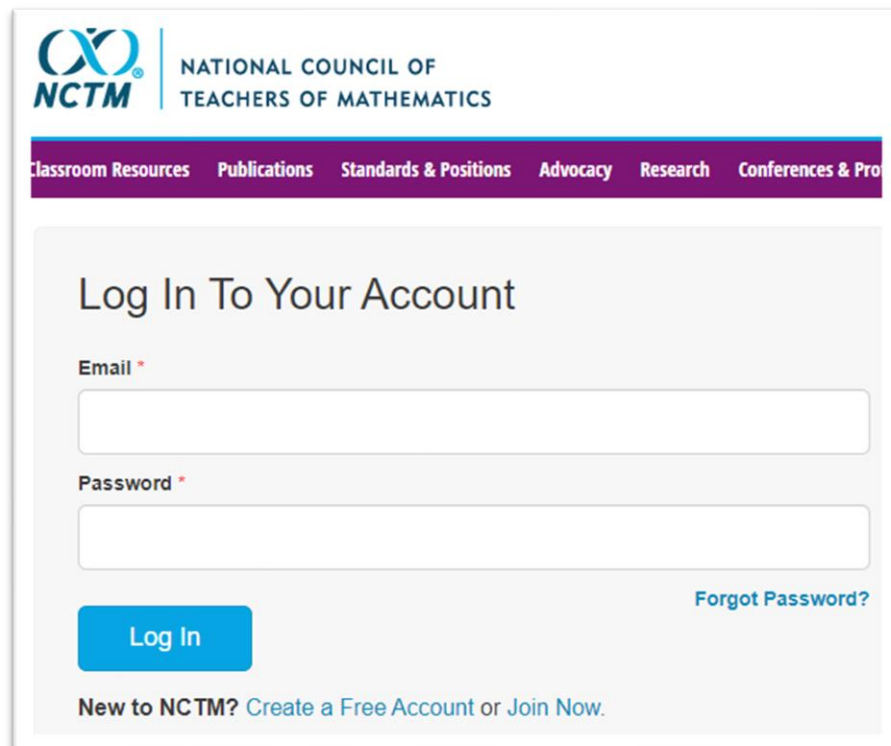
Password *

[Forgot Password?](#)

[Log In](#)

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

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



The screenshot shows the NCTM website header with the logo and navigation menu. Below the header is a light gray login box containing the same login form as the first image. The form includes fields for Email and Password, a Log In button, a Forgot Password? link, and a link for new users to create an account or join now.

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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.



Step 1 of 3: RSVP

Are you planning on attending the following activity?

Session Type: Workshop
Wed, 10/25: 1:00 AM - 1:15 AM
Location: DC Convention Center, 140AB
Role: Lead Speaker

☐ Yes ☐ No

If No, Why:

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.

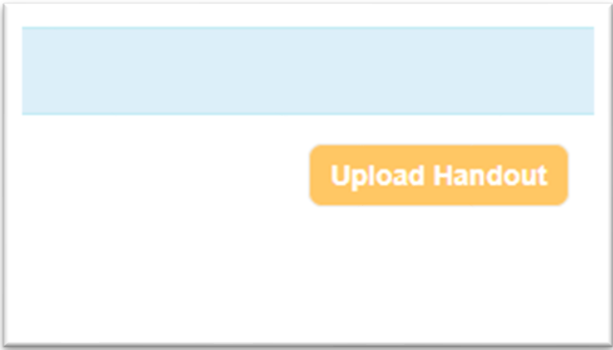
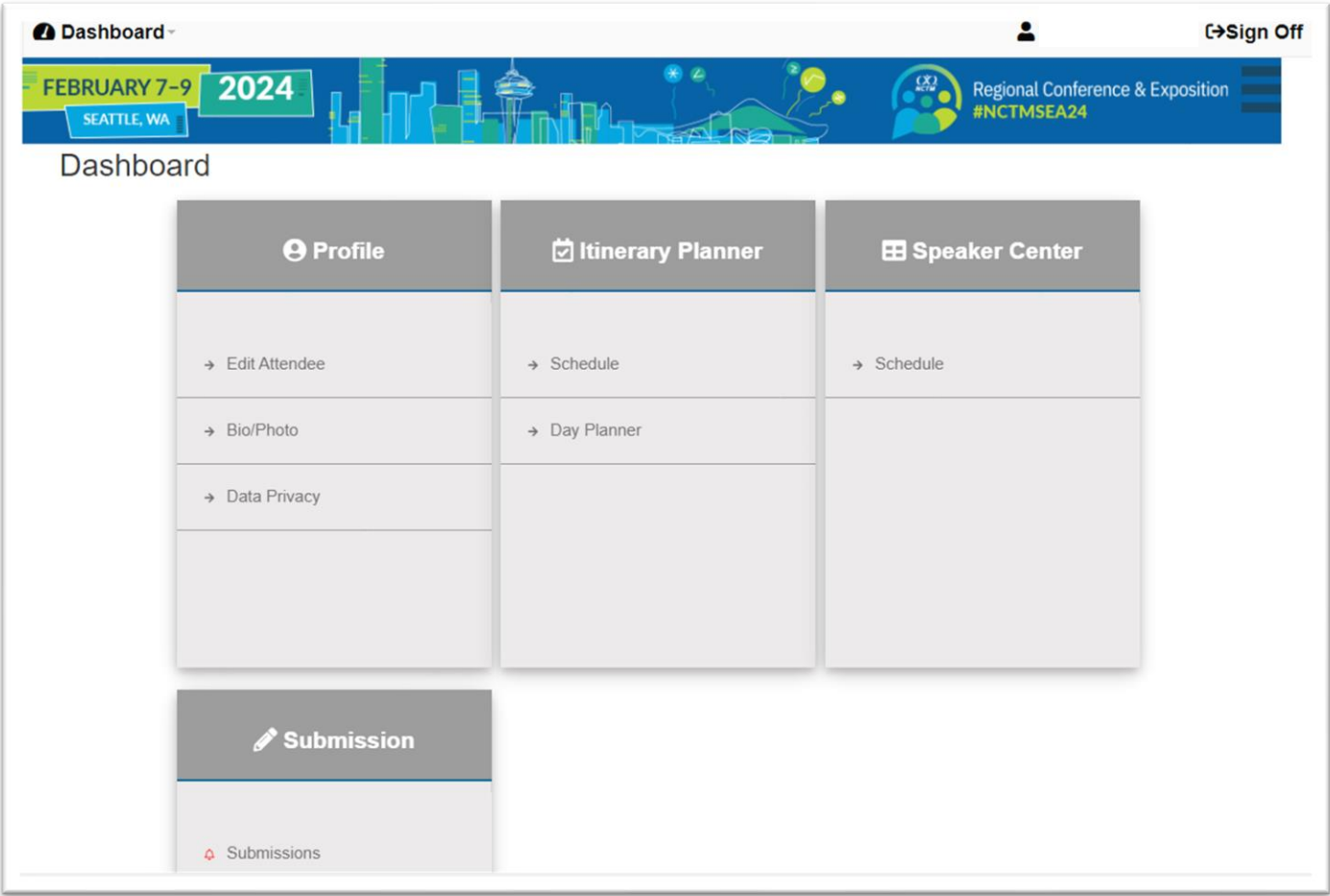
* - indicates a required item.

* Bio:

Photo: No file chosen

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.

To edit your biography, add a headshot, update your profile, view your submission, or upload handouts: after you login click on the word **Dashboard** in the upper left corner, choose where you would like to make your changes. To see your submission, click on Submissions (see below) and to upload Handouts click on the Speaker Center on the right (see below) and then click on Upload Handouts on the far right of the next screen.



Step 3 of 3: Contact Information

Please confirm your contact information on the Contact Information Form. Fill in the required fields indicated with an asterisk. If your name, affiliation, city, state, and contact email changed, please notify NCTM to update your membership account at nctm@nctm.org, or call (800) 235-7566 for assistance in updating NCTM account. If your NCTM account has not changed, please fill in the required information as shown below, then click Save.

* - indicates a required item.

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: -

Click save.

Please use the registration link located in the notification email to locate the link where you will register. Lead speakers **MUST** register by the deadline. Co-speakers do not need to register by the deadline but should register before the early bird deadline for offered savings.