

NCTM 2021 Annual Meeting - Atlanta, Georgia

Proposal Submission Instructions

Log-In

1.

The [Call for Proposals](#) for the 2021 NCTM Atlanta Annual Meeting opens **July 1, 2020** at www.nctm.org/speak, and closes **October 1, 2020 11:59 PM PST**. Be sure to read the [Strand Titles and Descriptions](#) document on this page before beginning your submission. Click on [Call for Proposals](#), then [NCTM Sign In](#) to begin. Please note you will see the view on step 2 or the view on step 3 if this is your first time submitting.

2.

You will sign in using your [NCTM username and password](#). If you do not remember your password, click the [Forgot Password](#) option. Please note, if you do not have an NCTM log-in, you can create an account by clicking the [Create Account](#) button below the log-in.

Edit Profile

* - indicates a required item.

Contact Information

* First Name:

Middle Name:

* Last Name:

* Employer Name:

* Address 1:

Address 2:

* Institution City:

* Institution State / Province / Region: Other..

* Zip:

* Country:

* Phone Number:

* Email:

* Confirm Email:

Additional Information

Twitter Handle:

* Home Address:

3.

Once logged in, you will first be asked to [confirm your contact information](#) and fill in any missing information. If your presentation is accepted, your employer will be printed in the program book, please ensure this information is up-to-date. You can edit your submitter profile contact information at any point by logging in and clicking the [My Account option](#).


Home My Proposals My Account Sign Off

Empowering the Mathematics Community

My Proposals
Review, update, change or submit Proposals.

You have successfully signed into the system.
Use the 'Sign Off' option to log out before leaving the site.

Proposal Submission
Use this section to submit a proposal to be considered for the Annual Meeting.



4.

For the Annual Meeting, you may submit a total of **one (1) submission per Lead Speaker** and you may be listed as a **Co-Speaker** on up to two (2) additional proposals. Be sure to submit to the **correct presentation type** based on the needs and purpose of your proposal.

You may view, and print your submission.

You may change your presentation type by withdrawing (deleting) your submission and starting again.

	Burst	Session	Workshop
Time	30-minute Presentation	60-minute Presentation	75-minute Presentation
Purpose	Allows speakers to quickly convey information on a specific topic or idea	Allows speakers to convey information about multiple topics or broad ideas in lecture format	Allows speakers to engage participants in an interactive environment
Room Set	Room is set with round tables .	Room is set either theater or classroom style.	Room is set with round tables for interaction.
<p><i>Note: Specific capacity charts will be available on the Speaker Information Page once acceptances have been sent out. Presentation formats cannot be changed without withdrawing your proposal and resubmitting. We will be unable to make changes to room sets once scheduled.</i></p>			

Submitting Your Proposal

Once you have selected your proposal type, you are ready to begin your submission! Remember, **you must click save on each page** in order to move onto the next tab. This will allow you to close out at any point any come back to your work at a later time. You may edit your proposal at any point prior to the **October 1st submission deadline**.

Submit Workshop

1. Title 2. Speakers 3. Description of Presentation 4. Participant learning 5. Focus on Math 6. Interactive Workshop 7. Topics
8. Additional Information 9. Preview 10. Finalize

***Title**

Type title as it should appear in the program book. Your title should not be all capitals or all lower-case.
Limited to 100 characters

Remaining: 100

1.

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.

Submit Workshop

Click **Save** before moving on to (or clicking) the next step. Any unsaved data will not be included in your proposal.

1002 - Test

Incomplete

- 1. Title
- 2. Speakers
- 3. Description of Presentation
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*Add Co-Speaker

Enter the name of the person who will be assigned as the Co-Speaker for your submission.

Name (First or Last):

Search

2.

After confirming that you are the **lead speaker**, you will have the opportunity to add up to two co-speakers to your proposal. Ensure you are providing up-to-date contact information for all speakers.

Submit Workshop

1002 - Test

Incomplete

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*Description of Presentation

Write a concise, specific description of the essential content of your presentation. On acceptance of your proposal, the description will be printed in the program book, subject to editing by NCTM. Use appropriate capitalization.

Limited to 350 characters.

Remaining: 350

Check Spelling

Save

3.

Description is limited to 350 characters (including spaces). Write a concise, specific description of the essential content of your proposal. Upon acceptance, your description will be printed in the program book, subject to editing by NCTM.

Submit Workshop

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*Participant learning

Write the participant learning outcomes of your presentation, including an explicit description of what participants will learn. Please also provide an overview describing how time will be allocated during this presentation.

Limited to 1000 characters.

Remaining: 1000

Check Spelling

Save

4.

Participant Learning is limited to 1,000 characters (including spaces). Include an explicit description of the learning outcomes. Please also provide an overview on how time will be allocated during this presentation.

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*Focus on Math

What is the key mathematics content that is a focus of this presentation? Be specific.

Limited to 500 characters.

Remaining: 500

Check Spelling

Save

5.

Focus on Math is limited to 500 characters (including spaces). What is the key mathematics content that is a focus of this presentation? Be specific.

Submit Workshop

1002 - Test Incomplete

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***Interactive Workshop**

How will you use the provided tables to create an interactive workshop? Be explicit about what participants will do together at tables.

Limited to 750 characters.

Remaining: 750

6.

You will only answer this question if you are submitting a workshop (burst and session submissions will not answer this).

Interactive Workshop description is limited to 750 characters (including spaces). How will you use the provided tables to create an interactive workshop?

***Topics**

*** Workshop Audience**

You must choose **ONE** grade band from the list below. Choose the audience that will best benefit from your presentation.

(Choose 1)

<input type="checkbox"/> ADD	Pre-K to 2	
<input type="checkbox"/> ADD	3 to 5	
<input type="checkbox"/> ADD	6 to 8	
<input type="checkbox"/> ADD	8 to 10	
<input type="checkbox"/> ADD	10 to 12	
<input type="checkbox"/> ADD	Coaches/Leaders/Teacher Educators	

*** Strands**

Select **ONE** from the list below that best describes your presentation.

(Choose 1)

<input checked="" type="checkbox"/> ADD	Advocacy to Make an Impact in Mathematics Education
<input type="checkbox"/> ADD	Broadening the Purposes of Learning and Teaching Mathematics
<input type="checkbox"/> ADD	Building and Fostering a Sense of Belonging in the Mathematics Community
<input type="checkbox"/> ADD	Effective Mathematics Teaching Practices
<input type="checkbox"/> ADD	Equitable Mathematics through Agency, Identity, and Access

7.

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. Be sure to read through all the descriptions to choose the one that best applies to your presentation.

Additional Information — tab #8

8.

You must complete the five items listed under additional information in order to complete your proposal.

Submit Workshop

1002 - Test Incomplete

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***Audio/Visual Equipment**

Note:

- Speakers must provide their own laptop computers.
- Each presentation room will be set with: computer audio, 1 LCD projector, 1 screen, and 1 microphone.

* - indicates a required item.

*** Will your presentation require the use of a document camera in addition to the above equipment?**

Yes No

*** Calculators (check one)**

Casio
 Texas Instruments
 No Calculators Needed

Presentation rooms will be pre-set with computer audio, 1 LCD projector, 1 screen, and 1 microphone. Laptops are not provided.

If your presentation requires the use of a **document camera** in addition to the above equipment, choose yes and one will be available for you.

Speakers have the option of requesting **calculators** delivered to their room during their presentation if needed. A calculator representative will contact you directly for additional information related to your calculator order, if applicable.

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*Equity and Access

NCTM's position on what is required to create, support, and sustain a culture of access and equity in the teaching and learning of mathematics:

Creating, supporting, and sustaining a culture of access and equity require being responsive to students' backgrounds, experiences, cultural perspectives, traditions, and knowledge when designing and implementing a mathematics program and assessing its effectiveness. Acknowledging and addressing factors that contribute to differential outcomes among groups of students are critical to ensuring that all students routinely have opportunities to experience high-quality mathematics instruction, learn challenging mathematics content, and receive the support necessary to be successful. Addressing equity and access includes both ensuring that all students attain mathematics proficiency and increasing the numbers of students from all racial, ethnic, linguistic, gender, and socioeconomic groups who attain the highest levels of mathematics achievement.

* - indicates a required item.

* How does your presentation align with NCTM's dedication to equity and access?

Remaining: 500

Save

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**.

This section is limited to 500 characters (including spaces).



- Home
- My Proposals
- My Account
- Sign Off



Empowering the Mathematics Community

Submit Workshop

THIS WEBSITE SHOULD BE USED FOR QUALITY ASSURANCE PURPOSES ONLY!

1009 - After Test 1

Incomplete

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*Program Book

* - indicates a required item.

* May we print your email address in the program book? (check one)

- Yes
- No

Save

You will be asked to answer if we have permission to **print your email address** in the program book under your presentation, if accepted.

Please note, co-speaker email addresses will not be printed.

*Speaking Experience

* - indicates a required item.

* Specify three recent speaking experiences of the Lead Speaker relevant to the proposal topic (provide topic, location, and date).

* Topic	Conference Name	Year	* Level of Speaking Engagement	Action
*1.	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Local <input type="checkbox"/> State <input type="checkbox"/> Regional <input type="checkbox"/> National/International	Remove
*2.	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Local <input type="checkbox"/> State <input type="checkbox"/> Regional <input type="checkbox"/> National/International	Remove
*3.	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Local <input type="checkbox"/> State <input type="checkbox"/> Regional <input type="checkbox"/> National/International	Remove

Save

Specify the **three most recent speaking experiences** of the lead speaker 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 specify N/A, if applicable.

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***Special Assistance**

* - indicates a required item.

* Do you require special assistance, as defined by the ADA or special scheduling consideration for religious reason(s)?

Yes No

* If yes, please indicate your needs:

Remaining: 500

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.

Preview

9.

You will have the opportunity to **preview** your entire proposal prior to submitting. You may skip this step.

Finalize

Submit Workshop

1002 - Test Incomplete

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***Finalize**

Use this screen to finalize your Workshop. You must have completed all the required steps before you can finalize the proposal.

NOTE: Once you have clicked on FINALIZE you can edit this Session until the submission deadline of 5/1/2018. You will receive an automatic confirmation email containing the link to review and monitor the status of your proposal online.

Yes, I am ready to submit my proposal.

10

To complete your submission, you must 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 submission can be edited or withdrawn by the submitter at any point prior to the deadline by logging in. Once complete, your submission status will show **Completed** under My Proposals.

What's next?

Proposal Deadline	October 1, 2020	Proposal submissions will close on October 1 at 11:59PM (Pacific Time) . Complete your submission early to avoid missing the deadline! Late proposals cannot be accepted.
Notification Date	February 2021	All submitters will be notified of their proposal status via email in February 2021 . Ensure your email address is up to date on your submission.
Registration	March 2021	If accepted, lead speakers must confirm their acceptance of the invitation to present and register as a lead speaker in March 2021. Please note: Lead speakers are required to register and pay a speaker registration fee.

Questions? Contact NCTM Conferences Services at ConferencesDept@nctm.org

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.