2020 - 2021 REGIONAL CONFERENCES & EXPOSITIONS  

Proposal Submission Instructions

<table>
<thead>
<tr>
<th>Log-In</th>
<th>Proposal Submission Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong></td>
<td>The Call for Proposals for the 2020-2021 Regional Conferences &amp; Expositions opens January 2020 at <a href="http://www.nctm.org/speak">www.nctm.org/speak</a>, and will close March 1, 2020 11:59 PM PST. Be sure to read the Strand Titles and Descriptions document before starting your submission. To begin, click on Call for Proposals, then NCTM Sign In. Please note: You will see the screen shown in step 2 below, or the screen shown in step 3 if this is your first time submitting.</td>
</tr>
<tr>
<td><strong>2.</strong></td>
<td>Sign in using your NCTM username and password. Click on the Forgot Password option if you do not remember your password, or the Create Account button top right, if you do not have an NCTM log-in.</td>
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<tr>
<td><strong>3.</strong></td>
<td>Once you are logged in you will be asked to confirm your contact information and fill in any missing information. Please remember to include your affiliation for the program book and ensure all of your information is up-to-date. <strong>Note:</strong> You can update your speaker profile contact information at any time. Log-in and click on My Account.</td>
</tr>
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</table>
Choose Your Presentation Format

Proposal Submission

Use this section to submit proposals to be considered for the Regional Conference.

Choose Your Presentation Format

4. Before creating a proposal: Select your desired presentation format. See presentation type and descriptions below.

<table>
<thead>
<tr>
<th>Burst</th>
<th>Session</th>
<th>Workshop</th>
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<tbody>
<tr>
<td><strong>Time</strong></td>
<td><strong>60-minute</strong> Presentation</td>
<td><strong>75-minute</strong> Presentation</td>
</tr>
<tr>
<td><strong>Purpose</strong></td>
<td>Allows speakers to convey information about multiple topics or broad ideas in lecture format</td>
<td>Allows speakers to engage participants in an interactive environment</td>
</tr>
<tr>
<td><strong>Room Set</strong></td>
<td>Room is set either theater or classroom style.</td>
<td>Room is set with round tables for interaction.</td>
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</tbody>
</table>

*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.*

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 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 March 1st submission deadline.

Submit Workshop

|----------|-------------|--------------------------------|------------------------|-----------------|------------------------|----------|

**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

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 two co-speakers to your proposal. Please ensure you are providing up-to-date contact information for all speakers.

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 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. Please 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 mathematics content that is a focus of this presentation? Be specific.
6. **Interactive Workshop** description is limited to 750 characters (including spaces). How will you use the provided tables to create an interactive workshop?

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. This cannot be changed after the deadline.

8. You must complete the **five** items listed under additional information to complete your submission.

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

If your presentation requires the use of a **document camera** in addition to the above equipment, you may 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
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.

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 and twitter addresses will not be printed.

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.
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.

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.

Proposal submissions will close on March 1st at 11:59PM (Pacific Time). Complete your submission early to avoid missing the deadline! Late proposals cannot be accepted.

All submitters will be notified of their proposal status via email on May 18, 2020. Ensure your email address is up to date on your submission.

If accepted, lead speakers will have two weeks from the time of acceptance to confirm the invitation and register as a lead speaker. Please note: Lead speakers are required to register and pay a speaker registration fee.

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.