

2016 Annual Meeting Speaker Proposal FAQs

2016 NCTM Annual Meeting & Exposition

April 13-16, 2016

San Francisco, CA

If you are selected to make a presentation, you will be required to follow the guidelines provided in these FAQs.

General Information

The 2016 NCTM Annual Meeting & Exposition will be held April 13-16, 2016 in San Francisco, California. Presentations will take place at the Moscone Convention Center and the San Francisco Marriott.

Presentation Format

What presentation formats are offered?

- **Burst** (30 minutes)
Rooms are set with round tables and additional gallery seating around the perimeter of the room. Burst rooms vary in size.
- **Session** (60 minutes)
Rooms are set in either theater or u-shaped classroom style and vary in size.
- **Research Session** (60 minutes)
Rooms are set theater style and vary in size. Research sessions emphasize the connection between research and practice. Research Sessions provide participants with mathematical concepts, activities, and/or teaching strategies that have proved successful in the classroom.
- **Gallery Workshop** (75 minutes)
Rooms are set with round tables for hands-on work and additional gallery seating around the perimeter of the room. Gallery Workshop rooms vary in size. The attendees seated at tables will perform hands-on activities while the gallery participants will receive the print material and observe the workshop in a fashion similar to a classroom observer.

[View examples of Session and Gallery Workshop room sets.](#)

	Gallery Workshop	Session	Burst
Presentation Format	Presenters engage participants in hands on activities using manipulatives	Presenters convey information about multiple topics or broad ideas in lecture format	Presenters quickly convey information on a specific topic or idea
Length	75 minutes	60 minutes	30 minutes
Submission Queues	PK-2; 3-5; 6-8; 9-12; Preservice & Inservice	General Interest; PK-2; 3-5; 6-8; 9-12; Preservice & Inservice; Higher Education; Research	General Interest; PK-2; 3-5; 6-8; 9-12; Preservice & Inservice; Higher Education; Research
Setup of Room	Round tables for hands-on activities with surrounding theater-style seating	Theater	Gallery Workshop set

Proposal Submission

How many proposals may I submit?

NCTM allows only one proposal submission per lead speaker. If you submit a proposal as a lead speaker, you may be listed as a co-speaker on up to two other proposals.

How do I submit a proposal?

An electronic proposal form is found at our Web site: <http://www.nctm.org/speak>. You may complete and submit your proposal online using this form. Once completed you will receive a confirmation email. Please keep this email for your records. If no email confirmation is received please contact annl-program@nctm.org.

When is the submission deadline?

The deadline for receipt of proposals is midnight, Eastern Standard Time on May 1, 2015. If you submit your proposal after this deadline it will not be considered for the Annual Meeting.

Are there any restrictions in submitting a proposal?

Restrictions due to NCTM policy include the following:

- NCTM allows only **one proposal submission per lead speaker**. Lead speakers may be listed as a co-speaker on up to two (2) additional proposals. Any speaker that is listed as the lead speaker on more than one proposal will be removed from the program.
- There is a limit of two (2) co-speakers per proposal.
- Proposal information cannot be changed once the proposal form has been submitted for review.

- Co-speakers cannot be added or changed once the proposal form has been submitted for review.
- Selling or promoting products **is not** allowed in NCTM presentations. You may describe how materials, etc. are used in classrooms but your presentation focus cannot be on selling the product. If you wish to promote or sell a product at the Annual Meeting, please contact our sales and marketing team at sales@nctm.org.
- Please 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.

What should I consider when writing my title and description?

- Most attendees decide whether to attend a presentation by looking at the title and description in the Program Book.
- A description that is engaging and tells briefly and specifically what you plan to do during your presentation is most helpful to the Program Committee and the conference attendees.
- There is a limit to the amount of information you may provide on your proposal form.
 - The Title is limited to ten words.
 - The Description is limited to 350 characters, including spaces.
 - The Objectives are limited to 500 characters, including spaces.
 - The Focus on Math is limited to 500 characters, including spaces.
- You will be prompted to submit to a primary grade band (submission queue). This choice will ensure that your proposal is routed to the appropriate Program Committee members for review.
- The Program Book listing includes the title, description, presentation format, grade-level audience, speaker name, professional affiliation of each speaker, email address of the lead speaker (optional) and day, time, and location assigned to the presentation.
- Do not use acronyms or all CAPS in your name, affiliations, address, title or description.
- NCTM reserves the right to edit presentation titles and descriptions as necessary.

Proposal Rating

What criteria are used when rating proposals?

All proposals are subjected to a rigorous peer review process conducted by a committee of volunteers. When the Program Committee reviews your proposal, they will consider the following:

Title and description

- Do the title and description describe the presentation's nature?

- Does the presentation offer new and interesting ideas to challenge the participants, including hot topics of national interest?
- Are the title and description detailed enough so that conference attendees can tell what they will learn from the presentation?
- Are the title and description connected to mathematics education content or pedagogical knowledge?
- Are the title and description clearly stated and easy to understand?

Objectives

- Are the objectives clearly stated and easy to understand?
- What will the attendees be doing during the presentation?
- What will the attendees learn that will affect their practice?
- Are the objectives participant focused?
- Are the objectives specific to this presentation?

Appropriateness of grade band and topic

- Considering the objectives, title, and description, are the stated objectives appropriate for the grade level and content area chosen?

Appropriateness of presentation type

- For gallery workshops, will attendees engage in hands-on activities? Is the presentation interactive and are the activities clearly described?
- Is the presentation type chosen on the basis of what will happen during the presentation, rather than the amount of time allotted? (60 minutes for sessions, 75 minutes for gallery workshops)
- Does the selected topic directly apply to the content of the session or gallery workshop?
- Is the selected grade band(s) the audience that will directly benefit from the session or gallery workshop?

Focus on mathematics

- Are the linkages to student growth and significant mathematics obvious?
- What tangible mathematics will this presentation showcase?

Connection to mathematical content and pedagogical knowledge

- Is the presentation's content up to date?
- Will stated objectives build participants' connection to mathematical and pedagogical knowledge?

Commercial presentations

- Does the presentation avoid being primarily a promotional presentation?
- Does the proposed presentation center on the content and pedagogy related to the product or a promotional demonstration of the product?
- Would this presentation better suit an exhibitor workshop?

Prior speaking experience

- Is the prior speaking experience listed relevant to the proposal's content?
- Does the speaker have experience at the state (large groups), regional, or national level?
- Are the recent speaking experiences relevant for the proposal type, topic, and grade band selected?

The Program Committee will read the entire proposal to check the completeness of the information provided and will focus on your description and goals to review your presentation content.

Research Proposal

What if I am submitting a Research Session proposal?

The links between research and practice are vital for improving both components. The community is especially interested in proposals in which research supports and guides the teaching practice.

Examples include the following:

- Research has shown that increasing teachers' knowledge of how students reason about specific mathematical topics increases students' achievement. The community seeks proposals that (a) describe the development of student thinking about specific topics, coupled with (b) specific ways that this understanding can influence instruction and curriculum development.
- Research suggests that keeping the cognitive demand of mathematical problems high can benefit all students' mathematics learning. Share research-based approaches about how to create such an environment in classrooms.
- Research is investigating the nature of knowledge that teachers need in order to teach mathematics. Share research about what knowledge teachers need to teach specific mathematical topics or to implement specific pedagogical methods, such as inquiry teaching, and how this affects students' learning. How can teacher education programs help teachers acquire and use this knowledge?
- What does research say about other significant areas of interest, such as the use of mathematics coaches, teaching and learning mathematics through response to intervention, and mathematics learning in Title I and special education settings? And how can teachers put these findings into practice?

NCTM will evaluate how well proposals for research sessions meet the following criteria:

- Present a coherent discussion of existing research or new results, described in a way that is accessible for practitioners (teachers, mathematics coaches/specialists, teacher educators).
- Describe how practitioners can use (or are using) the research results in classrooms.

NCTM seeks proposals that include both of these aspects. NCTM encourages collaborative presentations involving researchers and teachers, especially those that include examples of classroom implementations of research findings.

How do I include additional information with my Research Proposal?

To include additional information with your Research Session proposal, you may email your additional information to annl-program@nctm.org. Emails containing more than 250 words will not be considered. Do not include attachments; attachments will not be considered. Only Research Session proposals may email additional information.

Audio/Visual Equipment

How do I request audio/visual equipment?

Audio/visual equipment is requested as you complete the speaker proposal form. Any additional equipment or equipment requested after the proposal is submitted will be at the speaker's expense. Select ONLY the items that are essential for your presentation.

What audio/visual equipment is available?

NCTM provides only the audio/visual equipment listed on the proposal form. In striving to be as comprehensive as possible, we created audio visual "packages" to best accommodate the majority of our speakers. Only one A/V package may be chosen. Presentation rooms will be pre-set with one lavalier microphone and one screen for your use during the presentation. If you do not require sound for a Power Point presentation, you will not need to request audio support on the proposal form. If you are requesting an LCD projector please note that you will be responsible for providing a laptop to connect to it. If you will be using a MAC, please bring your adaptor. Available packages are:

- No Equipment (no equipment needed and none provided)
- One LCD projector (If using a MAC, bring your own VGA MAC adaptor)
- Document Camera

What if my presentation requires additional audio/visual equipment?

Speakers who require alternative a/v equipment are responsible for ordering and paying for the additional equipment. Information for ordering additional equipment will be provided to speakers three months prior to the conference start date on the Speaker Home Page.

Calculators

Speakers have the option of having calculators delivered to their meeting room for use during their presentation. NCTM currently offers the following calculators for use during Annual Meeting presentations. Speakers may select **one**:

- Casio
- Texas Instruments

A calculator representative will contact you directly for additional information related to your calculator order, if applicable.

Proposal Acceptance

When will I know if my proposal is accepted?

In September 2015 lead speakers will be notified by email whether or not your proposal has been accepted. If you have not received an email notification by the end of September 2015 please check your spam filters and then contact annl-program@nctm.org to verify the status of your proposal. Please note that NCTM only contacts lead speakers. It is the responsibility of the lead speaker to convey all information to their co-speakers, if applicable.

What do I do if I receive notice that my presentation was accepted?

- **Read the acceptance notification carefully and register by the September 2015 deadline.**
- Please take this final opportunity to review your proposal for typographical errors. Check the facts. If you have co-speakers, are they listed accurately? No additional co-speakers may be added at this time but affiliation and contact information may be updated in the database.
- **Meet the deadline.** If the acceptance steps are not completed by the deadline, your presentation will not be included on the program for the NCTM Annual Meeting.

What if I need special accommodations for my presentation time?

Before submitting a proposal please be sure you are able to give your presentation at any time during the conference. We will make every effort to accommodate scheduling requests made for religious considerations if they are **communicated in advance** on the speaker proposal form. No considerations will be accepted after the proposal submission deadline, May 1, 2015.

What if I have to withdraw my proposal?

Contact the Annual Meeting team at annl-program@nctm.org or (703) 620-9840, ext 2203 immediately.

What happens if my contact information has changed?

You may access the personal information on your proposal through the link included in the email sent once a proposal has been initiated. All changes must be made before the May 1st submission deadline. To make changes to your contact information after the May 1st submission deadline please contact NCTM Annual Meeting staff at annl-program@nctm.org. It is your responsibility to keep your contact information up to date; your presentation may be rejected if we are unable to contact you.

Registration and Expenses

What are the speaker and co-speaker registration fees?

The Lead Speaker is entitled to a reduced speaker registration fee. The lead speaker must register by the deadline in the acceptance email in order to secure their presentation slot on the program. If this deadline is not met, the presentation may be replaced. Registration fees for Lead Speakers and Co-speakers are not refundable. Registration must be completed prior to the September 2015 deadline.

Are my expenses covered?

NCTM does not pay an honorarium, travel, nor subsistence expenses for the Annual Meeting. Travel and housing information can be found on our Web site at <http://www.nctm.org/sanfran/>. Check back regularly for updates.

Am I reimbursed for my handouts?

Gallery workshop speakers are reimbursed for a maximum of \$2.00 per participant based on the total capacity of your assigned room. An expense form is available on the Speaker Home Page for gallery workshop speakers only. Session presenters and research session presenters are not eligible for reimbursement.

Additional questions? Please contact:

Annual Meeting Team

1906 Association Drive
Reston, VA 20191

Phone: 703/620-9840, extension 2203
Fax: 703/295-0956

Email: annl-program@nctm.org

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