NATIONAL COUNCIL OF TEACHERS OF MATHEMATICS

2016 Regional Conferences & Expositions
Speaker Proposal Information

Regional Conference Locations

Phoenix, Arizona	Philadelphia, Pennsylvania
October 26-28, 2016	October 31-November 2, 2016

Key Dates

Submission Deadline:	Proposal Status Notification:	Acceptance Deadline:
December 1, 2015	March 14, 2016	April 1, 2016

Who to Contact

Regional Conferences Team (Update or withdraw proposal, submission status, change contact information, and general conference inquires)	**Contact:** **regconf@nctm.org**
Exhibitor Workshop Sales *(Selling or promoting products is not allowed in NCTM presentations. To sell or promote a product, please contact our sales & marketing team to purchase an Exhibitor Workshop.)*	**Contact:** **sales@nctm.org**
Database Support (Database technical support and proposal submission issues)	**Contact:** **nctm@confex.com**

Key Facts

Who? One lead speaker and up to two co-speakers are allowed on each proposal. Lead speakers may submit multiple proposals per conference.

What? After choosing the desired grade band and presentation format, the proposal form will ask for the following information:
- Title (limited to 10 words)
- Description of Presentation (limited to 350 characters, including spaces)
- Learning Outcomes (limited to 500 characters, including spaces)
- Topic
- For Workshop format *only* – how you will utilize hands-on manipulatives?
- Additional information – speakers, past experience, equipment/calculator/ADA requests

Where? **Phoenix, Arizona** – Phoenix Convention Center
Philadelphia, Pennsylvania – Pennsylvania Convention Center

Why? It is important to make the title engaging and use the description to: briefly, yet specifically, let the Program Committee and conference attendees know what you plan to do during your presentation. Most attendees decide whether to attend a presentation by looking at the title and description in the program book.

How? Proposal submissions must be submitted electronically at www.nctm.org/speak prior to the submission deadline (*midnight, Eastern Standard Time on December 1, 2015*).
New this year! Each conference has unique topics therefore speakers will need to complete separate proposals for each conference.

CHOOSE ONE
Presentation Format Options:

1. **Burst** – 30 minute presentation allows speakers to quickly convey information on a specific topic or idea. Room is set with round tables.

2. **Session** – 60 minute presentation allows speakers to convey information about multiple topics or broad ideas in lecture format. Room is set either theater or classroom style.

3. **Workshop** – 75 minute format allows speakers to engage participate in hands-on activities using manipulatives. Room is set with round tables for hands-on activities.

View examples of room set options

Note: Specific Capacity Charts will be available on the Speaker Information Page once acceptances have been mailed out.

CHOOSE ONE
Grade Band Format Options:

1. **PreK-2**
2. **3-5**
3. **6-8**
4. **8-10**
5. **10-12**
6. **General Interest***
7. **Higher Education***
8. **Coaches/Leaders/ Teacher Educators**
9. **Research***

*Grade band only available for Burst and Session presentation formats

Submission

Start – Once the presentation format and grade band format that you would like to submit to have been selected, you will begin your proposal submission. You will receive an automated email letting you know that you have started a proposal submission.

Proposal Steps – The proposal is broken down into four sections:
1. Setup Presentation
2. People
3. Additional Information
4. Confirmation

Confirmation – It is important to ensure that you have completed **all** steps. Upon final submission, you will receive an email letting you know that your submission is complete. Proposals may be edited by the submitter until the submission deadline. *NCTM reserves the right to edit presentation titles and descriptions as necessary.*

Requesting Equipment

A/V Equipment and calculators needs are requested in the proposal form. Requests may not be modified after the proposal is submitted. Additional equipment can be ordered at the speaker's expense.

Audio/Visual Equipment –Presentation rooms will be pre-set with one lavaliere microphone and one screen for use during your presentation. If you do not require sound for a video or PowerPoint presentation, you will not need to request audio. Laptops will not be provided, please bring your own. Only **one** A/V "package" may be selected. Available packages include:

- ☐ LCD Projector (**if using a Mac**, bring your VGA Mac adaptor)
- ☐ Document Camera
- ☐ No equipment needed and none provided

Calculators – Speakers have the option of requesting calculators delivered to the room for use during their presentation. Speakers may select from the following options:

- ☐ Casio
- ☐ Texas Instrument

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

Review Criteria

Review Process – Each proposal is subjected to a rigorous peer review process conducted by a committee of volunteers. Each proposal is thoroughly reviewed three times before a final decision is made by the Program Chair. Program Committee members work hard to achieve a balanced slate of presentations with regard to topic, level, and type of presentation.

Proposal Review Criteria – Members of the Program Committee will read the entire proposal to check the completeness of the information provided and will focus on your description and objectives to review your presentation content.

Proposal Review Criteria:

Title & Description

- Does 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 Format & Topic

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

Appropriateness of Presentation Format

- For 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 workshops)
- Does the selected topic directly apply to the content of the session or workshop?
- Is the selected grade band(s) the audience that will directly benefit from the session or 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?

Proposal Acceptance

Notification – The lead speaker for the presentation will be notified of the proposal status via email **on March 14th, 2016**. It is the lead speaker's responsibility to convey all necessary presentation information to the co-speaker(s). If you do not receive a notification email on March 14th, please check your spam filters then contact NCTM.

Acceptance – Read and follow ALL STEPS in the acceptance email prior to the **April 1, 2016** deadline. Proposals not accepted by the deadline will be removed from the program. Use this opportunity to ensure speaker information is correct.

Withdrawal – If you need to withdraw your proposal for any reason, contact the Regional Conferences team at regconf@nctm.org or (703)620-9840 ext. 2184.

Registration and Expenses

Registration – Accepted lead speakers will receive complimentary conference registration by NCTM. After following the steps to accept the invitation to speak, no further registration is required. Co-speakers must register for the conference and pay the appropriate registration fee.

Travel Expenses – NCTM does not pay an honorarium, travel, nor subsistence expenses for the Regional Conferences. Travel and housing information can be found on our website: www.nctm.org/regionals. Check regularly for updates.

Handout Reimbursement – Workshop lead speakers are eligible for reimbursement of up to $2.00 USD per participant based on the total capacity of the room. An expense form is available on the Regional Conference Speaker information page. Keep receipts for this purpose. Session and Burst lead speakers are not eligible for reimbursement.

Special Accommodations

Before submitting a proposal, please be sure you are able to give your presentation at any time during the conference.

Religious Scheduling Accommodations – 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: December 1, 2015.

Special Assistance – NCTM is committed to ensuring that our events are fully accessible to all persons. If you require special assistance as defined by the ADA to participate, please indicate so on your proposal form and contact ada@nctm.org. If possible, please notify NCTM at least a month prior to the conference start date if ASL interpreters, CART services, or other additional services are required.

> *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.

Thank you for your submission!
Comments or concerns may be sent to **nctm@nctm.org**