



## Call for Proposals 50th NCSM Annual Conference

Thank you for submitting a proposal to speak at *the 50<sup>th</sup> NCSM Annual Conference* in Washington D. C. April 23 – 25, 2018! We are celebrating our first 50 years of mathematics leadership and looking forward to exploring our mathematical future. The 2018 NCSM Annual Conference focuses on fostering productive change by offering leaders the tools and knowledge they need to enhance the learning of each and every student. The success of our annual conference is contingent on the expertise of our members who take the time to share so that we might enrich our work with mathematics leaders.

This document includes all the information you need to prepare and submit your proposal. Please read it carefully before beginning the process.

*2018 Program Chair:* Kimberly Morrow-Leong, [ProgramChair@mathedleadership.org](mailto:ProgramChair@mathedleadership.org)

*2018 Conference Coordinator:* Sara Delano Moore, [ConferenceCoordinator@mathedleadership.org](mailto:ConferenceCoordinator@mathedleadership.org)

### Presentation Strands

Each regular session should align with one of the following five strands.

#### Equity in Practice

*What structural shifts can be made at the district or school level which lead to meaningful college- and career-ready mathematics experiences for each and every student? What processes can be put into place at the district or school level that build communal knowledge, encourage action, and establish accountability for leaders and educators? Achieving equity for each and every student requires active efforts toward cultural change in every classroom, school, and district. Proposals that address systemic challenges such as access, tracking, and deficit thinking are encouraged.*

#### Cultivating a Mathematics Coaching Practice

*What do coaches need to know in order to build their expertise? How do coaches impact the learning of teachers and students? Proposals in this strand strive to build the capacity of each and every mathematics coach. Acting as necessary instructional change agents, coaches impact learning for all stakeholders within a profession that is continually evolving. Proposals share the latest research and reports on successful coaching practices that support the mathematical learning of teachers and their students.*

**Proposal Deadline: 1 June 2017**

## Evidence and Experiences from the Field

*What initiatives in your district might interest other mathematics education leaders? Consider the impact of assessments grounded in evidence of student thinking, action research projects, lesson study, studio teaching, coaching acts that show results, or innovative school-level programs that make a difference in students' mathematical learning. Educational initiatives that come directly from districts, schools, and classrooms inspire this strand.*

## Developing Mathematical Knowledge for Teaching

*What emergent ideas about mathematical knowledge for teaching are critical for leaders to learn? How do we use current research to strengthen our practice and our understanding of mathematical content? The field of mathematics education research is bright and thriving, particularly in the areas of task implementation, learning trajectories, mathematical modeling, and the investigation of students' mathematical thinking. Proposals for this strand share recent research findings and explore the implications for assessment, curriculum planning, and task design. Co-presentations of leaders, teachers, coaches, or researchers are encouraged.*

## Leading Mathematics into the Future

*What knowledge and ideas will give NCSM members the tools they need to move into the future? The 50th Anniversary strand invites presenters to reflect on the past accomplishments of NCSM members and look ahead to the most innovative plans and goals for the future of mathematics education. This strand is open to presentations that offer fresh and innovative ideas for leaders in mathematics education.*

## Session Format

Each regular format session is 60 minutes long. As you plan your proposal, remember that your audience may include a variety of mathematics education leaders: mathematics coaches at the building or district level; mathematics coordinators/supervisors at district, regional, and state levels; college/university mathematics educators; and mathematics education consultants, among others. NCSM's membership includes leaders who serve at many levels and in many roles. Please think about how to make the information in your proposed session accessible to a wide range of members. Please also consider how much content you can effectively address in the 60 minutes available in a regular session.

## Materials & Information to Submit a Proposal

### Components

Be prepared to submit the following information for each proposed session:

**Proposal Title:** This will appear in the program book and is limited to 20 words.

**Proposal Description:** This will appear in the program book and is limited to 75 words. The text box for the proposal description and detailed description includes basic editing features such as italics and superscripts. This is a new feature this year designed to support the Developing Mathematical Knowledge for Teaching strand.

**Proposal Detailed Description:** This section provides additional information for reviewers and is limited to 175 words. Use this section to explain how your presentation will incorporate current research and best practices for mathematics education. This section should also show how your proposal meets the review criteria listed below. This box has the same text editing capabilities as in the proposal description.

**Proposal Deadline: 1 June 2017**

**Lead Presenter Background:** Provide three recent and relevant speaking engagements for the lead speaker. Include title, date (month & year), conference, and location.

**Strand:** Indicate the conference strand your session supports. Only one strand may be selected.

**Audience:** Select the grade level(s) appropriate for your session. You may select more than one.

Choices include Preschool/Primary (Grades PK – 2), Intermediate (Grades 3-5), Middle (Grades 6-8), High (Grades 9-12), College University (Undergraduate or Graduate). Please select GENERAL if your topic is not targeted at any specific grade level or would be appropriate for all levels.

**Special Requests:** Indicate any special requests for your presentation, if selected. This may include time/day restrictions due to work or religion, or any ADA accommodation required.

**Presenter Information:** The proposer will look up presenter information in a database. The proposer can add a new presenter or edit presenter information as needed. Proposers will add, edit, or verify the following information for each presenter listed on the proposal:

- Full name,
- Title,
- Email,
- Affiliation,
- NCSM membership status, and
- Both home and work addresses & telephone numbers.

**New this year, there is space to add social media information** (e.g., Twitter, LinkedIn, or a blog). This is optional and makes the information available to include in the conference app to continue the conversation. The system will allow you to submit up to 6 co-presenters (for a total of 7 presenters including the lead presenter). Please contact the conference coordinator if you have more than 7 total presenters for your session.

As part of the submission process, you grant NCSM non-exclusive rights to edit and publish the proposal for educational purposes and you confirm that the proposal and session contain no copyright infringements.

You will confirm seating and audio-visual preferences for your meeting room, express interest in extending your session through an online learning component before or after the conference, and respond to a request granting permission to videotape your session. You will have a final opportunity to review your proposal before finalizing your submission.

**Proposals are submitted online at <http://www.owpm.net/abstracts/NCSM>**

### Style Guidelines

- Most session title words are capitalized.
- The first use of an acronym should be paired with the full phrase. One is in parentheses following the other. You do not need to do this for NCSM, NCTM, or CCSSM.
- Spell out employer names, cities, states, and countries (outside the U.S.) completely.
- Capitalize the names of courses (e.g., Algebra 1 or Geometry or Math 2). Do not capitalize fields of study (e.g., algebra, geometry, or mathematics).
- Spell “mathematics” out completely.
- Preservice and inservice should not be hyphenated. District-wide or school-wide should be hyphenated.
- Use “D.C.” for District of Columbia when it appears in the text/body of paragraphs or titles.

More details can be found in the full style guide available on the submission page.

**Proposal Deadline: 1 June 2017**

## Review Criteria

At least three members of the Proposal Review Committee will review each proposal. Reviewers will be looking at the proposal to support the purpose of the NCSM conference in providing professional learning for mathematics leaders to have the knowledge and skills to improve student achievement. It is the responsibility of the person submitting the proposal to ensure that the proposal addresses the following criteria.

The proposal clearly indicates that the proposed session:

- Addresses the focus and intent of the strand;
- Integrates current research and best practices (including technology) in mathematics education;
- Addresses the educational needs of diverse populations;
- Involves audience participation;
- Is designed for the membership of NCSM; and
- Shows relevant speaking experience by the lead speaker.

## Next Steps

After the proposal window closes, each session proposal will be reviewed. The conference committee meets and sessions will be designated as accepted, wait-listed, or rejected. Each lead presenter will be notified about the status of each proposal no later than 25 August 2017. For each accepted session, the lead presenter must confirm the details of the accepted session by 15 September 2017, following the instructions in the notification message.

All speakers must register for the conference by 16 October 2017. Lead speakers receive a discounted registration rate. NCSM does not pay expenses or an honorarium to regular session presenters.

## Questions

If you have questions about the proposal submission process, please contact the NCSM Conference Coordinator, Sara Delano Moore, at [ConferenceCoordinator@mathedleadership.org](mailto:ConferenceCoordinator@mathedleadership.org).

## Important Dates

1 June 2017	Proposal submission site closes at midnight PDT.
25 August 2017	Lead presenters will be notified by this date about the status of each proposal.
15 September 2017	Deadline for lead presenters to confirm details for accepted sessions.
16 October 2017	Deadline for speakers to register for the conference.
15 February 2018	Lead presenters notified of room assignments & room capacity. A/V equipment confirmed.
23 – 25 April 2018	NCSM 50 <sup>th</sup> Annual Conference

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