

## Speaker Ready Room Instructions

1. To accept or decline the invitation to present, lead speakers need to first click on the Speaker Ready Room button on the link provided in your Acceptance Email.


**Speaker Portal**

Use your NCTM login to access the Speaker Ready Room portal to accept or decline the invitation to speak, add your speaker bio, and view your presentation day/time/room or view reviewer feedback. Handouts will be available for one month following the conference. Use the forgot password button if you do not remember your password.

[Speaker Ready Room](#)

Download the [Speaker Ready Room Acceptance Instructions](#) to assist you in accepting or declining the invitation to speak.

2. After you click on the Speaker Ready Room button, you will be taken to the event site where you will click on the NCTM Sign In button as shown below.



February 5-7

# NCTM 2025 Spring Conference

## NCTM 2025 Kansas City Conference

Use the button below to sign in using your NCTM credentials or create an NCTM account.

[NCTM Sign In](#)

3. After clicking on the NCTM Sign In button, you will be asked to Log in using your In NCTM Credentials. They should be the same used at the time of your proposal submission. Click the Log In button to take you to your account. If you do not remember your password, please click the “forgot password” link.

### Log In To Your Account

Email \*

Password \*

[Forgot Password?](#)

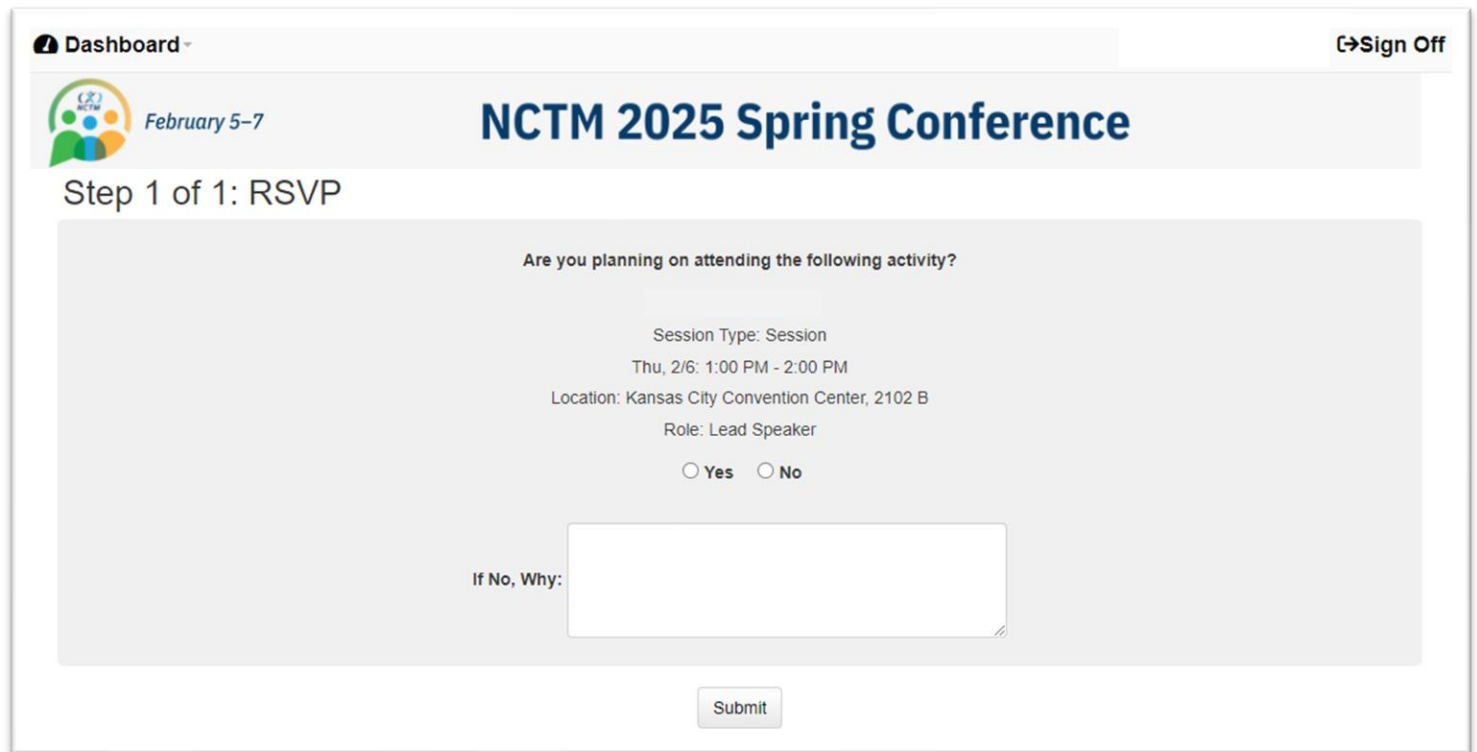
[Log In](#)

New to NCTM? [Create a Free Account](#) or [Join Now.](#)

## Accept or Decline the Invitation

The first screen you see will be the RSVP step. This will display your accepted presentation with the assigned date, time, and location. If you are declining the invitation, please select no and fill in the reason. When done click Submit.

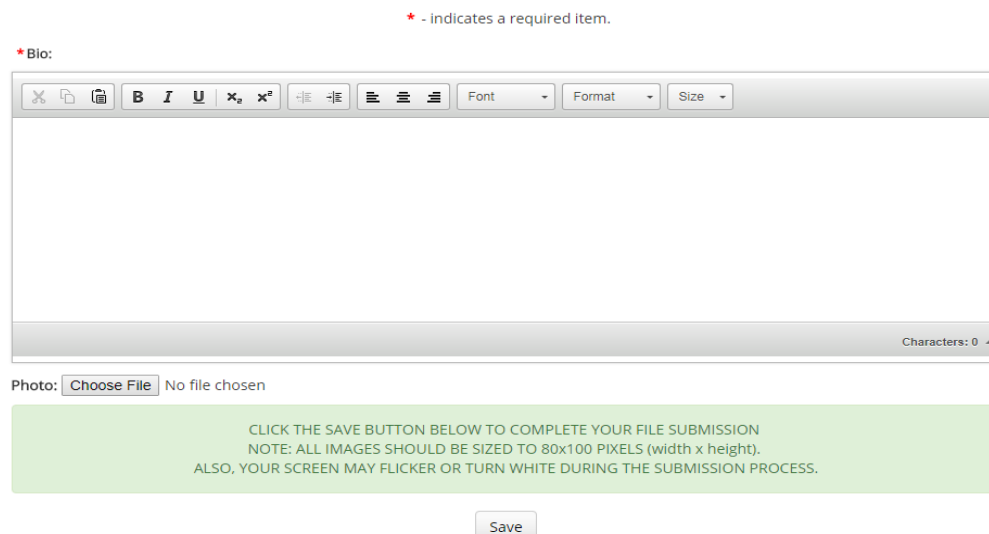
### Step 1 of 3: RSVP



The screenshot shows a web interface for the NCTM 2025 Spring Conference. At the top left is a "Dashboard" link with a dropdown arrow. At the top right is a "Sign Off" link with an external icon. Below the navigation is a header with the NCTM logo and the dates "February 5-7". The main title is "NCTM 2025 Spring Conference". Below the title, it says "Step 1 of 1: RSVP". The main content area asks "Are you planning on attending the following activity?". The activity details are: Session Type: Session, Thu, 2/6: 1:00 PM - 2:00 PM, Location: Kansas City Convention Center, 2102 B, and Role: Lead Speaker. There are two radio buttons: "Yes" (selected) and "No". Below the "No" button is a text input field labeled "If No, Why:". At the bottom of the form is a "Submit" button.

### Step 2 of 3: Bio & Headshot

After accepting the offer, you will be directed to the Bio page (recommended: 2-3 sentences). You will also have the option to upload a headshot. A headshot is not required. Then click Save.



The screenshot shows a form for submitting a bio and headshot. At the top, a red asterisk indicates a required item. The form has a text area for the bio with a rich text editor toolbar above it. The toolbar includes icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, font size, format, and text size. Below the text area is a "Photo:" label with a "Choose File" button and the text "No file chosen". At the bottom of the form is a green box with the following text: "CLICK THE SAVE BUTTON BELOW TO COMPLETE YOUR FILE SUBMISSION. NOTE: ALL IMAGES SHOULD BE SIZED TO 80x100 PIXELS (width x height). ALSO, YOUR SCREEN MAY FLICKER OR TURN WHITE DURING THE SUBMISSION PROCESS." Below the green box is a "Save" button.

### Step 3 of 3: Contact Information

Please confirm your contact information on the Contact Information Form. Fill in the required fields indicated with red asterisk. If your name, affiliation, city, state, and contact email changed, please notify NCTM to update your membership account at [nctm@nctm.org](mailto:nctm@nctm.org), or call (800) 235-7566 for assistance in updating NCTM account. If your NCTM account has not changed, please fill in the required information as shown below, then click Save.

\* - indicates a required item.

#### Contact Information

\* First Name:

Middle Name:

\* Last Name:

\* Employer Name:

\* Address 1:

Address 2:

\* Institution City:

\* Institution State / Province / Region:  /

\* Zip:

\* Country:

\* Phone Number:

\* Email:

\* Confirm Email:

#### Additional Information

Twitter Handle:

\* Home Address:

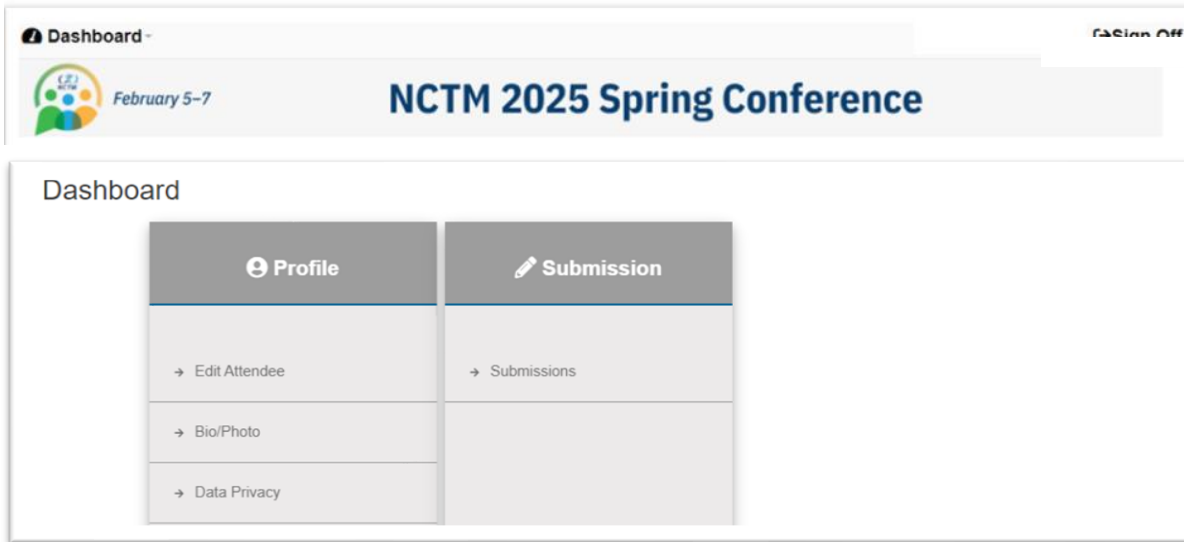
\* City:

\* State:  -

Click save.

Please use the registration link located in the notification email to locate the link where you will register. Lead speakers **MUST** register by the deadline. Co-speakers do not need to register by the deadline but should register before the early bird deadline for offered savings.

The **Dashboard** is where you can go to view/print your submission, update your profile, edit your biography, add a photo, and upload handouts.



Handouts can be uploaded after your presentation has been scheduled. Sign into your **Dashboard** and click on **Schedule** in your **Speaker Center** (Speaker Ready Room) on the far right. See screen print below.

