AMATYC Proposal Template

Contact Information

- Primary Presenter’s First Name:
- Primary Presenter’s Last Name:
- Primary Presenter’s Email:
- College/University Name (if retired or not from a college/university, please include information in Primary Affiliation):
- College City and State:
- Do you wish to have your email address included in conference publications?
- Indicate any day you can present (check all that are acceptable). Please be as flexible as possible. (Choices are Thurs, Fri, Sat, or Sun)
- Please list any AMATYC responsibilities you may have during the conference (e.g. affiliate president, delegate, ANet Chair, Project ACCCESS, etc.)
- Brief narrative bio for presenter(s) to be used by the presider to introduce the presenter(s). Please limit to 100 words per presenter.

Presentation Format

- Would you like to submit a proposal for the in-person conference, the AMATYC Virtual Days, or no preference?
- Select the most appropriate time format for your presentation. (AMATYC reserves the right to offer a different presentation format than the one selected in the submission process.) (Choices are: 50-min session, 25-min mini-session, 50-minute panel (in-person only) 2-hr workshop (in-person only), or poster (in-person only))
- Panel (in-person only): Is this a panel session? Panel session rooms will be set up with a table and two microphones. If panel, list panel moderators name, affiliation, and city, state.
- Multi-presenter: Will there be more than one presenter for this session? (Virtual presentations may have up to 2 presenters; in-person session/panel/workshop may have up to 4 presenters); all information listed in Contact Information is needed for each presenter.
- Equipment: Your presentation room at the conference comes supplied with a computer projector and audio interface for the amplification of sound from videos or other apps. Additionally, all rooms seating over 75 are equipped with a microphone for vocal amplification. If you need an active internet connection *for presenter-use only*, please explain why it is needed and how it will be used. Internet will only be considered if it is essential for the presentation with justification explicitly listed here. Internet access cannot be guaranteed for anyone besides the presenter in any session or workshop.
- Will attendees benefit during the session by having brought a tablet, smartphone, or laptop? (no internet access available)
Presentation Information: From this point on, do not include any information that will identify the speaker or institution.

- Title of Presentation (limited to 70 characters including spaces):
- 50-Word summary of your presentation for the program. This is the only information that will be printed in the program book to describe your presentation, so be descriptive but concise. Use complete sentences. Do not exceed 50 words. If attendees benefit by having brought a tablet, smartphone, or laptop, consider including that information. Define acronyms, adhere to capitalization rules, and only use 2nd or 3rd person grammar (do not use "I", "we", "our", etc.) in your summary. This is a blind review process. No commercial products may be mentioned. Please refer to the presentation information on the previous page or the video for guidelines and/or additional information.
- Proposals are reviewed by AMATYC's Program Committee. Letter codes will appear in the program to assist the program committee to create a balanced program and help attendees in identifying and selecting sessions/workshops on their topic of interest. Please select up to three program keys for your presentation. (More detailed descriptions may be found on this page or the AMATYC webpage.)
- List the specific goals or outcomes for your presentation. Include evidence of effectiveness of teaching strategies, materials, or ideas to be shared. This is a blind review process; do not include identifying information.
- How can the information in your presentation help or be used by mathematics faculty? Outline how you envision instructors using the information after the conference. This is a blind review process; do not include identifying information.
- Share an explicit breakdown of how the time in your presentation will be spent (remember to leave time for Q&A). AMATYC encourages presentations that model a variety of instructional strategies (e.g. group learning, discovery methods, active learning), interactive uses of technology, or other methods that actively involve the audience. If you specified previously that attendees would benefit from bringing a device, indicate what an attendee should bring with regard to hardware and software and how it will be used. This is a blind review process; do not include identifying information.
- Additional comments or information - this information will not be shared with reviewers.

Presider
- Are you (primary presenter) interested in being a presider for another session?