2025 KCM Conference Speaker Proposal Submission Guide

Before you begin the **2025 KCM Conference Speaker Proposal Submission Form**, this guide outlines all the information that will be collected. This document will help you prepare the necessary details in advance, as the form is divided into sections that are not visible until completed.

Section 1: Lead Speaker Information

Please use the next few questions to give Lead speaker information

1. **Lead Speaker Name**
   Please provide your full name.
2. **Lead Speaker Email**
   School email preferred if you are a Kentucky educator.
3. **Lead Speaker Phone Number**
   Please provide a contact number.
4. **Lead Speaker School/Organization Name and Address**
   Include the name and address of your school or organization.
5. **Lead Speaker Position/Job Title**
   What is your current position or job title?
6. **Previous KCM Conference Participation**
   Have you spoken at a previous KCM Conference? If yes, please indicate the year(s). If no, put "n/a".

Section 2: Co-Speaker Information

Please use the next few questions to give Co-speaker information

1. **Co-Speaker #1 Name**
2. **Co-Speaker #1 Email**
   School email preferred if you work in Kentucky.
3. **Co-Speaker #2 Name**
4. **Co-Speaker #2 Email**
   School email preferred if you work in Kentucky.
5. **Co-Speaker #3 Name**
6. **Co-Speaker #3 Email**
   School email preferred if you work in Kentucky.

Section 3: Breakout Session Presentation

Please use this section to give details regarding your presentation. All KCM Conference breakout sessions will be 60-minutes long.

1. **Title of Presentation**
   Please limit the title to 80 characters, including spaces.
2. **Grade Levels**
   Check all grade levels for which your presentation is appropriate.
3. **Presentation Description**
   Describe what attendees can expect in your session (700 characters max). This may be subject to editing for the conference program.

Section 4: Additional Information

The following information will be used by the conference committee to assist with speaker selection and conference planning.

1. **Learning Outcomes**
   What are the key learning outcomes of your session, and how will you engage participants?
2. **Mathematics Content Focus**
   What key mathematics content, including Standards for Mathematical Practice (SMPs), will your session cover?
3. **Additional Information**
   Use this space to elaborate on any details from your presentation description.
4. **Seating Arrangement Preferences**
   Select all seating styles your presentation is suitable for (e.g., banquet round table seating, individual row seating).
5. **Document Camera Request**
   Indicate if you will need a document camera for your presentation.
6. **Availability**
   Select the day(s) you are available to present.

Section 5: Vendor Information

Please use this section to give vendor information, if applicable. KCM is committed to providing high-quality educational content in our breakout sessions. All proposals should focus on delivering valuable, actionable insights that align with the session's educational goals. We kindly request that your presentation be free from product pitches or sales-oriented content.

1. **Vendor Representation**
   Do you represent a vendor/company? If yes, indicate the company. If no, put "n/a."
2. **Sponsorship Information**
   Are you currently (or planning to be) a sponsor for the 2025 KCM Conference?

Important Notes:
- All speakers will have access to internet, a laptop, clicker, projector, speakers, and chart paper.
- Seating arrangements are not guaranteed but will be communicated to speakers in advance.