

KCM Conference Speaker Proposal Submission Guide

To help you prepare for the **2026 KCM Conference Speaker Proposal Submission Form**, this guide outlines all the information that will be collected. Speaker proposals are due by November 14, 2025.

Section 1: Lead Speaker Information

Please use this section to give Lead speaker contact information

1. Email
This is the email of the person who is submitting the proposal. A confirmation of your submission will be sent to this email address. Please verify that you receive a confirmation email after submitting.
2. Lead Speaker Name
Please provide your full name.
3. Lead Speaker Email
School email is preferred if you are a Kentucky educator.
4. Lead Speaker Phone Number
Please provide a contact number.
5. Lead Speaker School/Organization Name and Address
Include the name and address of your school or organization.
6. Lead Speaker Position/Job Title
What is your current position or job title?
7. 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(s) Information

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

1. Co-Speaker #1 Name
2. Co-Speaker #1 Email
School email is preferred if a Kentucky educator.
3. Co-Speaker #2 Name
4. Co-Speaker #2 Email
School email is preferred if a Kentucky educator.

Section 3: Breakout Session Details

Please use this section to give details regarding your presentation. Note - KCM Conference breakout sessions are 60-minutes.

1. Title of Session
Please limit the title to 80 characters, including spaces.
2. Grade Levels
Select all grade bands for which your presentation is appropriate.
3. Target Audience
Use this question to indicate if the primary audience for your session are mentor teachers, coaches, teacher educators, consultants, administrators and/or anyone else that works to mentor/support/educate teachers (both pre-service or in-service). You may use question 3 in the next section to add additional detail about your target audience.
4. Session Description
Describe what attendees can expect in your session (700 characters max). This may be subject to editing and will be included in 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. What are the learning outcomes for your session and how will you actively engage participants?
Please describe what you expect your audience to learn and how you will engage them in learning.
2. What is the key mathematics content, which may include SMPs, that is the focus of this session?
Where appropriate, list specific content standards and/or specific SMPs that will be addressed in your session.
3. Additional Information
Use this space to elaborate on any details regarding your session.
4. Seating Arrangement Preferences
Select all seating styles your session is suitable for (banquet round table seating, individual row seating).
5. Document Camera Request
Indicate if you will need a document camera for your session.
6. White boards
A few rooms may be equipped with temporary whiteboards. Indicate here if you wish to have one of these rooms and, if so, how they will benefit your audience.
7. Offering a session more than once
Indicate if you would be willing to offer your session twice.

Section 4: Additional Information - Continued

8. Burst session

There will be a limited number of 30-minute "Burst" sessions offered during the conference. Indicate if you will be willing to offer your session as a Burst in addition to, or as an alternative to, offering the proposed session.

9. Select the day(s) and time frames you are available to present.

Section 5: Exhibitor/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) an exhibitor or 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 and white boards are not guaranteed but will be communicated to speakers in advance