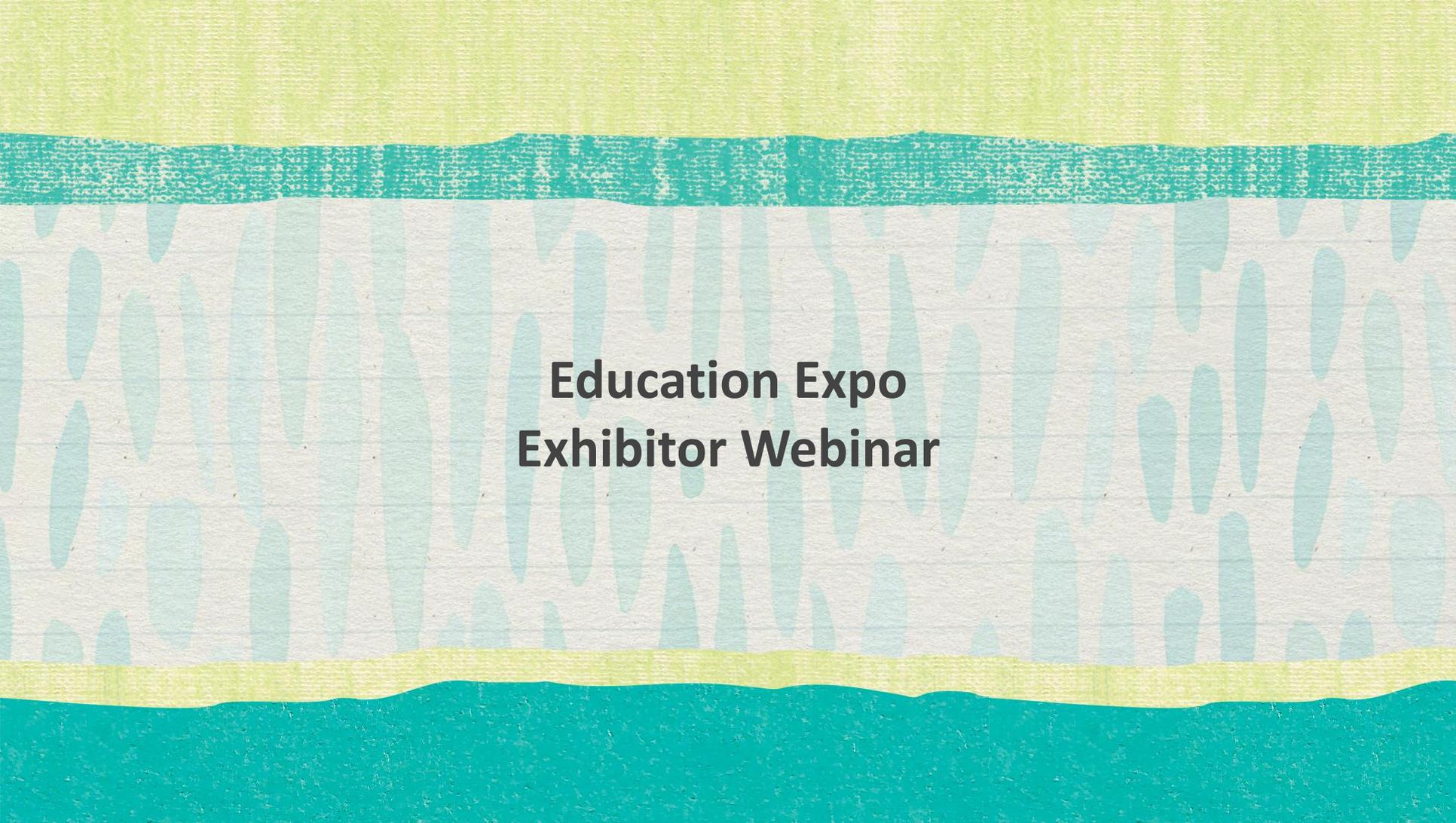


#LATEACHERLEADERS



SUMMIT 2022

MAKING A COMEBACK!



**Education Expo
Exhibitor Webinar**

Agenda

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Welcome

Over the past 10 years, Teacher Leader Summit has come to be known for the high-quality professional development it provides to Louisiana educators. We are grateful for the hundreds of educators and organizations who share their knowledge, skill, and expertise by designing and leading sessions each year.

The Department thanks you for your partnership and contribution to the 10th successful year of Teacher Leader Summit!

About

The 2022 Teacher Leader Summit is an annual professional development conference which brings together Louisiana birth to grade 12 educators and content experts. Educators participating in the event will share their knowledge, learn new skills, and prepare for the 2022-2023 school year.

The Education Expo is designed to connect Louisiana educators with high quality professional learning partners and non-profit organizations outside of scheduled sessions for Q&A opportunities, relationship building, and the sharing of best practices.

What the Education Expo is not

As school systems will have already selected their 2022-2023 curriculums and professional development providers, the Education Expo is not designed to be a typical trade show with a focus on sales. Instead, the focus is on creating meaningful connections between providers and school systems.

At a typical trade show a sales team would man the booth. For the Education Expo, the Department strongly encourages and recommends those manning the booth be content experts, not sales and marketing professionals.

Schedule

When and where is the Education Expo?

Tuesday, May 31 - Wednesday, June 1, 2022

9:00 A.M. - 4:00 P.M.

New Orleans Ernest N. Morial Convention Center, Hall I-1

- Exhibitor setup will take place on Monday, May 30 from 1:00 P.M. - 5:00 P.M.
- Exhibitors must be in place and ready to function at 8:45 A.M. on Tuesday
- Exhibitor tear down will take place Wednesday, June 1 from 4:00 P.M. - 6:00 P.M.
- Lunch will be provided to registered booth attendants in Halls G and H.

Arrival and Check In

The Department nor the Convention Center provide assistance with loading and unloading of materials. Exhibitors are responsible for loading and unloading their own materials.

Exhibitors will load and unload materials for their booth at the assigned loading dock for the event. Exhibitors will be provided detailed instructions on how and where to access the loading dock closer to the event date. These details will be communicated to the booth registrant along with any booth attendants.

Arrival and Check In

Parking

Ample [parking](#) is available at and around the Convention Center for a daily fee. Some [parking lots](#) only accept cash. All overnight parking is prohibited.

We encourage exhibitors to utilize ridesharing services, use [public transportation](#), or carpool. To share a ride, exhibitors can utilize the 'Sharing a Ride' conversation thread for Teacher Leader Summit within the Whova app.

Arrival and Check In

Health and Safety

Creating a healthy and safe environment for all participants is of the utmost importance and concern to the LDOE. The LDOE has outlined the requirements below as it pertains to health and safety measures related to the Teacher Leader Summit. Participants can review all of the COVID Safety Protocols [here](#).

The City of New Orleans has lifted the mask, vaccine and test requirements as of March 21. Under the [updated guidelines](#), Teacher Leader Summit will not require these.

Arrival and Check In

All registered exhibitors must check in to Teacher Leader Summit upon first arrival. Check-in on subsequent days is not necessary.

Exhibitors will check-in at the counter labeled 'Help Desk', inside of Hall I-1.

At check-in, each registered booth attendant will receive a lanyard with event pass. The lanyard and event pass must be worn at all times during the event to access the lunch halls and meeting rooms as needed.

Only exhibitor attendants that have been listed on the booth registration will gain entry during show hours.

Expectations

All exhibitor booths must have an attendant from your organization in place during show hours. Having 2-3 booth attendants registered will allow attendants relief during lunch hours and as needed during Expo hours.

Logistics

Exhibitors must [order services](#) if needed for your booth before May 2 to take advantage of the discounted service pricing. Services ordered after this date will be a higher cost. Support regarding booth services should be directed to [Freeman](#).

Booth numbers are listed in the Whova app under each exhibitor profile. Exhibitors will be provided with a floor plan that shows each booth's location on Friday, April 22.

Whova

The Department has chosen Whova as the dedicated platform for 2022 Teacher Leader Summit. Whova will be used by the organizers to communicate announcements and updates before, during, and after the event.

The following features can be utilized by exhibitors within the Whova app:

- Lead collection and export
- E-business card exchange and more

We recommend all booth attendants login to the Whova app to verify accessibility as soon as possible.

Whova

To get the most out of each booth at the Education Expo, the Department recommends each exhibitor complete their booth profile within the Whova app. To access your booth in Whova, registered booth attendants will need to login to the Whova app using the email address provided at registration.

For information on how to collect and export leads, interact with attendees, add a promotional offer, and setup a live showcase, visit the [Whova exhibitor guide](#) for step by step instructions.

Passport Contest

Teacher Leader Summit attendees have the opportunity to win prizes by participating in the passport contest through the Whova app. To qualify, attendees will earn passport stamps each time an exhibitor uses the 'Lead Retrieval' feature to scan the attendee's QR code.

To scan an attendee's QR code, a registered booth attendant will open the Whova app and select 'Collect Leads/Contacts' under the Exhibitor Hub section. Once selected, press the 'Scan QR code' button and use your phone or tablet camera to scan the attendee QR code.

Contest winners will be selected on Thursday, June 2 and must be present to accept and win prizes.

Q&A

Feel free to unmute and ask a question or send a question through the chat box.

Questions can also be sent to the organizers at LDOEvents@la.gov.