



## Presenter Logistics

**Presenter Webinar:** To ensure your success as a presenter at the Teacher Leader Summit, the Louisiana Department of Education (LDOE) requires all presenters to attend a Presenter Webinar. There are two time offerings, but it is required to attend only one session. It is not necessary to attend both.

- **Option 1:** April 19 at 4:30 p.m. CST
- **Option 2:** April 22 at 10:00 a.m. CST

**Webinar Link:** <https://ldoe.zoom.us/j/99283591651>

**Webinar Phone Number:** 312-626-6799

**Meeting ID#:** 992 8359 1651

**Passcode:** 316271

### Arrival and Check-in

- Presenters should arrive at least one hour before their first session to allot for Health and Safety screening and registration check-in.
- All presenters will adhere to [COVID-19 Safety Protocols](#). Entry is restricted to one entrance: Hall G. There will be no other points of entry for our event this year.
- All presenters must check-in when they first arrive at Registration located in Hall I-1. Check-in on subsequent days is not necessary.
- Presenters should be in their assigned rooms, fully set up, and ready to go 10 minutes before their sessions begin.

### Loading and Unloading

- LDOE nor the Convention Center provide assistance with loading and unloading of materials. Presenters are responsible for loading and unloading their own materials.
- There are no longer covered driveways at the Convention Center. The closest drop-off location is the [taxi/rideshare location](#). LDOE recommends that you enter the Shuttle Hub, park in Bus Bay 18 and unload. Please note—this area is for unloading and loading only. Parking here for more than 5–10 minutes may result in the car being towed at the owner's expense.
- The Convention Center restricts certain rolling carts from coming into the building through the general service doors. To avoid damage to the floors, carts will not be allowed entry if they are not in excellent condition. Presenters who wish to bring a cart in must have it assessed for compliance outside the entrance doors by an LDOE staff member. Upon arrival, message the

### Materials

- LDOE will provide the following in each session room: table, screen, projector, chart paper, and markers. It is the responsibility of the presenter to provide all other materials, as needed.
- Microphones will be provided to select meeting rooms. If you would like to reserve a microphone, you will need to contact the [event coordinator](#) before March 14, 2022.
- Presenters **must** provide their own computer with presentation materials preloaded. Both PCs and Macs are acceptable.
- The Convention Center's projectors connect to computers via HDMI cables (provided).

# TL SUMMIT 2022

MAKING A COMEBACK!

- **Presenters whose computers do not have an HDMI port (pictured right) will need to provide their own HDMI adapter. This applies to all Mac users as well as some other models.**
- Presenters who want to use a presentation clicker during their sessions should bring their own. The Convention Center does not rent or sell presentation clickers. Neither the in-house UPS Store nor the FedEx location across the street sell presentation clickers.
- Document cameras will not be supplied, but presenters are welcome to bring their own.
- The Teacher Leader Summit is a paperless conference. All materials must be received in advance by March 14, 2022 to be uploaded to both our app and website.



## Shipping Materials

- Presenters may ship materials to the [UPS Store](#) located in lobby F of the Convention Center. Please be advised that the UPS Store charges [fees](#) to receive and store boxes.
- Neither the UPS Store nor the Convention Center assist in transferring your materials from the UPS store to your meeting room. LDOE can provide you with a cart on a first come, first served basis at the Presenter Registration desk in the Great Hall Lobby.
- Additionally, the store opens at 9:00 a.m., so presenters with early sessions should make arrangements to pick up their boxes the day before.
- Please contact the [UPS Store](#) at [store6216@theupsstore.com](mailto:store6216@theupsstore.com) or (504) 670-8941 for more details.

## Copying and Printing

- The Department cannot provide copies of materials for presenters before or at the event. The Teacher Leader Summit is a paperless conference. Presenters choosing to supply participants with hard copies must do so at their own expense.
- For a [fee](#), presenters may use the [UPS Store](#) located in lobby F of the Convention Center for any last minute copying and printing needs. The UPS Store also has a limited amount of office supplies and computer accessories available for purchase (no presentation clickers).
- All costs associated with materials, copying, and printing are the responsibility of the presenter.

## WiFi

- The Department provides free WiFi access to all participants and presenters in meeting spaces.
- The Convention Center provides free WiFi access to all participants and presenters in common areas.
- Presenters will have a separate WiFi network during their sessions to reduce the likelihood of bandwidth issues.

## Room Setup

- Room capacities are limited due to social distancing parameters. Presenters will know how many people have registered for their sessions in real time by viewing their sessions in Whova, the event app and scheduling platform.
- Rooms will be set up either with rows of tables (classroom seating) or round tables. Room set-ups cannot be changed. Furniture cannot be moved around.

## Participant sign-in sheets

- Session attendance will be tracked through Whova, the Summit app.

**Lunch**

- Registration includes lunch on May 31 and June 1.

**Post-Session Information**

- Please leave your room as you found it. Encourage your participants to do the same.

**Event T-shirts and Tote Bags**

- An official Teacher Leader Summit t-shirt and tote bag will be supplied to each presenter who has successfully completed registration. These can be picked up upon arrival at the presenter check-in counter.

Our dedicated Summit team is available to answer questions and offer support at [LDOEEvents@la.gov](mailto:LDOEEvents@la.gov).



## Presenter Checklist

### Required

- Immediately, [register](#) as a presenter via Whova. If you are one of two presenters in a session, you will use the discount code that was sent to the provided email address from your application.
- Attend a webinar for presenters either April 19 or April 22.
- By February 21, update your session slide deck (if changes were requested).
- Bring a laptop computer with your presentation materials already loaded
- Bring a power cord to charge your laptop
- Bring an HDMI adaptor (required if your laptop does not have a built-in HDMI port)
- Read the Summit [Overview](#) and bring the items listed there.

### Optional

- By March 14 send your session materials to the [event coordinator](#) to upload to Whova.
- By March 14 request a lapel microphone for your session from the [event coordinator](#)
- Bring printed session materials for you (the presenter)
- Bring printed session materials for participants
- Bring a document camera
- Bring a presentation clicker
- Bring any additional materials your session requires