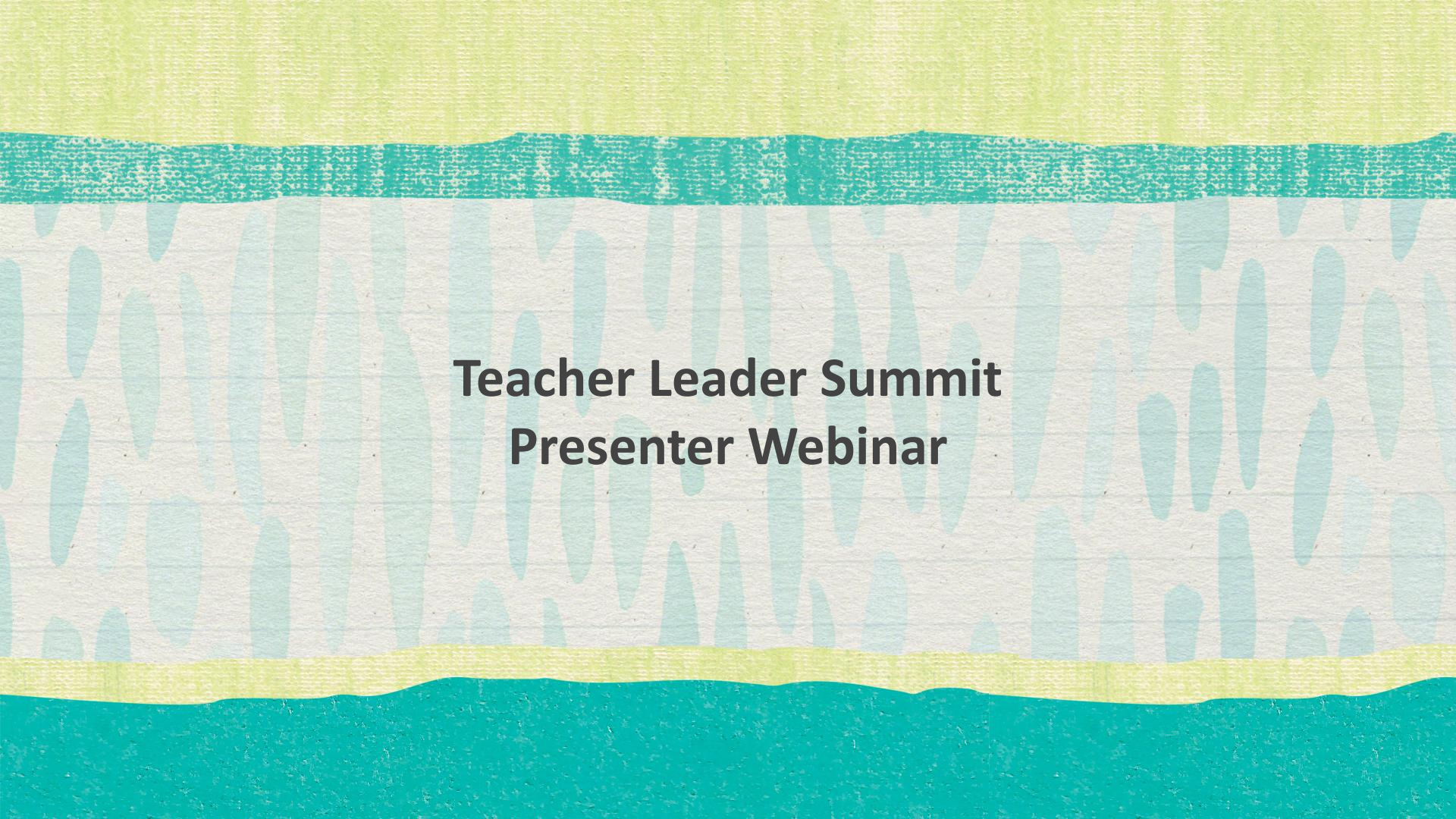


#LATEACHERLEADERS



SUMMIT 2022

MAKING A COMEBACK!



**Teacher Leader Summit
Presenter 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!

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 2022 Teacher Leader Summit will take place from May 31 - June 2, 2022 at the New Orleans Ernest N. Morial Convention Center (NOENMCC).

Sessions

The 2022 Teacher Leader Summit will offer educators the choice of over 500 sessions led by Department staff members, partner organizations, and educators from across Louisiana.

On April 8, the Department released the [2022 Summit Session List](#). Attendees and presenters should refer to the Whova app for the most up to date list and schedule of sessions.

The Department is committed to ensuring that as many educators as possible have the opportunity to attend their top choice sessions. To mitigate the overflow issues some educators experienced in prior years, the Department requires educators to reserve seats for sessions in advance via the Whova app.

Schedule

Tues, May 31	Check-in	8:00 AM–9:00 AM
	Keynote Speaker	9:00 AM–9:30 AM
	Opening Session	9:30 AM–10:00 AM
	Block 1	10:15 AM–11:15 AM
	Lunch (Hall G-H)	11:15 AM–12:15 PM
	Block 2	12:30 PM–1:30 PM
	Block 3	1:45 PM–2:45 PM
	Block 4	3:00 PM–4:00 PM

A fifteen minute transition time is positioned between each session block to allow attendees and presenters to move to their next location.

Schedule

Wed, June 1	Check-in	7:30 AM–8:00 AM
	Block 5	8:00 AM–9:00 AM
	Block 6	9:15 AM–10:15 AM
	Block 7	10:30 AM–11:30 PM
	Lunch (Hall G-H)	11:30 PM–12:30 PM
	Block 8	12:45 PM–1:45 PM
	Block 9	2:00 PM–3:00 PM
	Block 10	3:15 PM - 4:15 PM

A fifteen minute transition time is positioned between each session block to allow attendees and presenters to move to their next location.

Schedule

Thurs, June 2	Check-in	7:30 AM–8:00 AM
	Block 11	8:00 AM–9:00 AM
	Block 12	9:15 AM–10:15 AM
	Block 13	10:30 AM–11:30 AM
	Keynote Speaker	11:45 PM-12:15 PM
	Closing Session	12:15 PM-12:45 PM

A fifteen minute transition time is positioned between each session block to allow attendees and presenters to move to their next location.

Registration

As an approved presenter, registration must be completed in the Whova app **before May 6**. To register, visit the [event registration page](#) and select the Presenter ticket.

If you were sent an email confirmation that your registration fee is waived, enter and apply the discount code that was provided to waive the ticket fee. This code can only be used twice. If code is used for additional presenters that were not listed on your approved session, those tickets will be canceled.

Your ticket grants access to attend other sessions taking place during the event. Registration includes lunch on May 31 and June 1.

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

Arrival and Check In

The Department 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 park in the Shuttle Hub 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.

Arrival and Check In

The Convention Center restricts certain rolling carts from coming into the building. 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 via direct message within the Whova app. Prior to arrival, a direct message should be sent to the event organizers within the Whova app. Messages should include 1-3 photographs of the cart, including close up images of the cart wheels.

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. Presenters can review the [COVID Safety Protocols](#) on the [Teacher Leader Summit webpage](#).

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

Presenters will check-in at the counter labeled 'Presenter', inside of Hall I-1. Presenters should have their QR code ready to scan *before* arriving at the counter. To open your QR code in Whova from the mobile app, select your profile icon and select the 'My Contact Info & QR Code' option. Then select 'My QR Code' to display to the check-in attendant.

At check-in, each presenter will receive a lanyard with event pass, t-shirt and tote bag. T-shirt sizes will be determined based on what size was listed by the presenter at the time of registration.

Arrival and Check In

Once event check-in has been completed, presenters should arrive to their designated meeting room 15 minutes before the session begins, whenever possible.

Upon arrival to the designated meeting room, presenters should set up their equipment and test the presentation before attendees arrive.

Logistics

Because many presenters are leading sessions more than once throughout the event, the organizers have reserved a dedicated storage area for presenters to store session materials overnight. This room will remain locked throughout the event and can only be accessed by the organizers and the convention center.

If a presenter needs to store or retrieve items from the storage room, message the organizers directly within the Whova app or visit the Help Desk counter located in Hall I-1.

Session Materials

LDOE will provide the following in each session room: microphone, table, screen, projector, chart paper, and markers. It is the responsibility of the presenter to provide all other materials, as needed.

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). 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.

Session Materials

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. Presenters that choose to provide printed materials to attendees can utilize the [UPS store](#), located in Lobby F of the Convention Center.

Session Materials: Due Dates

Beginning May 9, the Department will upload approved session decks to each session in Whova. Additional session materials that require upload to Whova must be submitted to LDOEvents@la.gov **before May 9**. Please include your session title, date and time with your submission.

After the event concludes, approved session decks and provided materials will be uploaded to the Teacher Leader Summit webpage.

If an approved presentation deck *cannot be shared* within the Whova app nor the event webpage, presenters must notify the organizers **before April 29**.

Whova

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

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

- Scheduled poll to session attendees
- Q&A: Questions from attendees that can be answered during the session
- Session attendee and presenter chat room
- E-business card exchange and more

For more information on how to engage with your audience within Whova, presenters can review the [Whova speaker guide](#).

Whova

Presenters should set up their profile within Whova as soon as registration is complete.

To access the event in Whova, presenters must login to the app with the same email address that was provided during registration. If you receive a message asking for an invitation code, you are not logged in with the correct email address or there was a typo in the email provided during registration.

If you believe there may be a typo in the email address provided during registration, email LDOEvents@la.gov to troubleshoot.

Whova

Presenters should refer to the Whova app for the most up to date schedule of sessions. The full agenda can be viewed by selecting 'Agenda' and 'Full Agenda' within Whova.

To access your personal agenda in Whova, select 'Agenda' and select 'My Agenda'.

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.