



2023 Teacher Leader Summit Education Expo

Are you ready to **Accelerate to Success**? The Louisiana Department of Education (LDOE) is calling for proposals for the 2023 Teacher Leader Summit Education Expo. 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.

The 2023 Teacher Leader Summit is an annual professional learning conference that 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 2023-2024 school year.

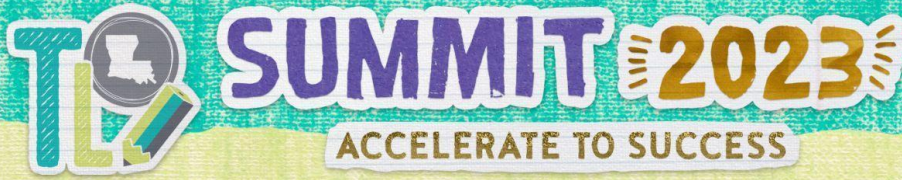
LDOE invites approved professional learning partners and non-profit organizations aligned with LDOE's priorities to apply to participate in its Education Expo at the 2023 Teacher Leader Summit.

Teacher Leader Summit will take place on **May 30 - June 1, 2023**, at the New Orleans Ernest N. Morial Convention Center (NOENMCC). The Education Expo schedule is as follows:

Date	Expo Hours	Exhibitor Setup	Exhibitor Tear Down
May 29 th	-	1:00 p.m. - 5:00 p.m.	-
May 30 th	10:15 a.m. - 4:00 p.m.	-	-
May 31 st	9:00 a.m. - 4:00 p.m.	-	4:00 p.m. - 6:00 p.m.

The following organizations are encouraged to apply:

- Vendor approved organizations providing professional learning on high-quality curricula
- Vendors of texts for high-quality curriculum
- Teacher and principal associations
- Arts organizations
- Education resources
- Digital and virtual learning resources
- Educator preparation providers
- Advocacy groups



What the Education Expo is not

As school systems will have already selected their 2023-2024 curricula and professional learning providers, the Education Expo is designed to be something other than a typical trade show focused on sales. Instead, the focus is on creating meaningful connections between partners and school systems. At a typical trade show, a sales team would staff the booth. For the Education Expo, LDOE strongly encourages and recommends that those operating the booth be content experts, not sales and marketing professionals. Exhibitors agree only to discuss products/services for which they are approved as outlined in their application acceptance letters.

What is the Application Process

To participate in the Education Expo, all Exhibitors must apply. With limited booth spaces available, it is important to submit the [application](#) for review by **March 3, 2023**.

Applicants will be notified via email on **March 23, 2023**, of their application decision. The LDOE reserves the right to refuse any application for any reason, including but not limited to the applicant not being aligned with the LDOE's strategies and the priorities of the event.

High-quality curriculum provider applications will be evaluated on:

- Number of approved high-quality curriculums across subject areas.
- Presence in the PD vendor guide.
- Reach in high-needs areas.
- Support for unfinished and/or virtual learning.
- Alignment to LDOE's strategies and priorities of the event.

Other partners and non-profit organization applications will be evaluated on:

- Support for unfinished and/or virtual learning.
- Impact on Louisiana educators and/or students.
- Alignment to the LDOE's strategies and priorities of the event.

Booth space is only available through the application approval process and full payment and registration within Cvent. No payment should be sent to the LDOE. Registration will open after approvals have been emailed on March 23rd. The approval email will detail the next steps. All questions should be directed to events@emergentmethod.com.



Important Dates

Date	Action Item
February 10th	Education Expo applications open
March 3rd	Education Expo applications due
March 23rd	Exhibitors will receive application status email confirmation
April 6th	Payment due in full for accepted Exhibitors; last day for full refund for cancellations; deadline to submit sponsorship plan
May 1st	List of Education Expo Exhibitors released to attendees via the website and the Cvent app)
May 2nd	Mandatory Webinar for approved Exhibitors, 2:30 p.m. (Two (2) sessions offered, vendors are required to attend one (1) session)
May 4th	Mandatory Webinar for approved Exhibitors, 11:00 a.m. (Two (2) sessions offered, vendors are required to attend one (1) session)
May 29th	Booth setup takes place from 1:00 p.m. to 5:00 p.m.
May 30th	Education Expo takes place from 10:15 a.m. to 4:00 p.m.
May 31st	Education Expo takes place from 9:00 a.m. to 4:00 p.m.
May 31st	Booth tear down takes place from 4:00 p.m. to 6:00 p.m.

Sponsorship Value

The Education Expo allows Exhibitors to meet and network with Louisiana educators during the annual Summit. The Education Expo is designed to connect Louisiana educators with high-quality professional learning partners and non-profit organizations for Q&A opportunities, relationship building, and the sharing of best practices.

1. The Education Expo will be held over two (2) dates. The Education Expo area will be secured with enhanced security after-hours.
 - a. May 30th: 10:15 a.m. - 4:00 p.m.



b. May 31st: 9:00 a.m. - 4:00 p.m.

2. This year, LDOE will use Cvent. The following will be provided to Exhibitors.

a. Access to the event app, Cvent, that includes the following features:

- Exchange of contact information with attendees.
- Schedule in-person or virtual meetings with attendees.
- Provide company details, links, and documents to highlight product and service offerings.
- Be featured in the in-app game to increase traffic to your profile.
- Access widespread visibility through the event home page, exhibitor lists, and engagement tools.
- Access event reporting data from participation in the event.

3. Engagement through gamification

a. Attendees can participate in event contests that incentivize attendees to visit every booth inside the exhibitor center, giving Exhibitors increased traffic, networking opportunities, and lead gathering. Attendees can participate in the following ways:

- Leadcapture scan - Have your name badge scanned by an exhibitor using the app.
- Live Q&A and polling with other app content via the in-app game.
- Session, speaker, and overall event feedback directly in the app.
- Keep track of scheduled, accepted, and attended appointments with other attendees or exhibitors.
- Join session chats and virtual exhibitor meetings.
- Click the "Contact Us" button on an exhibitor detail page to send a message to the exhibitor.
- Navigate to the list of Exhibitors and access videos, links, and documents.

4. Booth Size

a. The size of the exhibitor booths will be 10 x 20 feet.

Booth Fees

Below is a list of Education Expo booth details, along with pricing. Payment requirements and next steps will be outlined in the email to approved applicants. All payments must be received by **April 6, 2023**.

Additional services are available and will be considered at an additional cost. Once an application is approved and payment has been received, the event organizer will share with the approved Exhibitor the Exhibitor Services Manual. The Exhibitor Services Manual outlines ancillary items an Exhibitor may want to pay for, such as electricity to the booth, round tables, high-boy tables, additional chairs, carpet, and sneeze guards. The Exhibitor will arrange all ancillary costs with the general contractor. More information will be shared upon application approval and receipt of payment.



Booth	Registration Cost	Non-profit (501c3) Rate
20' x 10' Booth <ul style="list-style-type: none"> ● 8' high back wall ● 3' high side drape ● (1) 6' x 30" H draped table ● (2) Limerick side chairs ● (1) wastebasket ● 7" x 44" one-line booth ID sign* ● Wi-Fi access ● 2 lunch tickets* 	\$1,000	\$750

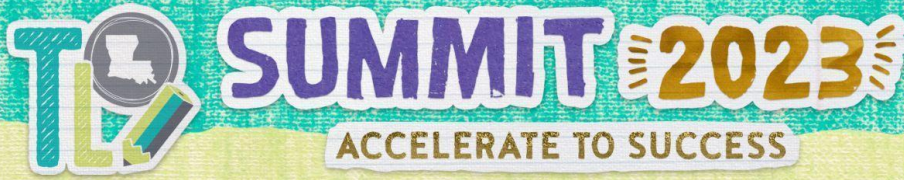
*Lunch will be provided for up to two booth attendants. Lunch for additional attendants will need to be purchased as an add-on at the time of registration.

Based on venue rules: Nothing may be taped, pinned, stapled, or otherwise attached to walls/wall surfaces in the building. No banners or other materials will be hung from the ceiling/rafters. Exhibitors are permitted to have signage, banners, and table runners within their booth. Anything attached to tables must not damage tables or any rented linens. Anything attached to the pipe and drape must not damage the pipe and drapes. Table runners should be draped from the table and affixed with spring clips. Banners, signage, and other accompaniments may be displayed on easels or banner stands where space is available within your booth. Outside food and beverages are not allowed. Please see the full Terms and Conditions and Exhibitor Policies.

Exhibitor Outreach and Marketing

To increase attendee satisfaction and provide participants with networking opportunities, LDOE is providing outreach opportunities to our Exhibitors. Once approved for a booth after applying, the options below qualify for a 100% booth fee discount if Exhibitors choose to participate.

- Sponsor a networking event for at least 30 people.
 - The following audiences can be selected to attend a social through the event app:
 - Teachers
 - Teacher Leaders
 - Early Childhood Directors
 - Teacher Preparation Providers
 - Arts Teachers
 - Librarians
 - Counselors
 - School Leaders
 - System Leaders
 - The sponsored networking option available is:
 - Evening social:
 - 5:00 p.m. - 6:30 p.m., May 30th, or May 31st
 - These can be held off-site close to the Convention Center and can include dinner or drinks



for educators while they meet and greet with exhibitor teams, hear a speaker, socialize, or participate in professional learning activity.



TERMS AND CONDITIONS

Each exhibit booth will consist of 20' back wall pipe and drape, one 8'30" table, two chairs, Wi-Fi access, two (2) lunch tickets, and a booth sign. Additional equipment and services are available on a rental basis from the New Orleans Ernest N. Morial Convention Center (NOENMCC) and must be coordinated through the event organizer at events@emergentmethod.com.

Exhibitor set-up will take place on May 29, 2023, from 1 p.m. to 5 p.m. All supplies and materials unloading must occur via the designated loading dock behind NOENMCC.

Exhibitor tear-down will occur on May 31, 2023, from 4 p.m. to 6 p.m. All supplies and materials must be loaded via the designated loading dock behind NOENMCC.

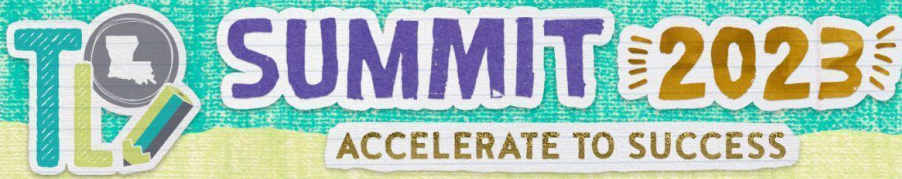
Exhibitors must be fully set up by 5:00 p.m. on May 29, 2023. Exhibitors must be in place and ready to function by 8:45 a.m. on May 30 and 31, 2023. Exhibitors must be fully vacated from NOENMCC by 6:00 p.m. on May 31, 2023.

- All exhibits must have an attendant during show hours. All displays must be fully contained within the designated exhibit space.
- Exhibitors signing this agreement (by way of the online application) shall not sublet any part of the space without the prior written approval of the event organizer.
- Use of public address systems and other sound amplification must have prior approval from the event organizer.
- The event organizer reserves the right only to accept applications aligned with LDOE's strategies and the event's priorities.
- Exhibit space cancellation notice must be submitted by April 6, 2023, to the event organizer at events@emergentmethod.com to receive a full refund. Cancellations received after April 6, 2023, will receive no refund, and said booth space would revert to the event organizer.
- Exhibitors who are approved, pay for space, and are no-shows will not be refunded any portion of the registration fee. These Exhibitors will be prohibited from participating in future Teacher Leader Summit Education Expos.
- Exhibitors who are approved but do not pay the registration fee in full by April 6, 2023, will have said booth space canceled and their attendance at the event revoked.
- Should the LDOE or NOENMCC cancel the event, Exhibitors are entitled to 100% of their registration fee.
- Liability and Lawful Operations: The LDOE and NOENMCC will assume no responsibility for damaged, lost, or stolen property. Insurance on the Exhibitor's property is the responsibility of the Exhibitor.
- Electricity and the use of flammable materials must conform to all local regulations. Firearms and other weaponry are not allowed. No gasoline engines will be allowed to operate without written approval from the Fire Marshall and must be organized through the event organizer.
- Exhibitors shall comply with all federal, state, and municipal laws and administrative rules, including but not limited to those relating to licenses and permits, ordinances and regulations applicable to the exhibit.



Indemnification: Any damage to premises is the responsibility of the Exhibitor causing the damage. Any restitution for such damage remains the Exhibitor's responsibility. The Exhibitor agrees to hold the LDOE and NOENMCC harmless of any liability, injury, or damage to persons or property that may arise out of the use of the premises by the Exhibitor pursuant to this agreement. The Exhibitor agrees to hold harmless and indemnify the LDOE and NOENMCC against all actions, liabilities, damages, losses, expenses, debts, taxes, fees, charges, assessments, and other claims which may be caused by, arising out of, or are in any way associated with or contributed to directly or indirectly, by any act, omission, negligence, fault, or violation of any law or regulation by the Exhibitor or any of the Exhibitor's officers, employees, agents, independent contractors, volunteers, guest, or visitors including but not limited to the costs of investigating, processing, litigating, or settling any such claim and LDOE and NOENMCC reasonable attorney fees.

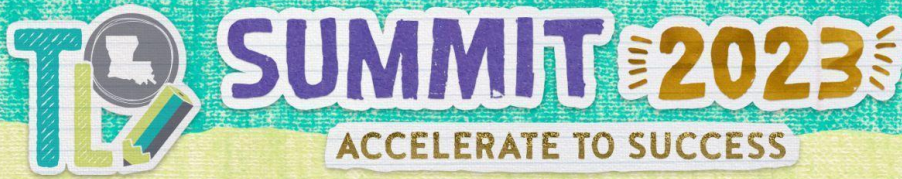
Any matters not herein provided for shall be at the discretion of the event organizer and NOENMCC. The laws of the State of Louisiana shall govern this agreement. If any action is brought with respect to this agreement, it shall be brought in the courts of Baton Rouge in the State of Louisiana.



Application Questions

1. Contact name: (first, last)
2. Contact email:
3. Contact mobile number:
4. Organization name:
5. Organization mailing address:
6. Which classification best describes your organization?
 - a. Vendor-approved Organizations providing professional development on high-quality curricula.
 - b. Vendors of texts for high-quality curriculum
 - c. Teacher and principal associations
 - d. Arts organizations
 - e. Education resources
 - f. Digital and virtual learning resources
 - g. Universities with online degree programs
 - h. Prep providers
 - i. Advocacy groups
 - j. National Boards (certifications)
 - k. Non-Profit organization
 - l. None of these
7. Which vendor guide are you currently listed in Louisiana?
8. What content area does your organization most align with? Select all that apply.
 - a. Career and Technical Education
 - b. Arts
 - c. High School Experience
 - d. Diverse Learners
 - e. ELA
 - f. Early Childhood
 - g. Math
 - h. STEM
 - i. Science
 - j. Literacy
 - k. Social Studies
 - l. Technology
 - m. Instructional Best Practices
 - n. Student Well-being
 - o. System/School Planning
 - p. Curriculum and Assessment
 - q. World Languages
 - r. Other:
9. Select the educational priority and focus area(s) your organization most closely aligns with:
 - a. Ensure every child is on track to a professional career, college degree, or service.
 - i. ACT scores
 - ii. Associate degrees

- iii. Cohort tracking
 - iv. Community Service Diploma Endorsement
 - v. Credentials
 - vi. Dual enrollment
 - vii. FAFSA completion
 - viii. High-demand apprenticeships
 - ix. Individualized Graduation Plans
- b. Remove barriers and create equitable, inclusive learning experiences for all children.
- i. Access to high-quality early childhood education
 - ii. Mental and behavioral health, Student Well-being, and trauma-informed care
 - iii. Proven, evidence-based strategies for diverse learners
 - iv. School choice for students and families
 - v. Supports and services for English Learners
- c. Provide the highest quality teaching and learning environment.
- i. 1:1 device-to-student ratio
 - ii. Academic standards
 - iii. Accelerated learning recovery
 - iv. Aligned instructional materials and resources
 - v. Arts and humanities
 - vi. Assessments to inform instruction
 - vii. Healthy child development and play
 - viii. Literacy
 - ix. STEM
- d. Develop and retain a diverse, highly effective educator workforce.
- i. Aspiring leader development
 - ii. Elevate teacher voice
 - iii. Improve educator compensation
 - iv. Intentional partnerships with teacher preparation providers
 - v. Job-embedded collaboration and professional development
 - vi. New teacher induction
 - vii. Observation, feedback, and coaching cycles
 - viii. Pre-educator pathways
 - ix. School-based Instructional Leadership Teams
 - x. Teacher Leader opportunities
- e. Cultivate high-impact systems, structures, and partnerships.
- i. Communication and guidance for family engagement and support
 - ii. Differentiated and targeted school improvement assistance
 - iii. Early childhood Ready Start Networks
 - iv. Establish Insight Groups
 - v. Highlight “Models of Excellence”
 - vi. Priorities-based pandemic relief funding management and support
 - vii. Strategic planning, resource allocation, and alignment to critical goals
 - viii. Universal connectivity for all students
10. Briefly describe the goals/strategy/mission of your organization:
11. How would having your organization participate in the Education Expo benefit Louisiana birth-grade 12 educators?



12. As school systems will have already selected their 2023-2024 curriculum and professional development providers, the Education Expo is designed to be something other than a typical trade show focused on sales. Instead, the focus is on creating meaningful connections between providers and school systems. At a typical trade show, a sales team would staff the booth. For the Education Expo, LDOE strongly encourages and recommends that those operating the booth be content experts, not sales and marketing professionals. Exhibitors agree only to discuss products/services for which they are approved as outlined in their application acceptance letters. Do you acknowledge and accept these terms?
 - a. yes
 - b. no
13. Have you read and understand the terms, conditions, and policies outlined in this FAQ document?
 - a. yes
 - b. no
14. If your application is approved and you choose to sponsor a networking event, please provide the following information:
 - a. Sponsor a networking event for at least 30 people
 - i. Requires networking event details, including agenda, location, and estimated capacity, to be submitted to events@emergentmethod.com by **April 6, 2023**

If an incentive is selected and an approved Exhibitor does not submit the required sponsorship information by April 6th, the Exhibitor will have until **April 6, 2023**, to pay the applicable booth fee. If the booth fee is unpaid on April 6, 2023, the booth will be forfeited to LDOE.