



# SUMMIT 2024

LEADING THE NEXT LEVEL

**Presenter Webinar**

May 2024

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# Agenda

- Welcome
- About Teacher Leader Summit
- Summit Schedule
- Registration
- Arrival & Check-in
- Logistics
- Session Materials
- Cvent
- Health & Safety
- Q&A



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# Welcome



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!**



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# About

The 2024 Teacher Leader Summit is an annual professional learning conference that brings together Louisiana's birth to grade 12 educators and content experts. Educators participating in the event will share their knowledge, learn new skills, and prepare for the 2024-2025 school year.

## Theme

**Leading the Next Level!**

## Dates

**Tuesday, May 28  
– Thursday, May  
30**

## Location

**New Orleans  
Ernest N. Morial  
Convention  
Center**



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# About

The 2024 Teacher Leader Summit will offer educators the choice of over 800 sessions led by Department staff members, partner organizations, and educators from across Louisiana.



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# Schedule - Day 1

## Day 1: Tuesday, May 28, 2024

Start Time	End Time	Event
7:30 a.m.	4:00 p.m.	Registration & Help Desk
8:00 a.m.	4:00 p.m.	Education Expo
9:00 a.m.	10:00 a.m.	Opening Session
10:15 a.m.	11:15 a.m.	Breakout Session 1
11:15 a.m.	12:15 p.m.	Lunch
12:30 p.m.	1:30 p.m.	Breakout Session 2
1:45 p.m.	2:45 p.m.	Breakout Session 3
3:00 p.m.	4:00 p.m.	Breakout Session 4
5:00 p.m.	6:30 p.m.	Networking Events



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# Schedule - Day 2

## Day 2: Wednesday, May 29, 2024

Start Time	End Time	Event
7:00 a.m.	4:30 p.m.	Registration & Help Desk
8:00 a.m.	4:00 p.m.	Education Expo
8:00 a.m.	9:00 a.m.	Breakout Session 5
9:15 a.m.	10:15 a.m.	Breakout Session 6
10:30 a.m.	11:30 a.m.	Breakout Session 7
11:30 a.m.	12:45 p.m.	Lunch
1:00 p.m.	2:00 p.m.	Breakout Session 8
2:00 p.m.	2:30 p.m.	Extended Break
2:30 p.m.	3:30 p.m.	Breakout Session 9
3:45 p.m.	4:45 p.m.	Breakout Session 10
5:00 p.m.	6:30 p.m.	Networking Events



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# Schedule - Day 3

## Day 3: Thursday, May 30, 2024

Start Time	End Time	Event
7:30 a.m.	9:00 a.m.	Registration & Help Desk
8:00 a.m.	9:00 a.m.	Breakout Session 11
9:15 a.m.	10:15 a.m.	Breakout Session 12
10:30 a.m.	11:30 a.m.	Breakout Session 13



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# Essential Professional Structures

Presentations on the following topics related to the three essential professional structures will be prioritized during selection.

- Instructional Leadership Teams (ILT)
  - School system ILT
  - School level ILT
  - Long range planning
  - High quality instruction materials implementation
  - Implementing vision, mission, expectations, and common language
  - Using existing plans (e.g., literacy plans, Lau plans, school system strategic plans)
  - Using data to inform (e.g., curriculum-embedded assessments, exit tickets, formal and informal teacher observations, student work samples)
  - Planning and implementing strategies to improve outcomes for diverse learners
  - Attaining coherence of the instructional program
- Teacher Collaboration
  - Unpacking of high quality instructional units and lessons
  - Addressing needs of diverse learners and providing targeted interventions
  - Using student work and data samples to inform professional learning
  - Reviewing and completing curriculum-embedded assessments to understand content and instructional strategies
- Career Pipeline
  - Content Leaders as Teacher Collaboration Facilitators
  - Mentor Teacher implementation
  - Coaching and feedback conversations
  - Using teacher leaders on the ILT



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# Qualities of Successful Presenter Applications

Engaging.

Uses entire hour of time.

Aligned to state priorities, best practices, and research.

Includes time to reflect on learning and make connections to their role.

Relevant to a selected audience.

Opportunities for collaboration.

Considerate of adult learners.

Participants leave with clear, actionable steps to implement.

Follows the [High Quality Professional Learning Cycle](#).

Prior successful experience in facilitating professional learning.



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# Call for Proposals

- Session title.
- Presenter / Co-Presenter information.
- Proposed session title.
- Brief summary of your session.
- Objectives of your session.
- Impact on attendees work?
- How will your session be actionable and hands on?
- Draft presentation slide deck.
- Target audience.
- Educational priority and focus area(s).
- Content area.
- Grade level(s) your session addresses.
- Day preference.
- Rotation availability.
- Room size preference.




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# Cvent

All session applications will be presented through the Cvent platform. All communication regarding your application will also come via Cvent.



### Lead Presenter Information

Prefix

First Name

Last Name

Email Address

\* Cell Phone Number

\* Employer/School System and School

\* Role/Title


Profile Image  
  
Accepted File Formats: JPG, PNG, GIF

\* Will you be presenting on behalf of an organization OTHER than a school or school system?  
 Yes  
 No

\* Sub-Question  
\* What is the organization's name?

\* Have you been a presenter at one or more previous Teacher Leader Summits?  
\* Previous experience presenting at TL Summit is not required.  
 Yes  
 No

\* Sub-Question  
\* Please provide the year and title of your session(s):



### Session Information

The LDDE strives for Teacher Leader Summit content to be tightly aligned with the Department's priorities and academic vision. Before building session content, applicants should build a strong understanding of Louisiana's educational priorities and focus areas.

To submit session materials, please make a copy of the [session slide template](#) and add session content to the slide template. When completing the application via the Cvent Presenter Portal, applicants will be asked to upload their presentation. An introductory slide of the presentation in the session slide template provides detailed directions.

Once the application below is approved, this will be used in the Cvent Presenter portal.

\* 1) Select the educational priority and focus area(s) your session most closely aligns with:

- Ensure every child is on track to a professional career, college degree, or service
- Remove barriers and create equitable, inclusive learning experiences for all children
- Provide the highest quality teaching and learning environment
- Develop and retain a diverse, highly-effective educator workforce
- Cultivate high-impact systems, structures and partnerships

\* Sub-Question  
\* 1A) Please select:


- ACT scores
- Associate's degrees
- Cohort tracking
- Community Service Diploma Endorsement
- Credentials
- Dual enrollment
- FAFSA completion
- High-demand apprenticeships
- Individualized Graduation Plans

\* Sub-Question  
\* 1B) Please select:

- Access to high-quality early childhood education
- Mental and behavioral health, Student Well-being, and trauma-informed care
- Proven, evidence-based strategies for diverse learners
- School choice for students and families
- Supports and services for English Learners

\* Sub-Question  
\* 1C) Please select:

- 1:1 device to student ratio
- Academic standards
- Accelerated learning recovery
- Aligned instructional materials and resources
- Arts and humanities
- Assessments to inform instruction
- Healthy child development and play



### Step 4: Review Your Submission

This is how your submission summary will appear to submitting authors. You can use the styling options to make the labels and values look exactly how you want.

Please note the labels and values shown here are examples, not what you actually selected.

#### Author Details

First Name

Last Name

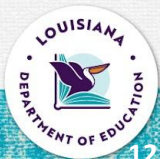
Email Address

#### Terms and Guidelines

- Only applications submitted through Cvent on or before **January 31, 2024** will be considered.
- The LDDE will waive the Summit registration fee for up to two (2) presenters per session. If a session requires more than two (2) presenters, additional presenters must purchase a ticket through the registration page.
- Presenters and/or their employers are responsible for all costs associated with traveling and presenting at Teacher Leader Summit. LDDE will not cover any costs associated with traveling and presenting at Summit. These costs include, but are not limited to, travel accommodations, materials, and substitute teachers.
- Presenters will be responsible for creating, printing, and purchasing all session materials, such as handouts and manipulatives.
- Presenters should notify their employers before applying.
- Presenters may apply to lead more than one session at Summit. Each session requires a separate online application.
- Sessions will be 60 minutes long and offered at least one time during the Summit.
- Most rooms hold approximately 50-150 participants.
- LDDE reserves the right to cancel sessions of presenters as they see fit.

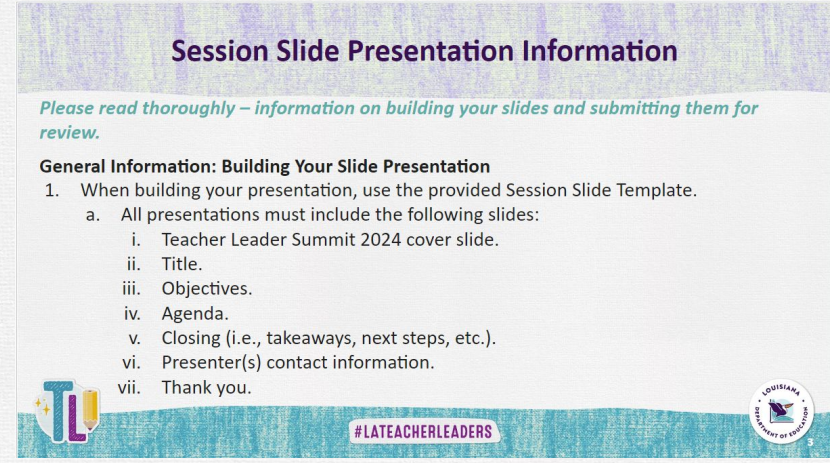
\* Check below to acknowledge that you have read and agree to the outlined Terms and Guidelines.

I agree



# Session Materials

Applicants must submit a completed presentation utilizing the provided [TLS 2024 template](#) with the presenter application.



*Please read thoroughly – information on building your slides and submitting them for review.*

## General Information: Building Your Slide Presentation

1. When building your presentation, use the provided Session Slide Template.
  - a. All presentations must include the following slides:
    - i. Teacher Leader Summit 2024 cover slide.
    - ii. Title.
    - iii. Objectives.
    - iv. Agenda.
    - v. Closing (i.e., takeaways, next steps, etc.).
    - vi. Presenter(s) contact information.
    - vii. Thank you.



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# Timeline

January 5 - February 2	Call for proposals <a href="#">application</a> open
February 8 - March 15	Review Period
March 18 - 20	External session selections confirmed; presenters notified of acceptance and revisions (if needed)
April 12	Finalized slide decks due
May 6 and May 8	Mandatory presenter webinar



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# Registration

As an approved presenter, registration must be completed in the Cvent app.

Your ticket grants access to attend other sessions taking place during the event. Registration includes lunch on May 28 and May 29.

Sign up for TLS sessions on the Cvent app using event code: **FgXJiTLS24**



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# Arrival and Check-in

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

We encourage exhibitors to utilize ridesharing services, use [public transportation](#), or carpool on set up day and on the Summit days.



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# Arrival and Check-in

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

There are no 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.



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# 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 and assessed prior to TLS 2024.

Presenters who wish to bring a cart in must have it assessed for compliance via direct message via email at [events@emergentmethod.com](mailto:events@emergentmethod.com). Prior to arrival, a direct message should be sent to the event organizers. Messages should include 1-3 photographs of the cart, including close-up images of the cart's wheels.



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# 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 Hall A-B.

At check-in, each presenter will receive a lanyard with an event pass and tote bag.

After checking in, visit Hall B to pick up your t-shirt. T-shirt sizes will be determined based on the size that was listed by the presenter at the time of registration.



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# 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 test the equipment and the presentation before attendees arrive.



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# 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 be located in front of Hall-B in B104-105. 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 at [events@emergentmethod.com](mailto:events@emergentmethod.com) or visit the Help Desk counter located in Hall A-B.



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# Session Materials

There will also be chart paper and markers available if needed. It is the responsibility of the presenter to provide all other materials for their specific session.

Presentation material will be preloaded on the laptops. Presenters should bring a portable drive with presentation materials as a backup.

LDOE will provide the following in each session room:

- Staff to facilitate room check-in
- A microphone
- Screen
- Projector
- Laptop



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# Session Materials

Presenters who want to use a presentation clicker during their sessions should bring their own. The Convention Center, in-house UPS Store, and the nearby FedEx location do not rent or 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.



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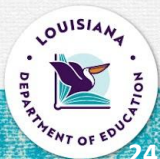
# Session Materials

After the event concludes, approved session decks and provided materials will be uploaded to Canopy. Approved session decks are pulled from the presentation link that was provided during the application.

If an approved presentation deck cannot be shared, presenters must notify the organizers **before May 15.**



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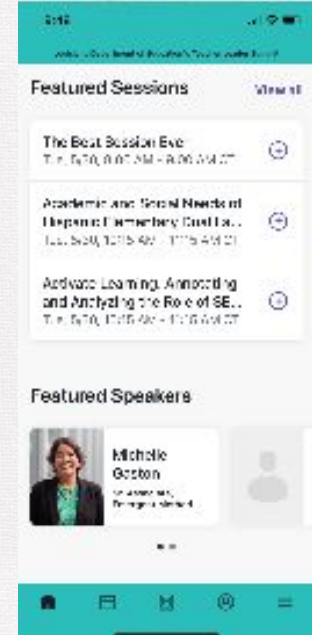


# Cvent

Cvent is the dedicated platform for 2024 Teacher Leader Summit. Cvent will be used to communicate announcements and updates before, during, and after the event.

Cvent's Speaker Resource Center (SRC) is made up of multiple pages that will allow you to achieve different tasks.

- My Profile: Update your information, such as title, company, social media links, etc.
- My Tasks: Displays a checklist of tasks that are assigned to speakers. Once a task is completed, the speaker can check off the task.
- My Sessions: Displays all of the sessions to which the speaker is assigned.



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# Cvent

Presenters should set up their profile within Cvent as soon as possible and should have received an email with a weblink to the Cvent Speaker Resource Center.

To access Speaker Resource Center:

- Click Log In and enter your first, name, last name, and email address
- Click Next and then you will receive another email providing you with a verification code
- Enter verification code on the log-in site
- Click Verify to be logged into the Speaker Resource Center

If you did not receive the Speaker Center Portal welcome message, please email [events@emergentmethod.com](mailto:events@emergentmethod.com).



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# Health and Safety



## VISITOR SAFETY STATEMENT

Updated November 1, 2023

### OVERVIEW

Our number one priority is the safety and wellbeing of our visitors, residents and employees in the hospitality industry. As one of the world's most celebrated and iconic destinations, New Orleans welcomes millions of travelers and countless international meetings and conventions, leisure visitors, major cultural festivals and events each year. Our cultural authenticity and the fact that we have achieved an unequalled success and travel experience in New Orleans is producing a world class memory.

LDOE is working with New Orleans & Company and the Morial Convention Center to prioritize the safety and well-being of the Summit attendees.

New Orleans & Company has a strong partnership with the New Orleans Police Department. The city is making rapid strides to make New Orleans safer for all.

Together with NOPD, New Orleans & Company asks visitors to use the same personal safety precautions and to stay as vigilant as they would at home or in any metropolitan destination.



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# Questions?

- Use the ***raise hand*** reaction at the bottom of your screen to unmute or send questions via chat.
- Send questions to [events@emergentmethod.com](mailto:events@emergentmethod.com).



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**Thank You!**



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