



SUMMIT 2024

LEADING THE NEXT LEVEL

**Education Expo
Exhibitor Webinar**

May 2024

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Agenda

- Welcome
- About the Education Expo
- Schedule
- Expectations
- Health & Safety
- Freeman Event Services
- Logistics
- Arrival & Check-in
- Cvent
- Q&A



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Welcome



We are immensely grateful for the hundreds of educators and organizations who share their knowledge, time, and expertise each year.

The Department thanks you for your partnership and contributions to another successful year of Teacher Leader Summit.



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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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The 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.

LDOE strongly encourages and recommends that those operating the booth be **content experts**.

Exhibitors agree only to discuss products/services for which they are approved as outlined in their application acceptance letters.



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Schedule

Date	Expo Hours	Exhibitor Setup	Exhibitor Tear Down
Monday, May 27th	-	1:00 p.m. - 5:00 p.m.	-
Tuesday, May 28th	8:00 a.m. - 4:00 p.m.	-	-
Wednesday, May 29th	8:00 a.m. - 4:00 p.m.	-	4:00 p.m. - 6:00 p.m.

- Exhibitors must be in place and ready to function by 8:00 a.m. on Tuesday, May 28th.
- Exhibitors will begin tear down on Wednesday, May 29th at 4:00 p.m. and must be finished by 6:00 p.m.
- Lunch will be provided for up to two booth attendants. Lunch for additional attendants will need to be purchased with additional attendee registration.



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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.



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Booth Fees

Registration Cost	Non-profit (501c3) Rate
\$1,000	\$750

Payment requirements and next steps will be outlined in an email to approved applicants.
All payments must be received by **March 1, 2024**.



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Exhibitor Outreach and Marketing

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



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Application

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1 Personal Information 2 Additional Information 3 Application Questions 4 Registration Options 5 Sessions 6 Registration Summary 7 Payment

Expo Vendor Registration

Fill out the information below for the person attending the event. Click Next to continue.

* Registration Type

* First Name

* Last Name

* Email Address

* Mobile

* Organization Name

I'm registering on behalf of this person

[Enter Admin Information Below](#)
The personal info you enter above will be for the main contact during the event.

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Application Questions

* 1) Which classification best describes your organization?

* 2) Which vendor guide are you currently listed in Louisiana?

* 3) What content area does your organization most align with?
Select all that apply.

- Career and Technical Education
- Arts
- High School Experience
- Diverse Learners
- ELA
- Early Childhood
- Math
- STEM
- Science
- Literacy
- Social Studies
- Technology
- Instructional Best Practices
- Student Well-being

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Registration Options

VIP Honorees	\$0.00 Select 205 remaining
Additional Booth Attendants Two gratis/free attendants are included per vendor and must be included during the application process. Any additional booth attendants will need to register and pay \$200 per person.	\$175.00 Select 75 remaining
Level Up	\$0.00 Select
Presenter	\$0.00 Select
Expo Vendor Registration	\$1,000.00 Select
Staff / VIP	\$0.00 Select
Attendee	\$175.00

A Successful Application

We strongly encourage the following organizations to apply:

- Approved [organizations](#) providing professional learning
- Vendors of texts for high-quality curriculum
- Teacher and principal associations
- Arts organizations
- Educator preparation providers
- Advocacy groups

Prioritizing high quality professional learning cycle and three essential professional structures:

1. Instructional Leadership Teams
2. Teacher Collaboration
3. Career Pipeline



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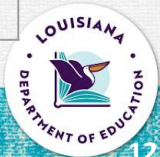


Interested in Participating?

January 5 - February 2	Applications open via link posted on TLS 2024 website .
February 14	Exhibitors will receive application decision via email.
March 1	Payment due in full; Last day for full refund for cancellations; Sponsorship details due for evening networking events.
May 3	Education Expo Exhibitors released in Cvent app and on website.
May 6 at 10:00 a.m. or May 8 at 3:00 p.m.	Mandatory webinar for approved exhibitors.



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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... in the hospitality industry. As one of the world's most celebrated and iconic des... bal meetings and conventions, leisure visitors, major cultural festivals and... onships, New Orleans welcomes millions of travelers and countless... ions each year. Our cultural authenticity and the fact that w... n unequalled success and travel experience in New... ring 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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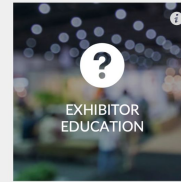
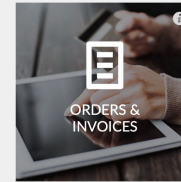
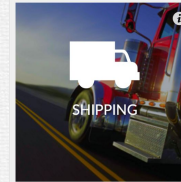
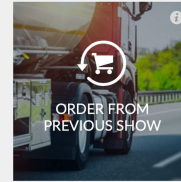
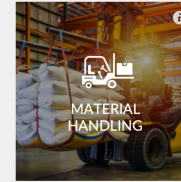
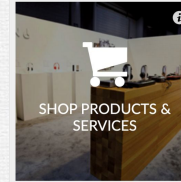


Freeman Event Services

LDOE has contracted with Freeman to be the exhibitor logistics vendor.

What's included in your 20' x 10' booth:

- 8' high back wall
- 3' high side drape
- 2 - 6' white draped tables (30" high)
- 4 - Limerick side chairs
- 1- Wastebasket
- 7" x 44" one-line booth ID sign



All requests for shipping, additional booth needs, and electricity can be found on the [Freeman Teacher Leader Summit event link](#).



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Logistics

- Exhibitors must order services if needed for your booth **before May 10th** to take advantage of the discounted service pricing.
- Freeman Exhibitor Support can be reached at (888) 508-5054.
- Booth numbers are listed in the Cvent app under each exhibitor profile.
- A floor plan that shows each booth's location is also available in Cvent.



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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 in the information received from Freeman.



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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

- All registered exhibitors must check in to Teacher Leader Summit upon first arrival on Monday, **May 27th**. Check-in on subsequent days is not necessary.
- Check in at the counter labeled 'Help Desk' outside of **Hall A-B**.
- At check-in, each registered booth attendant will receive a lanyard with an 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.



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Cvent

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

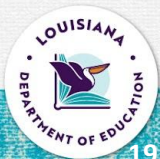
The following features can be utilized by exhibitors within the Cvent app:

- Lead collection capability through LeadCapture Licenses for your staff (additional cost)
- Lead qualification questions
- Virtual attendee hub
- Lead collection export

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



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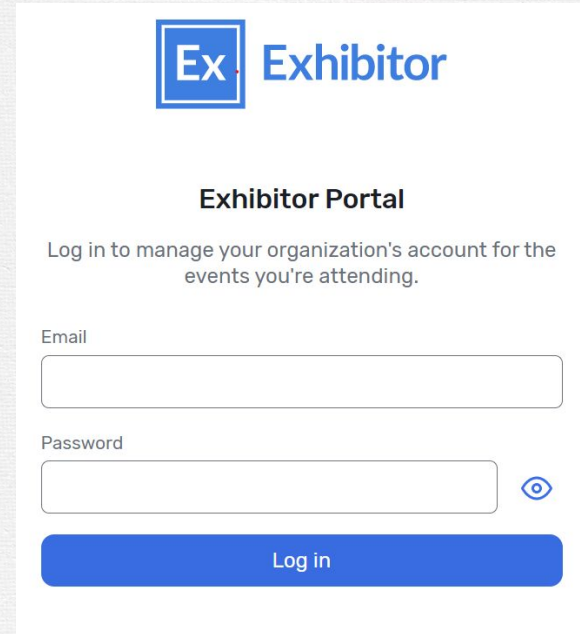


Cvent Exhibitor Portal

Please complete the exhibitor booth profile within the Cvent app.

To access your booth in Cvent, registered booth attendants will need to login to the Cvent Exhibitor Portal using the email address provided at registration.

Visit Cvent's Resource Center for step-by-step instructions on [LeadCapture](#), [Exhibitor Portal for Attendee Hub](#), [Staffing your Virtual Exhibitor Booth](#), and [Exporting Your Leads Post-Event](#).



The screenshot shows the Cvent Exhibitor Portal login interface. At the top left is the Cvent logo, a blue square with 'Ex' in white, followed by the word 'Exhibitor' in blue. Below this is the heading 'Exhibitor Portal' and a sub-heading 'Log in to manage your organization's account for the events you're attending.' There are two input fields: 'Email' and 'Password'. The 'Password' field has a blue eye icon to its right. At the bottom is a blue 'Log in' button.



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Passport Contest



Teacher Leader Summit attendees have the opportunity to win prizes by participating in the passport contest through the Cvent app. To qualify, attendees complete tasks outlined in the event app, including visiting and engaging with exhibitor booths.

Contest winners will be selected on Thursday, May 30, sent through the app, and must be present to accept and win prizes.



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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.



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Thank You!



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