

2024 Teacher Leader Summit Education Expo

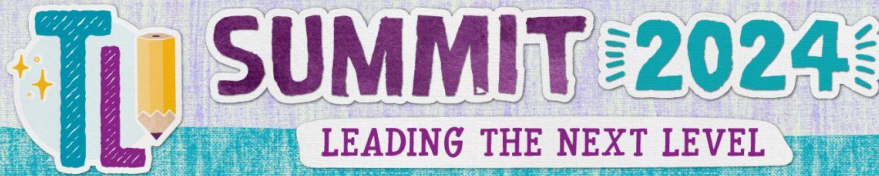
In 2024, we are **Leading the Next Level!** The Louisiana Department of Education (LDOE) is calling for proposals for the 2024 Teacher Leader Summit Education Expo. The Education Expo is designed to connect Louisiana educators with high-quality professional learning partners and non-profit organizations outside of scheduled sessions for Q&A opportunities, relationship building, and the sharing of best practices.

The 2024 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 2024-2025 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 2024 Teacher Leader Summit.

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

- All: High Quality Professional Learning Cycle, Observation and Feedback (informal and formal), Professional Learning Roadmap Implementation
- 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

Teacher Leader Summit will take place on **May 28 – May 30, 2024**, at the New Orleans Ernest N. Morial Convention Center (NOENMCC). The Education Expo schedule is below.

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

The following organizations are encouraged 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

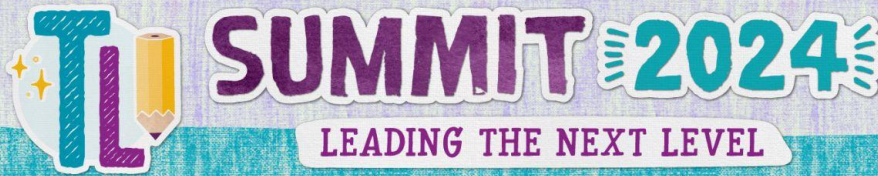
Informational Webinar

Join TLS representatives via Zoom on Monday, December 11th at either 10:00 a.m. or 3:00 p.m. to learn more about the application process and how to serve as an exhibitor at TLS 2024.

Webinar Date and Time: December 11 at 10:00 a.m. Webinar Link: https://us06web.zoom.us/j/82263340774 Webinar Phone Number: (346) 248-7799 Meeting ID#: 822 6334 0774	Webinar Date and Time: December 11 at 3:00 p.m. Webinar Link: https://us06web.zoom.us/j/82263340774 Webinar Phone Number: (346) 248-7799 Meeting ID#: 822 6334 0774
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What the Education Expo is Not

As school systems will have already selected their 2024-2025 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

If you would like to apply, please submit your [application](#) by visiting the [Teacher Leader Summit](#) webpage beginning on **January 5, 2024**. With limited booth spaces available, it is important to [submit the application](#) for review by **February 2, 2024**.

Applicants will be notified via email from Cvent on **February 14, 2024**, 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 implementing [Louisiana's Professional Learning Roadmap](#).
- 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. All questions should be directed to events@emergentmethod.com.



SUMMIT 2024

LEADING THE NEXT LEVEL

Important Dates

Date	Action Item
January 5 th	Education Expo applications open
February 2 nd	Education Expo applications due
February 14 th	Exhibitors will receive application status email confirmation
March 1 st	Payment due in full for accepted Exhibitors; Last day for full refund for cancellations; Sponsorship details due for evening networking events
May 3 rd	List of Education Expo Exhibitors released to attendees via the website and the Cvent app
May 6 th	Mandatory Webinar for approved Exhibitors, 10:00 a.m. (Two (2) sessions offered, vendors are required to attend one (1) session)
May 8 th	Mandatory Webinar for approved Exhibitors, 3:00 p.m. (Two (2) sessions offered, vendors are required to attend one (1) session)
May 27 th	Booth setup takes place from 1:00 p.m. to 5:00 p.m.
May 28 th	Education Expo takes place from 8:00 a.m. to 4:00 p.m.
May 29 th	Education Expo takes place from 8:00 a.m. to 4:00 p.m.
May 29 th	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 28th: 8:00 a.m. - 4:00 p.m.
 - b. May 29th: 8:00 a.m. - 4:00 p.m.
2. Again, this year, LDOE will use Cvent. The following will be provided to Exhibitors.
 - a. Access to the event app, Cvent, which 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.
- 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 Cvent

- Attendees can engage with exhibitors through Cvent in the following ways **(some services may be at an additional cost to the exhibitor)**:
- Lead Capture scan - Scan attendees Cvent app QR code by using the exhibitor portal app.
 - Review of 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

- 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 **March 1, 2024**.

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, the LDOE is providing outreach opportunities to our Exhibitors. Once approved for a booth, 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:
 - May 28th: 5:00 p.m. - 6:30 p.m. and
 - May 29th: 5:30 p.m. - 7:00 p.m.
 - 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

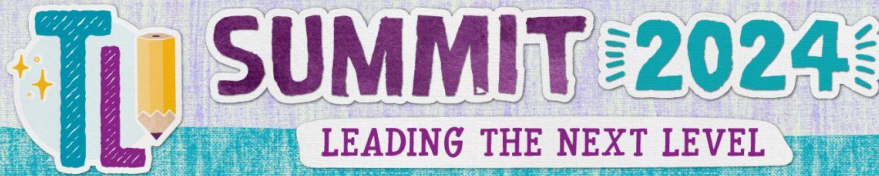
Each exhibit booth will consist of 20' back wall pipe and drape, one 8'30" table, two chairs, Wi-Fi access, two (2) lunch tickets, and a booth sign. Additional equipment and services are available on a rental basis from the New Orleans Ernest N. Morial Convention Center (NOENMCC) and must be coordinated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

Exhibitor set-up will take place on May 27, 2024, 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 29, 2024, 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 27, 2024. Exhibitors must be in place and ready to function by 8:00 a.m. on May 28 and 29, 2024. Exhibitors must be fully vacated from NOENMCC by 6:00 p.m. on May 29, 2024.

- 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 March 1, 2024, to the event organizer at events@emergentmethod.com to receive a full refund. Cancellations received after March 1, 2024, will receive no refund, and said booth space will 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 March 1, 2024, 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 the 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.