

## Teacher Leader Summit 2024 Presenter Application

Thank you for your interest in leading a session at the 2024 Teacher Leader Summit, which will take place at the New Orleans Ernest N. Morial Convention Center from Tuesday, May 28, through Thursday, May 30, 2024.

Join us via Zoom on Monday, **December 11, 2023, at 11:00 a.m. or 4:00 p.m.** CT to learn more about the application process and how to serve as a presenter at TLS 2024.

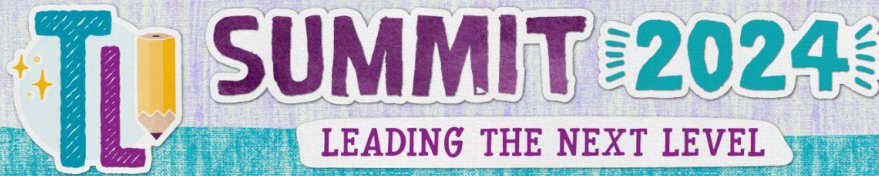
Webinar Date/Time: Monday, December 11 at 11:00 a.m. Webinar Zoom Link: <a href="https://us06web.zoom.us/j/87335008474">https://us06web.zoom.us/j/87335008474</a> Webinar Phone Number: (346) 248-7799 Webinar Meeting ID: 873 3500 8474	Webinar Date/Time: Monday, December 11 at 4:00 p.m. Webinar Zoom Link: <a href="https://us06web.zoom.us/j/87335008474">https://us06web.zoom.us/j/87335008474</a> Webinar Phone Number: (346) 248-7799 Webinar Meeting ID: 873 3500 8474
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Presentations 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

[Applications](#) are due by **February 2, 2024**. Please note that applicants are required to submit their final presentation slides with this application.

All applicants will receive notification of their application status via email from Cvent by **March 20, 2024**.



If selected to lead a session, all FINAL session materials, including the final presentation, using the [session slide template](#), are to be uploaded to the event app. All final revisions must be submitted by **April 12, 2024**.

Please email [events@emergentmethod.com](mailto:events@emergentmethod.com) if you have any questions.

## Terms and Guidelines

- Only applications submitted through Cvent on or before **February 2, 2024**, will be considered.
- The LDOE 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. LDOE 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 two (2) times during the Summit.
- Most rooms hold approximately 50-150 participants.
- LDOE reserves the right to cancel sessions of presenters as they see fit.

Initial below to acknowledge that you have read and agree to the outlined Terms and Guidelines: \_\_\_\_\_

## Health and Safety

Creating a healthy and safe environment for all participants is of the utmost importance and concern to LDOE. For your safety and helpful safety information, click [here](#).

The LDOE is working with New Orleans & Company and the Morial Convention Center to prioritize the safety and well-being of the Summit participants. 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 vigilant as they would at home or in any metropolitan destination.

## Tips for Visitors to Any Major City

- Travel in groups and avoid walking alone on unlit streets at night.
- Pay attention when walking and using your smartphone, as these devices have been the target of thieves nationwide.
- Do not leave your purse, backpack or briefcase unattended, especially not on the back of your chair.
- Be on the lookout for pickpockets. Consolidate your wallet. Don't bring every credit card and move it to your front pocket or/and wear a cross-body bag rather than a shoulder strap to keep your purse in front of you. Do not display large amounts of cash in public places.
- Consider removing your convention badge when leaving your hotel or meeting venue.

- When hailing a ride via a mobile app, confirm the identity of your driver before getting into the car.
- If you are intoxicated, please take a taxi, Uber, or Lyft instead of walking or driving.
- Trust your gut instincts. If someone or something seems suspicious, leave the area, and alert a police officer or Safety Ranger.
- If approached by strangers for con games, such as, “I bet I can tell you where you got your shoes,” do not participate. Simply smile and walk past them.
- Lock car doors. Stow valuables out of sight in your vehicle.
- Ensure that your hotel room door is fully closed and locked at all times.
- Do not leave your drink unattended or accept drinks from strangers.
- Remember that most laws enforced in your city are enforced here as well.

### Session Information

The LDOE 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 target audience for your session:
  - Teachers
  - Teacher Leaders
  - Early Childhood Directors
  - Teacher Preparation Providers
  - Arts Teachers
  - Librarians
  - Counselors
  - School Leaders
  - System Leaders
  - Other: \_\_\_\_\_
2. Select the content area your session most aligns with:
  - Arts
  - Career and Technical Education
  - Curriculum and Assessment
  - Diverse Learners
  - Early Childhood
  - ELA
  - Environmental Education
  - High School Experience
  - Instructional Best Practices
  - Literacy
  - Math
  - Science
  - Social Studies
  - STEM



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- Student Well-being
  - System/School Planning
  - Technology
  - World Languages
3. Select the grade level(s) your session most closely addresses:
    - Early childhood (birth to age 5)
    - Grades K-2
    - Grades 3-5
    - Grades 6-8
    - Grades 9-12
    - Grades K-12
    - Postsecondary grades
  4. Select which days you are available to present:
    - Tuesday, May 28
    - Wednesday, May 29
    - Thursday, May 30
  5. How many rotations would you like to present this session? \_\_\_\_\_
  6. Please select your preferred room size based on the options below\*:
    - 0-50 capacity
    - 51-100 capacity
    - 101-150 capacity
- \*Preferred layout and size not guaranteed
7. Proposed session title: \_\_\_\_\_
  8. Draft a brief summary of your session that will appear in the app:
  9. List 2-4 main objectives of your session:
  10. Describe what participants will do differently in their everyday work or understand better as a result of attending your session:
  11. Sessions should be actionable and hands-on. What will your audience members produce, practice, or create during your 60-minute session?
  12. Upload a copy of your draft presentation, using the [session slide template](#), in Cvent. This is due when the application is submitted.

## Lead Presenter information

1. Will you be presenting on behalf of an organization OTHER than a school or school system?
  - Yes
    - If yes, what is the organization's name?
  - No
2. Prefix:
3. First Name:
4. Last Name:
5. Email address:
6. Cell phone number:
7. Employer/School System and School:



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8. Role/Title:
9. Have you been a presenter at one or more previous Teacher Leader Summits?  
\*Previous experience presenting at the Teacher Leader Summit is not required\*
  - Yes
    - if yes, please provide the year and title of your session(s):
  - No
10. Were you asked to present on this topic by LDOE?
  - Yes
    - If yes, please provide the name of the LDOE staff member.
  - No
11. Do you plan to have one or more co-presenters? (Note: LDOE will waive the Summit registration fee for up to two (2) presenters per session).
  - Yes
    - If yes, please provide co-presenter information below:
      - First Name
      - Last Name
      - Email address
      - Cell phone number
  - No