



2025 Early Childhood Conference Presenter Application

Thank you for your interest in leading a session at the 2025 Early Childhood Conference, “*Early Foundations, Endless Possibilities*” which will take place at the Raising Cane’s River Center in Baton Rouge on September 13 and the Shreveport Convention Center in Shreveport on October 11. Please complete the application form by **May 30, 2025**. **Applicants must submit their complete presentation slides with this application.**

Applicants should follow these requests when submitting applications to prevent denial of the application:

- Slide decks must be completed using the LDOE [session slide template](#).
- Slide decks must be submitted using Google Slides with access for “anyone with the link” to comment.
- Slide decks must be submitted with high quality, minimal edits, and clear images.
- Slide decks must follow the formatting rules outlined in the LDOE slide deck template.

Applicants will receive feedback on their application and submitted materials from the proposal review team. All applicants will receive updates, feedback, and notification of their application status via email. The review team may request updates to materials during the review process, which concludes on July 18, 2025.

If any edits are requested by the proposal review team, the presenter is required to submit all edited session materials, including the final presentation deck and any other materials, by July 30, 2025, to be eligible to be selected to lead a session.

Please email events@emergentmethod.com if you have any questions.

Terms and Guidelines

- Only applications with completed slide decks submitted via the Google Form on or before **May 30, 2025**, will be considered.
- The LDOE will waive the 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 conference registration page.
- Presenters and/or their employers are responsible for all costs associated with traveling and presenting at the Early Childhood Conference. The LDOE will not cover any costs associated with traveling and presenting at the Conference. These costs include, but are not limited to, travel accommodations and materials.
- 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 the Early Childhood Conference. Each session requires a separate online application.

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- Sessions will be 60 minutes long and offered at least one time during the Conference.
- Most rooms hold approximately 25-100 participants.
- The LDOE reserves the right to cancel presenters' sessions as they see fit.

Click below to acknowledge that you have read and agree to the outlined Terms and Guidelines: _____

Session Information

The LDOE strives for session content to be tightly aligned with the Department's Early Childhood priorities and academic vision. Before building session content, applicants should build a strong understanding of Louisiana's educational priorities and focus areas and propose sessions that meet the needs of early childhood professionals, including directors and administrators, child care teachers, Family Child Care providers, and professional development support specialists.

Session slide decks must be submitted on Google Slides with access granted as “anyone with the link” can comment. To submit session materials, make a copy of the [session slide template](#) and add session content to the slide template. Applicants will upload presentations to the submission form when applying. An introductory slide of the presentation provides detailed directions.

The Department invites presentations on a range of topics, identified below for this year's conference, "**Early Foundations, Endless Possibilities**":

1. High-Quality Early Childhood Classroom Environments
2. High-Quality Teacher-Child Interactions
3. Early Childhood Classroom Management
4. Early Childhood Behavior Guidance
5. Effective Implementation of High-Quality Curriculum
6. Promoting Early Language and Literacy Development
7. Early Childhood Math Concepts
8. Using Child Assessment to Guide Learning and Development
9. Supporting Young Children with Disabilities
10. Family Engagement within Early Childhood Sites
11. Facilitating Effective Parent and Provider Relationships
12. Early Childhood Mental Health
13. Teacher Recruitment
14. Teacher Retention
15. Supporting Teachers' Professional Development
16. Teacher Well-being
17. Utilizing Site-level Data for Quality Improvement

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Application Form

1. Select which days you are available to present (select all that apply):
 - September 13 (Baton Rouge)
 - October 11 (Shreveport)
2. Select the target audience(s) for your session (select all that apply):
 - Director / Owner / Center Leader
 - Family Child Care Providers
 - Early Childhood Infant Teachers
 - Early Childhood Toddler Teachers
 - Early Childhood Preschool/PreK Teachers
 - In-Home Providers
 - Early Head Start
 - Head Start
 - Other: _____
3. Select the targeted audience experience level (select all that apply):
 - New Leaders
 - Veteran Leaders
 - New Teachers
 - Veteran Teachers
 - Site-Level Professional Development Support Specialists (ECCE Coaches and Trainers)
4. Is there anything else you want us to know about your session's target audience?
5. Select the content area your session most aligns with:
 - High-Quality Early Childhood Classroom Environments
 - High-Quality Teacher-Child Interactions
 - Early Childhood Classroom Management
 - Early Childhood Behavior Guidance
 - Effective Implementation of High-Quality Curriculum
 - Promoting Early Language and Literacy Development
 - Early Childhood Math Concepts
 - Using Child Assessment to Guide Learning and Development
 - Supporting Young Children with Disabilities
 - Family Engagement within Early Childhood Sites
 - Facilitating Effective Parent and Provider Relationships
 - Early childhood mental health
 - Teacher Recruitment
 - Teacher Retention
 - Supporting Teachers' Professional Development
 - Teacher Well-being
 - Utilizing Site-level Data for Quality Improvement
 - Other: _____
6. Proposed session title: _____
7. Draft a brief summary of your session that will appear in the app (maximum: 100-word count):
8. List 3-5 measurable learning objectives of your session:
9. How many times would you like to present this session on the conference day(s) selected? _____
10. Upload a copy of your complete presentation using the [session slide template](#) on the application. Ensure that the presentation is high-quality, has minimal edits, maximum content, and follows the submission

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requirements. This is due when the application is submitted. Please ensure your Google slides presentation permissions are set to “anyone with the link” can comment so LDOE can access your presentation.

Lead Presenter information

1. Will you be presenting on behalf of an organization?
 - Yes
 - If yes, what is the organization’s name?
 - No
2. Presenter’s Full Name:
3. Email address:
4. Cell phone number:
5. Employer/Site:
6. Role/Title:
7. Have you been a presenter at the Early Childhood Conference previously?
 - *Previous experience presenting at the Early Childhood Conference is not required*
 - Yes
 - If yes, please provide the title of your prior Early Childhood Conference session(s):
 - No
8. Were you asked to present on this topic by the LDOE?
 - Yes
 - If yes, please provide the full name of the LDOE staff member who asked you to present.
 - No
9. Do you plan to have one or more co-presenters? (Note: the LDOE will waive the Conference registration fee for up to two (2) presenters per session).
 - Yes
 - If yes, please provide co-presenter information below:
 - Name
 - Email address
 - Cell phone number
 - No

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Presenter Logistics

Presenter Webinar: To ensure your success as a presenter at the Early Childhood Conference 2025, the Louisiana Department of Education (LDOE) strongly encourages all presenters to attend a Presenter Webinar. There are two (2) time offerings, but the same information will be shared at each meeting session . It is not necessary to attend both. [Click here to register for the webinar.](#)

- **Option 1: Tuesday, April 15, 2025, 11:30 a.m. CST**
- **Option 2: Thursday, April 17, 2025, 2:00 p.m. CST**

Arrival and Check-in

- All presenters must check in when they arrive at the Registration
- Presenters should be in their assigned rooms, fully set up, and ready to go 10 minutes before their sessions begin.

Loading and Unloading

- The LDOE and the venue do not help with loading and unloading materials. Presenters are responsible for loading and unloading their materials.

Materials

- LDOE will provide the following in each session room: laptop, table, screen, and projector. Chart paper and markers can be made available upon request. The presenter is responsible for providing all other materials needed.
- Microphones will be provided in all meeting rooms.
- The venue's projectors connect to computers via HDMI cables (provided). Presenters whose computers do not have an HDMI port will need to provide their own HDMI adapter. This applies to all Mac users as well as some other models.
- Presenters who want to use a presentation clicker during their sessions should bring their own.
- Document cameras will not be supplied, but presenters are welcome to bring their own.
- The Early Childhood Conference 2025 is paperless. All materials must be received in advance or uploaded by **July 30, 2025**, to be included in the Whova app and on the website.

Copying and Printing

- The Department cannot provide copies of materials for presenters before or at the event. The Early Childhood Conference 2025 is a paperless conference. Presenters choosing to supply participants with hard copies must do so at their own expense.
- All costs associated with materials, copying, and printing are the presenter's responsibility.

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Wi-Fi

- The Department provides free Wi-Fi to all participants and presenters in meeting spaces.

Room Setup

- Due to the size of the room, room capacities are limited. Presenters can view the number of people who have registered for their sessions in real-time by viewing them in Whova, the event app and scheduling platform.

Participants

- Session attendance will be tracked through Whova, the event app.

Lunch

- Registration includes lunch and snacks.

Post-Session Information

- Please leave the room in the order you found it, and encourage the session attendees to do the same.

Event T-shirts

- Each presenter who successfully completes registration will receive an official Early Childhood Conference 2025 T-shirt and a credential. The items can be picked up upon arrival at the presenter check-in counter.

Our dedicated conference team is available to answer questions and offer support at events@emergentmethod.com.

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Presenter Checklist

Required

- ☐ Select the Speaker/Presenter registration type in Whova to have the fee automatically waived. If there are co-presenters, both individuals must complete registration. The registration fee will be waived for up to two (2) speakers.
- ☐ Attend a webinar for presenters on either Tuesday, April 15, 2025 at 11:30 a.m. CST or Thursday, April 17, 2025 at 2:00 p.m. CST ([Click here to register for the webinar.](#))
- ☐ By July 30, 2025, send your final session slide deck (if changes were requested) to events@emergentmethod.com.
- ☐ Bring a USB Drive with your presentation materials.
- ☐ Bring a power cord to charge your laptop.
- ☐ Bring an HDMI adaptor (required if your laptop does not have a built-in HDMI port).

Optional

- ☐ Bring printed session materials for you (the presenter) or for participants.
- ☐ Bring a presentation clicker.
- ☐ Bring any additional materials your session requires.