



# SCHOOL SAFETY SUMMIT

## SSS Presenter Logistics

**Presenter Webinar:** To ensure your success as a presenter at the School Safety Summit, the Louisiana Department of Education (LDOE) requires all presenters to attend a Presenter Webinar. There are two time offerings, but it is required to attend only one session. It is not necessary to attend both.

- Option 1: Wednesday, July 27, 2022 at 4:30 p.m. CST
- Option 2: Thursday, July 28, 2022 at 10:30 a.m. CST

**Meeting Link:** <https://ldoe.zoom.us/j/98348984645?pwd=MVNBN1hmWUExeUVISnNYN0t5UWd1UT09>

**Meeting ID#:** 983 4898 4645

**Passcode:** 966099

**Meeting Phone:** (470) 250-9358

### Arrival and Check-in

- All presenters will adhere to current COVID-19 Safety Protocols.
- All presenters must check-in when they first arrive at Registration located on the second level Galleria area.
- Presenters should be in their assigned rooms, fully set up and ready to go 10 minutes before their sessions begin.

### Loading and Unloading

- LDOE nor the Raising Cane's River Center provide assistance with loading and unloading of materials. Presenters are responsible for loading and unloading their own materials.
- Space is available in the front of the River Center for loading/unloading only. Parking here for more than 5–10 minutes may result in the car being towed at the owner's expense.

### Materials

- LDOE will provide the following in each session room: table, screen, projector and laptop. It is the responsibility of the presenter to provide all other materials, as needed.
- Microphones will be provided to all meeting rooms.
- Presenters who want to use a presentation clicker during their sessions should bring their own. The Convention Center does not rent or sell presentation clickers.
- The School Safety Summit is a paperless conference. All materials must be received in advance by **July 28, 2022** to be uploaded to both our app and website.



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## Copying and Printing

- The Department cannot provide copies of materials for presenters before or at the event. The School Safety Summit 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 responsibility of the presenter.

## WiFi

- The Department provides free WiFi access to all participants and presenters.
- Presenters will have a separate hard line network during their sessions to reduce the likelihood of bandwidth issues.

## Room Setup

- Room capacities are limited. Presenters will know how many people have registered for their sessions in real time by viewing their sessions in Whova, the event app and scheduling platform.
- Rooms will be set up either with rows of tables (classroom seating) or theater style seating. Room set-ups cannot be changed. Furniture cannot be moved around.

## Participant sign-in sheets

- Session attendance will be tracked through [Whova](#), the Summit app.

## Lunch

- Registration includes lunch.

## Post-Session Information

- Please leave your room as you found it. Encourage your participants to do the same.

## Cancellation

- Prior to the event, if you must cancel your session, please email [rayla.hunt@la.gov](mailto:rayla.hunt@la.gov) .

Our dedicated Summit team is available to answer questions and offer support at [healthyschools@la.gov](mailto:healthyschools@la.gov) .