



TEACHER LEADER SUMMIT 2025

A *New Story* for LOUISIANA EDUCATION

Teacher Leader Summit 2025 Education Expo

Teacher Leader Summit 2025 will focus on *A New Story for Louisiana Education*. The Louisiana Department of Education (LDOE) is calling for proposals for the Teacher Leader Summit 2025 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.

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 2025-2026 school year.

Alignment to Louisiana's Education Priorities

The 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 2025 Teacher Leader Summit.

The LDOE strives for Teacher Leader Summit content to be aligned with the Department's priorities and academic vision. Before building session content, applicants should build a strong understanding of Louisiana's education priorities.

- ✓ **Early childhood** leading to kindergarten readiness
- ✓ **Literacy** instruction aligned to the Science of Reading
- ✓ **Math** instruction from foundational to advanced skills
- ✓ Opportunities ensuring a **meaningful high school experience**
- ✓ An effective **teacher for every student**
- ✓ Expand **educational choice** for students and families

Key Focus Areas

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

Three Essential Professional Structures

1. High-Quality Professional Learning (HQPL) Cycle
2. Observation and Feedback (informal and formal)
3. Professional Learning Roadmap Implementation

Trending Topics

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 instruction (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 in an instructional program

Teacher Collaboration

- Unpacking of high-quality instructional units and lessons
- Addressing the 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
- Using data to drive high-quality instruction in elementary, middle, and high school

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 **June 10-12, 2025**, at the New Orleans Ernest N. Morial Convention Center (MCCNO). The Education Expo schedule is below.

Date	Expo Hours	Exhibitor Setup	Exhibitor Tear Down
June 9th	-	1:00 p.m. - 5:00 p.m.	-
June 10th	8:00 a.m. - 5:00 p.m.	-	-
June 11th	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
- High-dosage tutoring providers
- Advocacy groups

Informational Webinar

Join TLS representatives via Zoom on Monday, December 16th 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 2025.

Webinar Date and Time: December 16 at 10:00 a.m. Webinar Link Webinar Phone Number: 346-248-7799 Meeting ID#: 967 9008 0920	Webinar Date and Time: December 16 at 3:00 p.m. Webinar Link Webinar Phone Number: 346-248-7799 Meeting ID#: 956 1445 0094
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What is the Education Expo?

As school systems will have already selected their 2025-2026 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, the 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 via this [Google form](#) or visit the [Teacher Leader Summit](#) webpage beginning **January 8, 2025**. With limited booth spaces available, it is important to submit the application for review by **February 3, 2025**.

Applicants will be notified via email from l DOE.events@la.gov on **February 14, 2025**, 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 PL partner guide.
- Reach in high-needs areas.

- Alignment to the 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 ldoeevents@la.gov.

Important Dates

Date	Action Item
January 8th	Education Expo applications open
February 3rd	Education Expo applications due
February 14th	Exhibitors will receive application status email confirmation
March 3rd	Payment due in full for accepted Exhibitors; Last day for full refund for cancellations; Sponsorship details due for evening networking events
May 9th	List of Education Expo Exhibitors released to attendees via the website and the Cvent app
May 6th	Mandatory Webinar for approved Exhibitors, 10:00 a.m. (Two (2) sessions offered, vendors are required to attend one (1) session)
May 8th	Mandatory Webinar for approved Exhibitors, 3:00 p.m. (Two (2) sessions offered, vendors are required to attend one (1) session)
June 9th	Booth setup takes place from 1:00 p.m. to 5:00 p.m.
June 10th	Education Expo takes place from 8:00 a.m. to 5:00 p.m.
June 11th	Education Expo takes place from 8:00 a.m. to 4:00 p.m.
June 11th	Booth tear down takes place from 4:00 p.m. to 6:00 p.m.

Cvent Application

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. June 10th: 8:00 a.m. - 5:00 p.m.
 - b. June 11th: 8:00 a.m. - 4:00 p.m.
2. The 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
 - a. Attendees can engage with exhibitors through Cvent in the following ways (**some services may be at an additional cost to the exhibitor**):
 - b. 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.

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 3, 2025**.

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 the Exhibitor Services Manual with approved exhibitors. 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
<p>20' x 10' Booth</p> <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* 	\$1,500	\$1000

*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 encouraging outreach opportunities to our Exhibitors. ****Sponsoring a networking event does not defer booth cost.***

- 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
 - Librarians
 - Counselors
 - School Leaders
 - System Leaders
 - The sponsored networking option available is an evening social:
 - June 10th: 5:00 p.m. - 7:00 p.m.
 - June 11th: 5:00 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 activities.

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 (MCCNO) and must be coordinated through the event organizer at ldoeevents@la.gov.

Exhibitor set-up will take place on June 9, 2025, from 1 p.m. to 5 p.m. All supplies and materials unloading must occur via the designated loading dock behind MCCNO.

Exhibitor tear-down will occur on June 11, 2025, from 4 p.m. to 6 p.m. All supplies and materials must be loaded via the designated loading dock behind MCCNO.

Exhibitors must be fully set up by 5:00 p.m. on June 9, 2025. Exhibitors must be in place and ready to function by 8:00 a.m. on June 10 and 11, 2025. Exhibitors must be fully vacated from MCCNO by 6:00 p.m. on June 11, 2025.

- 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 3, 2025, to the event organizer at ldoeevents@la.gov to receive a full refund. Cancellations received after March 3, 2025, 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 3, 2025, will have said booth space canceled and their attendance at the event revoked.
- Should the LDOE or MCCNO cancel the event, exhibitors are entitled to 100% of their registration fee.
- Liability and Lawful Operations: The LDOE and MCCNO 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 Marshal 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 MCCNO 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 MCCNO 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, guests, or visitors including but not limited to the costs of investigating, processing, litigating, or settling any such claim and the LDOE and MCCNO reasonable attorney fees.

Any matters not herein provided for shall be at the discretion of the event organizer and MCCNO. 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.

Please contact ldoeevents@la.gov with questions.