



Teacher Leader Summit 2026

Presenter Submission Guide

New Orleans Ernest N. Morial Convention Center

May 26-28, 2026

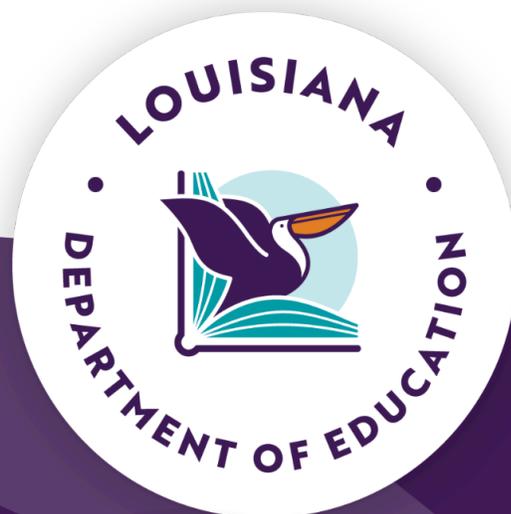


Table of Contents

Table of Contents	2
Submission Look-Fors	3
Alignment to Louisiana’s Education Priorities.....	3
Key Focus Areas.....	3
Three Essential Professional Structures.....	3
Trending Topics.....	3
Communication and Support.....	4
Step-by-Step Guide to Creating a Proposal	5
Application Requirements	6
Slide Deck Presentation	6
Timeline	6
Terms and Conditions	8

Submission Look-Fors

The Louisiana Department of Education (LDOE) is excited to announce the Teacher Leader Summit (TLS) 2026 session proposal window. The TLS 2026 theme is **Big Ideas Start Here**. This annual event provides a unique platform for educators across the state to collaborate, share innovative practices, and lead the future of teaching and learning in Louisiana. We encourage educators, school leaders, and partners to submit their best ideas and strategies that promote excellence in education. Join us in shaping the future and empowering Louisiana's students to achieve their highest potential. The deadline for submissions is **December 5, 2025**. Don't miss the opportunity to contribute to this dynamic professional learning experience!

Alignment to Louisiana's Education Priorities

The LDOE strives for TLS content to be aligned with the LDOE'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

Proposals on the following topics related to the three essential professional structures will be prioritized during the selection process.

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 instructional materials (HQIM) implementation
- Implementing vision, mission, expectations, and a 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
- Achieving coherence in an instructional program

Teacher Collaboration (TC)

- 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
- Includes a cycle of learning and is closely aligned to the work of the ILT

Career Pipeline

- Content Leaders as TC Facilitators
- Mentor Teacher implementation
- Coaching and feedback conversations
- Using teacher leaders on the ILT

Career and College Acceleration

- Strategies to increase student participation in work-based learning, dual enrollment, and associate’s degree opportunities
- Strengthening career pathways by aligning Jump Start and TOPS University pathways to high-demand, high-wage careers
- Building strong partnerships with higher education, workforce boards, and industry leaders to deliver work-based learning opportunities
- Using state-published tools, templates, and frameworks
- Understanding and applying [Fast Forward funding guidance](#) to scale local programs effectively
- Integrating rigorous academics with technical training to prepare students for college, career, and life success

Communication and Support

Join us via Google Meet on **Monday, October 15, 2025, at 1:00 p.m. or 4:00 p.m. CST** to learn more about the application process and how to serve as a presenter at TLS 2026.

Webinar Details	
Webinar Date and Time: October 15 at 1:00 p.m. Webinar Link Webinar Phone Number: (US) +1 484-416-1957 PIN: 892 320 740#	Webinar Date and Time: October 15 at 4 p.m. Webinar Link Webinar Phone Number: (US) +1 484-416-1957 PIN: 892 320 740#

Step-by-Step Guide to Creating a Proposal

Step 1: Understand Louisiana’s Education Priorities and the TLS 2026 Theme

- Review Louisiana’s educational vision and priorities, as outlined by the LDOE. Ensure your proposed session content aligns with these objectives, such as improving academic outcomes, advancing instructional leadership, or supporting diverse learners.
- Focus on how your proposal can contribute to the overarching theme of “**Big Ideas, Start Here!**”

Step 2: Alignment to One of the Three Essential Professional Structures:

- **The High-Quality Professional Learning (HQPL) Cycle:** Propose sessions that enhance professional development practices.
- **Observation and Feedback:** Share strategies for conducting formal and informal feedback to improve teaching practices.
- **Professional Learning Roadmap Implementation:** Provide guidance on effectively executing professional learning plans within schools and systems.

Ensure your submission tackles one or more of the LDOE’s four Trending Topics: **Instructional Leadership Teams (ILT), Teacher Collaboration, Career Pipeline, and Career and College Acceleration.**

Step 3: Identify Co-Presenter(s)

- Choose presenters with relevant expertise and experience in the topic area.
- Ensure they can communicate strategies and insights effectively to the audience of educators.
- Select presenters skilled at engaging audiences, facilitating interactive discussions, and handling participant questions.

Step 4: Craft Your Proposal

- Once you have aligned your session topic with Louisiana’s education priorities, clearly define your session objectives, format, and target audience.
 - Be sure objectives begin with “participants will” and are **clear, measurable, and observable**.
What should the attendees know and be able to do?
 - Be sure to include the first three steps in the High-Quality Professional Learning (HQPL) cycle. Depending on the type of session, presenters may cycle back between steps two and three.
 - Define the purpose
 - Receive New Learning
 - Internalize and Practice
 - While steps four and five of the HQPL cycle may not occur within the session itself, presenters should be able to describe how participants will **implement new learning** and **assess the impact of the learning** once participants take the session’s information back to their system/the classroom.
 - Your session should offer practical takeaways and actionable strategies that educators can implement immediately.
 - Ensure your session engages participants in meaningful discussions or activities that allow for peer collaboration and feedback.
- Include facilitator notes to ensure reviewers understand the intent of the presentation.
- Use the [Branding Guidance](#) and [TLS 2026 Slide Deck Template](#).

Step 5: Submit Proposal Before the Deadline

- Double-check all proposal requirements and ensure your submission includes all necessary materials.
- Submit your proposal to the LDOE using [Sessionboard](#) by **December 5, 2025**. The [TLS 2026 Slide Deck Template](#) will force you to make a copy. The first few slides provide detailed instructions, including branding information. Please remove those slides before uploading.
 - ***It is preferred that the shared link be in Google Slides, which is set to “Anyone with the Link” can view.***

Step 6: Notification of Acceptance

- All applicants will receive notification of their application status via email from ldoeevents@la.gov by **February 13, 2026**, before the official registration period for TLS 2026 opens on **February 16, 2026**.
- If selected to lead a session, an LDOE liaison or point of contact will work with presenters to communicate any edits needed. Revisions must be completed by **March 13, 2026**. Please note that, after initial revisions, there will be final copyedits. In order to present, all copyedit requests must be completed by **April 17, 2026**.

Application Requirements

- All presenter(s) information;
- Proposed session title;
- Session description: include how the session will be actionable and hands-on;
 - **Description Guidance**
 - During this session, participants will _____. They will have the opportunity to _____ and _____. By engaging in this learning, participants will leave with _____ that can be applied to their classroom, school, or system context.
 - *(Tip: Keep the description between 100–150 words. Focus on what participants will do, learn, and take away. Use clear, action-oriented language.)*
- Target audience/Grade Level(s);
- Example Session objectives;
 - By the end of this panel session, participants will be able to
 - identify processes and procedures necessary for effective implementation of the Bayou Bridges curriculum by completing the participant facilitator guide.
- Alignment to Louisiana’s Education Priorities;
- Alignment to the LDOE’s HQPL Cycle;
- Session alignment (e.g., Academic Content, Diverse Learners, CCR);
- Format of session (e.g., panel, classroom);
- Completed Slide Deck;
- Materials or handouts for the session;
- Preferences: Day, rotation availability, and room size/configuration

Slide Deck Presentation

Applicants must submit a completed slide deck presentation utilizing the provided [TLS 2026 template](#). While accepted presentations may require minor revisions, please submit a polished version for the initial review.

Required branding:

- Titles: Public Sans 28; Hex #3C1053
- General Slide Content: Public Sans 18; #4d4d4f
 - Additional acceptable font colors: #029CAA; #DC8527; #C44B27

- URLs should be linked with the website name
- Bolding and italicizing are acceptable; Underlining is reserved for URLs
- Media releases for any student photos
- Images should include Alternative Text (Alt Text) for accessibility
- If media is part of the presentation, please provide and ensure all links are working.
- Include facilitator notes. This helps to better understand the presentation as a whole.
- Sessions are one hour and ten minutes to encourage more time for engagement.
- **Please be sure to note if the deck is proprietary and cannot be shared with attendees after TLS 2026.**

Timeline

Date	Task
October 15, 2025	Call for proposals webinar at 1 p.m. and 4 p.m.; Tentative: Sessionboard Form opens
October 29 and November 19, 2025	Office hour support at 10 a.m. -presentation proposal concerns, questions, clarifications
December 5, 2025	Proposals close
December 5 - February 12, 2026	Proposal review period
February 20, 2026	Presenters notified of acceptance
February 16, 2026	Registration opens
March 2, 2026	Mandatory approved presenters' webinar at 4 p.m.
March 6, 2026	Mandatory approved presenters' webinar at 10 a.m.
February 26 - March 13, 2026	Collaboration/revision period for decks
April 17, 2026	Final copy editing complete
May 4 (1 p.m.) or May 6, 2026 (4 p.m.)	Mandatory presenters' webinar

Terms and Conditions

- Applications must be submitted through a form via [Sessionboard](#) on or before **December 5, 2025**, to be considered.
- The LDOE will waive the Summit registration fee for up to two (2) presenters/panelists 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 TLS 2026. The LDOE will not cover any costs associated with traveling and presenting at TLS 2026. 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 TLS 2026. **Each session requires a separate online application through [Sessionboard](#).**
- Sessions will be **70 minutes** long and offered at least two (2) times during the TLS 2026.
- Most rooms hold approximately 50-150 participants.
- The LDOE reserves the right to cancel sessions of presenters.
- By submitting the form via [Sessionboard](#), you agree to the Terms and Conditions.

Please contact ldoeevents@la.gov with questions.