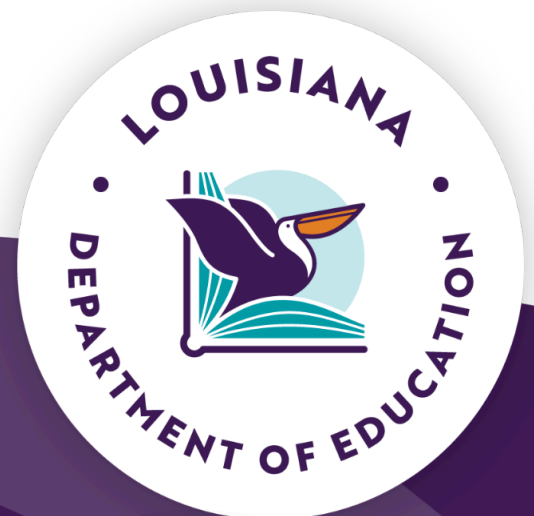


# Teacher Leader Summit 2025

## Presenter Submission Guide

New Orleans Ernest N. Morial Convention Center

June 10-12, 2025



# Submission Look-Fors

The Louisiana Department of Education is excited to announce the Teacher Leader Summit 2025 session proposal window. 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 January 31, 2025. Don't miss the opportunity to contribute to this dynamic professional learning experience!

## Alignment to Louisiana's Education Priorities

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

Proposals 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

## Communication and Support

Join us via Zoom on Monday, December 9, 2024, at 11:00 a.m. or 4:00 p.m. CST to learn more about the application process and how to serve as a presenter at TLS 2025.

Webinar Details	
Webinar Date and Time: December 9 at 11:00 a.m. <a href="#">Webinar Link</a> Webinar Phone Number: 346-248-7799 Meeting ID#: 970 1980 7481	Webinar Date and Time: December 9 at 4 p.m. <a href="#">Webinar Link</a> Webinar Phone Number: 346-248-7799 Meeting ID#: 934 1763 5967

# Step-by-Step Guide to Creating a Proposal

## Step 1: Understand Louisiana’s Education Priorities and the TLS 2025 Theme

- Review Louisiana’s educational vision and priorities, as outlined by the Louisiana Department of Education (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 writing “A New Story for Louisiana Education.”

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

- Ensure your submission tackles one or more of the LDOE’s three essential professional structures: **Instructional Leadership Teams (ILT), Teacher Collaboration, and Career Pipeline**. Within that scope focus on:
  - **The High-Quality Professional Learning 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.

## 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. Your session should offer practical takeaways and actionable strategies that educators can implement immediately.
- Ensure your session engages participants in meaningful discussions or activities, allowing for peer collaboration and feedback.
- Use the [Branding Guidance](#) and [TLS 2025 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 the [Teacher Leader Summit 2025 Proposal Application](#) by **January 31, 2025**. The [template](#) will force you to make a copy. The first few slides note detailed instructions, including branding. Please remove those slides before uploading. It is preferred that the shared link be in Google Slides, which is set to “Anyone with Link” can view.

## Step 6: Notification of Acceptance

- All applicants will receive notification of their application status via email from [ldoevents@la.gov](mailto:ldoevents@la.gov) by **March 21, 2025**.
- If selected to lead a session, an LDOE liaison will work with presenters to communicate any edits needed. Revisions must be completed by **April 4, 2025**.

# Terms and Conditions

- Applications must be submitted through the [LDOE Google Form](#) on or before **January 31, 2025** to 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. The 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 **70 minutes** long and offered at least two (2) times during the Summit.
- Most rooms hold approximately 50-150 participants.
- The LDOE reserves the right to cancel sessions of presenters if they see fit.
- By submitting the [Google Form](#), you agree to the Terms and Conditions.

Please contact [ldoeevents@la.gov](mailto:ldoeevents@la.gov) with questions.