



# Justify Your Attendance Guide

**SREB** | School Improvement  
**Summer Conferences**  
Baltimore, Maryland | July 8-13, 2019

Learn more: [sreb.org/SummerConference](https://sreb.org/SummerConference)

Questions? Contact us: [summerstaffdev@sreb.org](mailto:summerstaffdev@sreb.org)

# Contents

Sample Request for Approval Letter .....	1
Sample Talking Points .....	2
Conference Objectives .....	3
Selected Conference Topics .....	3
Conference Benefits for Districts .....	4
Conference Attendees.....	4
Registration Fees .....	6
Hotel Rates.....	6



# Sample Request for Approval Letter

Dear [Colleague or Supervisor],

I am writing to request approval to attend SREB's [College- and Career-Readiness Standards Networking Conference and/or Making Schools Work Conference] in Baltimore, Maryland, July 8-13, 2019.

As you know, our improvement plans and professional learning goals at [name of your school or technology center] this year include [outline your school's plans and goals]. These plans and goals align with [note number] of SREB's conference objectives, including [note relevant objectives from page 3].

SREB's summer conferences also feature over 400 keynote, concurrent, networking and deep-dive sessions addressing topics like [note topics from page 3]. Most sessions are led by practitioners and are designed to give attendees like me research-based, classroom-tested tools and strategies I can use right away to help students [describe specific benefits for students] at [your school or technology center].

Here are some other advantages to attending SREB's [Networking Conference and/or Making Schools Work Conference]:

- Networking with 3,000 K-12 educators from over 30 states
- Exploring critical issues like ensuring equitable access to quality instruction and addressing the effects of poverty
- Learning about and sharing promising practices with peers and experts
- Exploring transformative literacy and math practices that help students meet or exceed grade-level standards
- Identifying ways to motivate students and help them make the connection between success in the classroom and their career and college options
- Participating in optional industry tours that offer an insider's view of emerging career and college opportunities

When I return, I will share what I've learned with my team and other staff by sharing presentations, handouts and notes from the sessions I attend. I can also model tools and strategies I explored at the conference or host workshops for other educators at [your school or technology center].

The cost of attending SREB's [Networking and/or Making Schools Work] conference is low compared to many conferences, and registration fees include hot lunches on main conference days. I can also save by booking travel early and sharing a room with [names of colleagues – see page 6 for hotel rates]. Flights to Baltimore's BWI airport are typically inexpensive compared to other destinations. Here is a breakdown of the approximate cost for me to attend the [Networking and/or Making Schools Work] conference:

- Airfare:
- Transportation:
- Hotel:
- Meals:
- Conference registration:
- Pre-conference industry tours and special events:
- Total:

Please let me know if you have any questions about this request. I look forward to your reply.

Sincerely,

[Your name]

# Sample Talking Points

Explain what you plan to learn by attending SREB's 2019 College- and Career-Readiness Standards Networking Conference and/or Making Schools Work Conference and how your attendance will benefit students and colleagues at your school or technology center.



Beyond your personal and professional learning goals, here are other good reasons to attend one or both of SREB's summer conferences:

- Networking with other educators
- Learning promising practices from experts and thought leaders
- Sharing tools and strategies from your school or classroom by delivering a conference session
- Celebrating student and school success stories
- Engaging in hands-on, transformative learning
- Rejuvenating your instructional practice
- Developing classroom, school or district plans for school improvement
- Exploring how to use data to make informed decisions
- Building stronger school teams



Explain how you will share what you've learned when you return.

- Share session presentations, handouts and notes
- Create a presentation, video or poster
- Adopt educational technology solutions
- Model promising practices
- Plan a workshop
- Share findings with other grade levels, content areas or schools



Be proactive about saving travel costs.

- Book travel early
- Take advantage of reduced conference registration fees for network states (see page 6)
- Offer to share a room with one or more colleagues to reduce hotel expenses (see page 6)

# Conference Objectives

## College- and Career-Readiness Standards Networking Conference

### *Powerful Practices That Ignite Student Interest and Engagement*

1. Engage students through collaborative discourse.
2. Use meaningful assignments to ensure equity for each student.
3. Increase learning with assessment.
4. Enhance educator efficacy.

## Making Schools Work Conference

1. Engage each student in every classroom through high-quality instruction.
2. Ensure each student has access to curricula that align with grade-level readiness standards.
3. Offer each student access to career pathways and programs of study that align with student interests and good jobs.
4. Provide each student with appropriate supports to graduate ready for college and careers.
5. Establish systems and processes that promote a culture of continuous improvement.

# Selected Conference Topics

Achievement  
Blended or online learning strategies  
Business partnerships  
Career academies  
Career and technical education  
Career pathways  
Change management  
Classroom management  
Coaching  
Collaborative inquiry  
College and career readiness  
Community partnerships  
Comprehensive school reform  
Continuous improvement  
Culturally responsive pedagogy  
Data-driven decision making  
Deeper learning  
Discipline and behavioral issues  
Distributed leadership  
Dual enrollment / dual credit  
Early college high schools  
Education policy  
Educator effectiveness

Elementary schools  
Engagement and motivation  
English/language arts  
English Learners  
Equity – cultural, gender, racial  
Evaluation and research  
Feedback and classroom observations  
Formative assessments  
High schools  
Improving instruction  
Instructional leadership  
Leadership development  
Literacy  
Mathematics  
Middle grades schools  
Parent engagement  
Personalized learning  
Plan – do – study – act  
Postsecondary access and success  
Poverty  
Principal preparation and support  
Professional learning communities

Programs of study  
Project- and problem-based learning  
Rural educational issues  
School improvement  
School culture and climate  
Science  
Social, emotional and behavioral supports  
Social studies  
Special education  
STEM  
Student voice and choice  
Teacher induction and peer mentoring  
Teacher preparation  
Technology centers  
Technology in the classroom  
Title I  
Trauma  
Urban educational issues  
Work-based learning  
*... and many more*

# Conference Benefits for Districts

SREB partners with districts to offer powerful professional learning that improves educator effectiveness, increases student engagement and achievement, and transforms schools.

Our summer conferences are designed to help district leaders:

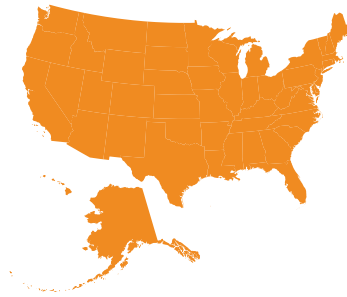
- Adopt and sustain a comprehensive, research-based K-12 school improvement process
- Turn around low-performing schools
- Design career pathways leading to credentials, degrees and good jobs
- Build strong postsecondary, community and employer partnerships
- Transform schools into personalized learning environments
- Create career counseling systems that help students identify their interests and options
- Deliver robust teacher preparation, professional development and coaching services
- Prepare principals to be highly effective instructional leaders
- Develop recruitment and retention strategies that reward effective educators
- Align their budgets and use time, tools and resources to meet achievement goals
- Define what it really means to be ready for college and careers



## Conference Attendees



**3,000+ Attendees**



**35 States**



**740+ Schools**



**400+ Sessions**

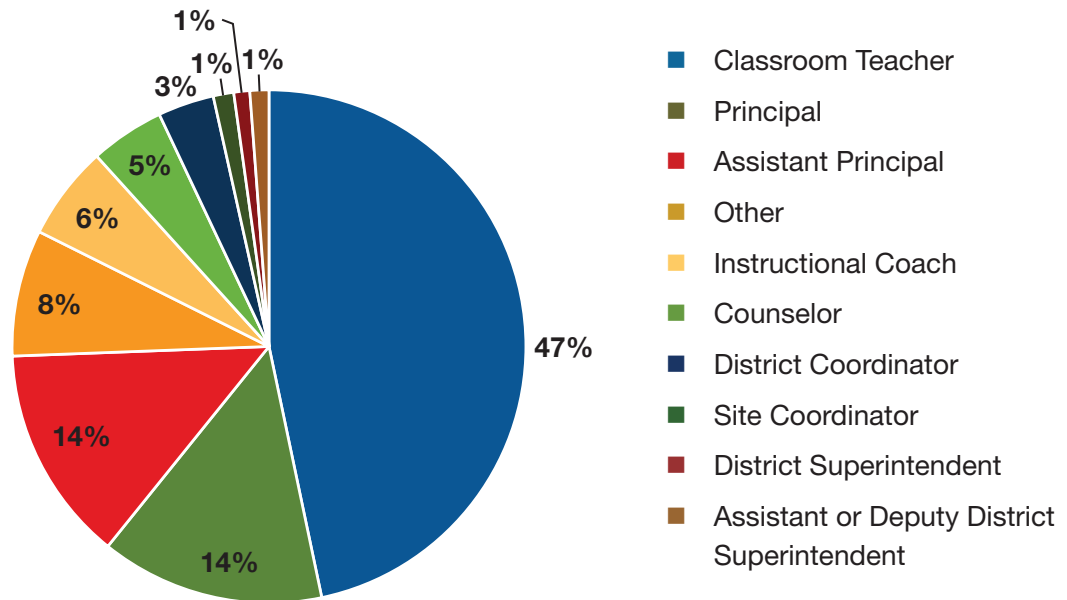


**700+ Presenters**

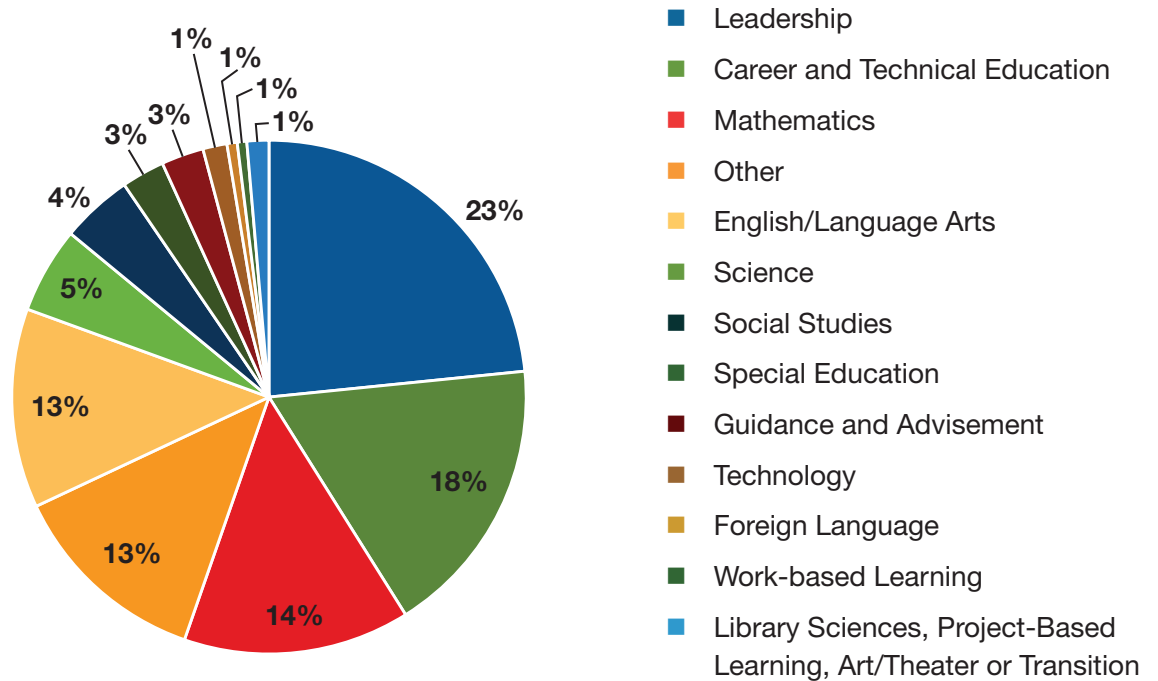
**65%**

**Sessions led  
by practitioners**

## Who attends?



## What are their interests?



N = 3,300 2018 attendees. Zero percent indicates under one percent of attendees.

# Registration Fees

Registration Options	Dates	Network States	Non-Network States
Making Schools Work Only	July 10-13	\$300	\$350
Networking Conference Only	July 8-10	\$250	\$300
Both Conferences	July 8-13	\$450	\$500
Making Schools Work One-Day Registration	July 11 or 12	\$150	\$175
Pre-Conference Tours	July 9	\$25	\$25
Pre-Conference Networking Lunch	July 10	\$25	\$25
Friday Evening Pre-Game Social	July 12	\$20	\$20
Saturday Brunch	July 13	\$0	\$0
Spouse/Guest Registration	July 11 & 12	\$100	\$100

Network states: Alabama, Arkansas, Delaware, District of Columbia, Georgia, Kentucky, Louisiana, Mississippi, Missouri, New Jersey, New Mexico, New York, North Carolina, Ohio, Oklahoma, Pennsylvania, South Carolina, Tennessee, Virginia and West Virginia.

# Hotel Rates

	Distance to Convention Center	Distance to Convention Center			
		Single	Double	Triple	Quad
Hilton Baltimore	Connected	\$169	\$169	\$189	\$209
Days Inn by Wyndham Baltimore Inner Harbor	0.1 miles	\$149	\$149	\$159	\$159
Radisson Hotel Baltimore Downtown-Inner Harbor	0.4 miles	\$166	\$166		
Baltimore Marriott Inner Harbor at Camden Yards	0.2 miles	\$169	\$174		
Renaissance Baltimore Harborplace Hotel	0.4 miles	\$169	\$174		
Sheraton Inner Harbor Hotel	Connected	\$169	\$179	\$199	\$219
Holiday Inn Baltimore-Inner Harbor	0.2 miles	\$159	\$159	\$179	\$179
Hyatt Regency Baltimore Inner Harbor	Connected	\$169	\$169	\$194	\$219
Hampton Inn Baltimore-Downtown-Convention Center	0.3 miles	\$169	\$169		
Kimpton Hotel Monaco Baltimore Inner Harbor	0.5 miles	\$165	\$165	\$185	\$205





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For more information on presenting at SREB's  
summer conferences, contact [summerstaffdev@sreb.org](mailto:summerstaffdev@sreb.org).

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