Justify Your Attendance Guide

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

Learn more: sreb.org/SummerConference
Questions? Contact us: summerstaffdev@sreb.org
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?

- Classroom Teacher: 47%
- Principal: 14%
- Assistant Principal: 14%
- Other: 14%
- Instructional Coach: 6%
- Counselor: 5%
- District Coordinator: 5%
- Site Coordinator: 3%
- District Superintendent: 2%
- Assistant or Deputy District Superintendent: 1%

Who are their interests?

- Leadership: 23%
- Career and Technical Education: 18%
- Mathematics: 13%
- English/Language Arts: 13%
- Science: 13%
- Social Studies: 13%
- Special Education: 13%
- Guidance and Advisement: 14%
- Technology: 14%
- Foreign Language: 14%
- Work-based Learning: 14%
- Library Sciences, Project-Based Learning, Art/Theater or Transition: 14%

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

<table>
<thead>
<tr>
<th>Registration Options</th>
<th>Dates</th>
<th>Network States</th>
<th>Non-Network States</th>
</tr>
</thead>
<tbody>
<tr>
<td>Making Schools Work Only</td>
<td>July 10-13</td>
<td>$300</td>
<td>$350</td>
</tr>
<tr>
<td>Networking Conference Only</td>
<td>July 8-10</td>
<td>$250</td>
<td>$300</td>
</tr>
<tr>
<td>Both Conferences</td>
<td>July 8-13</td>
<td>$450</td>
<td>$500</td>
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<tr>
<td>Making Schools Work One-Day Registration</td>
<td>July 11 or 12</td>
<td>$150</td>
<td>$175</td>
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<tr>
<td>Pre-Conference Tours</td>
<td>July 9</td>
<td>$25</td>
<td>$25</td>
</tr>
<tr>
<td>Pre-Conference Networking Lunch</td>
<td>July 10</td>
<td>$25</td>
<td>$25</td>
</tr>
<tr>
<td>Friday Evening Pre-Game Networking Hour</td>
<td>July 12</td>
<td>$20</td>
<td>$20</td>
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<tr>
<td>Saturday Brunch</td>
<td>July 13</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Spouse/Guest Registration</td>
<td>July 11 &amp; 12</td>
<td>$100</td>
<td>$100</td>
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</table>

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

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Distance to Convention Center</th>
<th>Single</th>
<th>Double</th>
<th>Triple</th>
<th>Quad</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hilton Baltimore</td>
<td>Connected</td>
<td>$169</td>
<td>$169</td>
<td>$189</td>
<td>$209</td>
</tr>
<tr>
<td>Days Inn by Wyndham Baltimore Inner Harbor</td>
<td>0.1 miles</td>
<td>$149</td>
<td>$149</td>
<td>$159</td>
<td>$159</td>
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<tr>
<td>Radisson Hotel Baltimore Downtown-Inner Harbor</td>
<td>0.4 miles</td>
<td>$166</td>
<td>$166</td>
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<tr>
<td>Baltimore Marriott Inner Harbor at Camden Yards</td>
<td>0.2 miles</td>
<td>$169</td>
<td>$174</td>
<td></td>
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<tr>
<td>Renaissance Baltimore Harborplace Hotel</td>
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<td>$169</td>
<td>$174</td>
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<tr>
<td>Sheraton Inner Harbor Hotel</td>
<td>Connected</td>
<td>$169</td>
<td>$179</td>
<td>$199</td>
<td>$219</td>
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<tr>
<td>Holiday Inn Baltimore-Inner Harbor</td>
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<td>$159</td>
<td>$179</td>
<td>$179</td>
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<td>Hyatt Regency Baltimore Inner Harbor</td>
<td>Connected</td>
<td>$169</td>
<td>$169</td>
<td>$194</td>
<td>$219</td>
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<td>Hampton Inn Baltimore-Downtown-Convention Center</td>
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<td>$169</td>
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<td>Kimpton Hotel Monaco Baltimore Inner Harbor</td>
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<td>$165</td>
<td>$165</td>
<td>$185</td>
<td>$205</td>
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</tbody>
</table>
For more information on presenting at SREB’s summer conferences, contact summerstaffdev@sreb.org.

Southern Regional Education Board
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www.sreb.org/summerconference