

Justify Your Attendance Kit for Learning Forward's 2019 Annual Conference

**Registration
Now Open!**

CELEBRATING
50
YEARS

2019 Learning Forward
Annual Conference in
St. Louis | Dec. 7-11, 2019

conference.learningforward.org | #learnfwd19

**GATEWAY TO SUCCESS:
Our Learning. Their Future.**

ST. LOUIS *learningforward*
**2019 ANNUAL
CONFERENCE**
DEC. 7-11, 2019



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Talking points

1. Explain specifically what you plan to learn by attending the conference and how that will benefit your peers and the students in your school or district.
2. In addition to your personal learning goals, here are other popular reasons to attend:
 - Network with other education professionals experiencing similar challenges;
 - Stay on top of best practices from leaders in the field;
 - Small one-on-one learning experiences, even though at an international conference;
 - Take new knowledge and understanding of the latest research back to schools to make change; and
 - Experience dynamic, interactive learning experiences that rejuvenate and refresh educators at all levels.
3. Show how you will share the learning with your team and when you return.
 - Share session presentations and handouts;
 - Write summaries and analyses;
 - Create a slideshow presentation or video;
 - Develop poster presentations;
 - Utilize technology that you learn about at the conference;
 - Model learning strategies you discover;
 - Volunteer to host mini workshops; or
 - Plan sharing opportunities across grade levels, subject areas, and schools.
4. Be proactive
 - Offer to share a room to reduce hotel expenses;
 - Book your travel early;
 - Ask others at your school if they would want to attend to take advantage of the 10% group discount; and
 - Avoid the nonmember registration fee by joining Learning Forward or renewing your Learning Forward membership and bundle 3 or more days to save on registration.

Sample letter: Request for approval

Dear Colleague,

I am writing to request approval to attend the Learning Forward Annual Conference this December 7-11.

[Explain specifically what you plan to learn by attending the conference and how that will benefit your peers and the students in your school or district.]

Example: As you know, our professional learning goals this year include developing personalized instruction and data-based program evaluation. Learning Forward's conference is the only place where I can easily attend more than 12 sessions on just these two topics, plus more than 300 sessions focused on other areas of need.

Here are some other advantages to attending this conference:

- Networking with other educators who are experiencing similar challenges;
- Staying on top of best practices from leaders in the field;
- Seeing first-hand the kinds of dynamic, interactive learning experiences that rejuvenate and refresh educators at all levels.

[Describe how you plan to share the learning upon your return.]

Upon my return, I plan to share my learning with my team and other staff as needed. I can do so by sharing session presentations, handouts, and written summaries. I can also utilize technology that I learn about, model learning strategies I discover, and host mini workshops across grade levels, subject areas, and schools.

The cost of the conference ranges from \$214 - \$334 per day and includes lunches. Right now, the cost to fly is only _____. Including hotel, I estimate the total cost to be _____. I can save on costs by booking my travel early, bundling 3 or more days, and registering with the early members-only rates, which could be a \$450 savings. I look forward to your response.

Thank you,

[name]

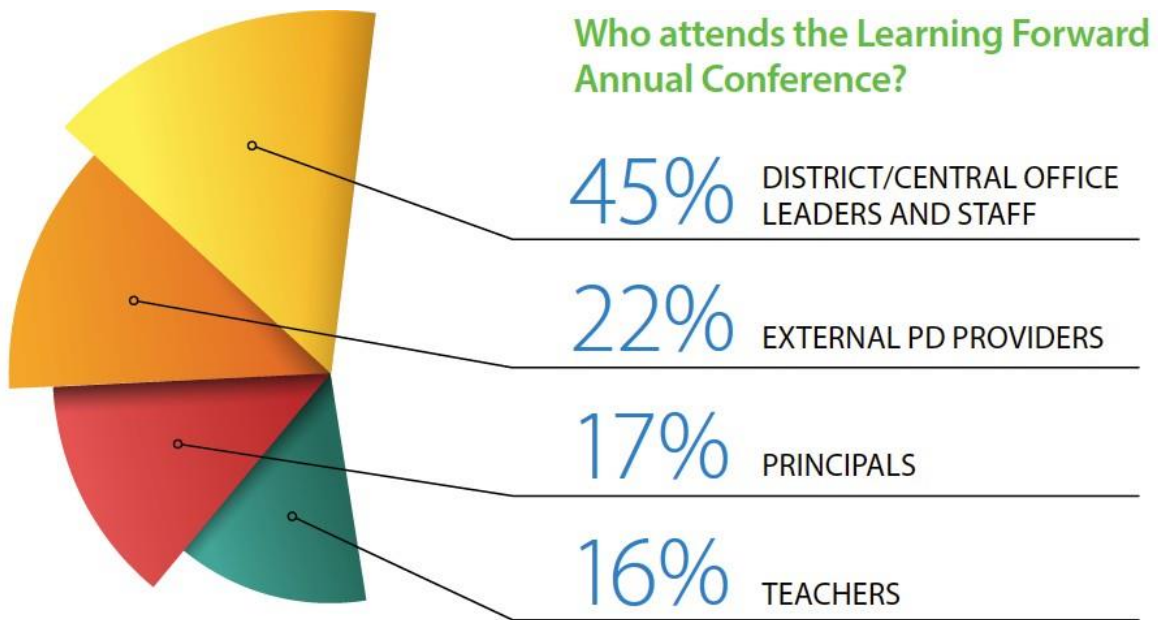
Benefits to district

Effective professional learning remains the single most powerful investment a district can make for improving educator effectiveness to increase student achievement.

The conference offers a district's education leaders

- Connections;
- Tools;
- Learning opportunities; and
- Resources needed to design, implement, and measure high-quality professional learning for educator and student success.

Who attends



**Become a member and register before Oct. 31
to save up to \$450!**

Early Registration (April 18 through October 31, 2019)

Dates	Member	Non-member
Saturday, Dec. 7	\$249	\$324
Sunday, Dec. 8	\$249	\$324
Monday, Dec. 9	\$224	\$299
Tuesday, Dec. 10	\$224	\$299
Wednesday, Dec. 11	\$214	\$289

Regular & Onsite Registration (November 1 through December 11, 2019)

Dates	Member	Non-member
Saturday, Dec. 7	\$259	\$334
Sunday, Dec. 8	\$259	\$334
Monday, Dec. 9	\$234	\$309
Tuesday, Dec. 10	\$234	\$309
Wednesday, Dec. 11	\$224	\$299

Bundle 3 or more days and save even more

Early Bird Bundle Discounts (4/18/19 – 7/31/19)	Early Bundle Discounts (8/1/19 – 10/31/19)	Regular Bundle Discounts (11/1/19 – 12/11/19)
Any 3 days = save \$75	Any 3-days = save \$50	Any 3-days = save \$25
Any 4-days = save \$100	Any 4-days = save \$75	Any 4-days = save \$50
Any 5-days = save \$125	Any 5-days = save \$100	Any 5-days = save \$75

Alternative funding options

Seek out grants from organizations you belong to, including state or provincial education agencies, PTA/PTO, religious institutions, Kiwanis or Rotary Clubs, etc.

Here are some organizations to help find grants:

- The Grants.gov program management office was established, in 2002, as a part of the President's Management Agenda. Managed by the Department of Health and Human Services, Grants.gov is an E-Government initiative operating under the governance of the Office of Management and Budget. <https://www.grants.gov>
- GrantSelect is an online database of funding opportunities such as grants (for programs, projects, planning, start-up, endowments, technical assistance, facilities and equipment, etc.), awards, and fellowships for example... <https://www.grantselect.com>
- Dedicated GrantWatch researchers and grant associates, publish the newest grants and letters of inquiry (daily) and archive the grants with past funding dates. Government agencies, foundations, and corporations post the details of their funding opportunity for free through their dedicated portal. <https://www.grantwatch.com/grant-search.php>
- ENGLISH LANGUAGE ACQUISITION STATE GRANTS <http://www2.ed.gov/programs/sfgp/index.html?exp=0>
- The Teacher Quality Partnership (TQP) grant program, authorized in Title II of the Higher Education Act, is the only federal initiative designed to strengthen and reform educator preparation at institutions of higher education. <https://aacte.org/policy-and-advocacy/federal-policy-and-legislation/435-teacher-quality-partnership-grants>
- Special Education -- State Personnel Development Grants Program <https://www2.ed.gov/programs/osepsig/index.html>
- Special Education--Personnel Development to Improve Services and Results for Children with Disabilities <https://www2.ed.gov/programs/osepprep/index.html>

May 4, 2017



Dear Colleagues:

The Every Student Succeeds Act (ESSA) requires professional development programs that are comprehensive, evidenced-based, and designed to improve the instructional services offered to all students. Professional development is an integral part of many parts of ESSA. Specifically, these sections include programs for students who are low achieving and whose families live in poverty, need to become English language learners, have specific literacy or STEM needs or have a disability. The requirements for professional development outline that parents, teachers, para-professionals, administrators, special service personnel and others must be included in these programs. This comprehensive approach is consistent with the requirements of Learning Forward as outlined in their Standards for Professional Learners.

The annual meeting of Learning Forward provides a curriculum to improve the knowledge of all members of the school community with information on what they need to know and how students learn so they can make a difference in children's lives. Additionally, these sessions are both evidence-based and ongoing as they link to professional journals, workshops, research, and web-based offerings. Critically, these sessions provide participants with the principles they will need to design and conduct their own school and district based professional development programs.

The Learning First Alliance finds the professional development sessions conducted during their annual meeting to be consistent with the requirements of the Every Student Succeeds Act and recommend that professional development funds be used to support participation at this workshop.

Sincerely yours,

Richard Long, Ed.D.
Executive Director

AASA, The School Superintendents Association
American Association of Colleges for Teacher Education
American Federation of Teachers
American School Counselor Association
Consortium for School Networking
International Society for Technology in Education
Learning Forward
National Association of Elementary School Principals
National Association of Secondary School Principals
National Education Association
National PTA
National School Boards Association
National School Public Relations Association
Phi Delta Kappa International

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