Justify Your Attendance Guide

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

SREB | School Improvement

Summer Conferences
Baltimore, Maryland │ July 8-13, 2019

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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 mathematics 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 for students

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)

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Conference Objectives

Networking Conference

Conference Theme: *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

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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
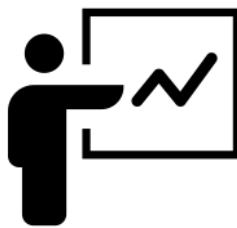
Conference Attendees
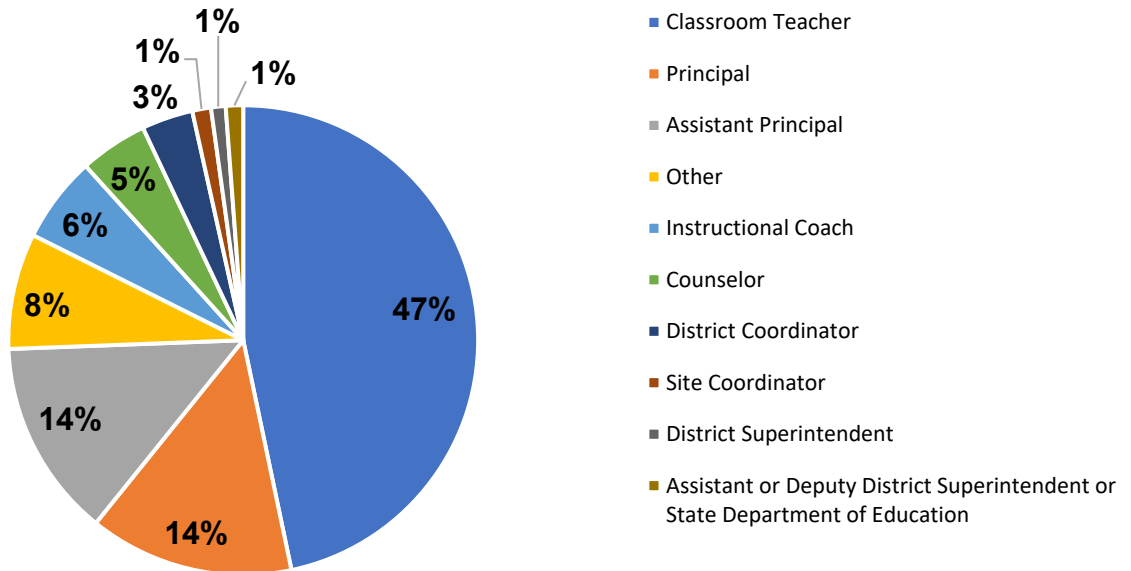
3,000+ attendees
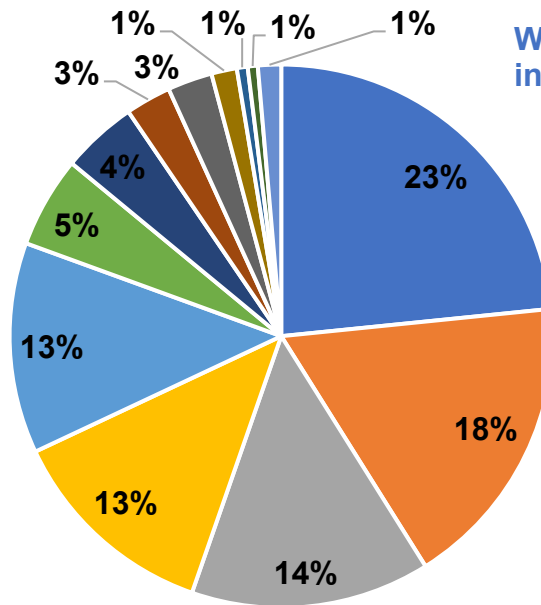
35 states

740+ schools

400+ sessions

700+ presenters

65% sessions led by practitioners

Who attends our conferences?

- Classroom Teacher — 47%
- Principal — 14%
- Assistant Principal — 14%
- Other — 8%
- Instructional Coach — 6%
- Counselor — 5%
- District Coordinator — 3%
- Site Coordinator — 1%
- District Superintendent — 1%
- Assistant or Deputy District Superintendent or State Department of Education — 1%

What are their interests?

- Leadership — 23%
- Career and Technical Education — 18%
- Mathematics — 14%
- Other — 13%
- English/Language Arts — 13%
- Science — 5%
- Social Studies — 4%
- Special Education — 3%
- Guidance and Advisement — 3%
- Technology — 1%
- Foreign Language — 1%
- Work-based Learning — 1%
- Library Sciences, Project-Based Learning, Art/Theater or Transition — 1%

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

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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	Single	Double	Triple	Quad
Hilton Baltimore	Connected	$169	$169	$189	$209
Days Inn by Wyndham 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	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