Process for Receiving L.A. Unified Review of Your Conference Presentation: Presentations that DO NOT Name the District, District Schools, or LAERI

If your conference presentation will not name the district, district schools, or LAERI, you must take two steps in your communication with the district:

1. At least **30 days** before your presentation, email your practitioner team, LAERI (laeri@g.ucla.edu), Mollie Rudnick (mollie.rudnick@lausd.net), and Kathy Hayes (kathy.hayes@lausd.net) that you plan to present at a conference in the upcoming month. See here for an example email.
2. Provide a one-page summary of your presentation (see here for a template) and your conference materials (i.e., slides, handouts, papers, posters) to your practitioner team and relevant district leaders, LAERI (laeri@g.ucla.edu), Mollie Rudnick (mollie.rudnick@lausd.net), Kathy Hayes (kathy.hayes@lausd.net), and the division head associated with your project (see your project's "Project Information Sheet" in your google folder for information about your division head). See here for an example email.
    a. If you are not sharing a full conference paper (i.e., you did not submit a paper with your proposal, do not plan to submit a paper for the conference's paper repository, and will not be sharing your paper with other session participants), you must provide your conference materials (e.g., slides, handouts, posters) and one-page summary to the individuals listed above at least **5 business days** prior to your presentation.
    b. If you plan to share a complete conference paper in addition to any of the materials listed above, you must provide your conference paper and materials and one-page summary to the individuals listed above at least **10 business days** prior to your presentation.
3. If you do not receive any comments on your conference materials, you are free to present at the end of the 5/10 business day review period. If members of your practitioner team, other district leaders, or LAERI raise questions or concerns about your materials, your team must acknowledge the comments and, to the extent possible/appropriate, address those comments and send your revised materials to the individuals mentioned in #2 before presenting.