

Process for Receiving L.A. Unified Review of Your Conference Presentation: Presentations that Name the District, District Schools, or LAERI

If your conference presentation or materials (handouts, conference paper) name the district, district schools, or LAERI, you need to:

1. Provide a one-page summary of your presentation (see [here for a template](#)) and your conference materials (i.e., slides, handouts, paper) to your practitioner team, 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) at least **30 days** before your presentation. See [here for an example email](#).
2. If you do not receive any comments on your presentation materials, you are free to present at the conference at the end of the 30-day review period. If members of your practitioner team, other district leaders, or LAERI raise questions or concerns about your presentation, 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 at the conference.