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

If your conference proposal names the district, district schools, or LAERI, you need to:

1. Provide a one-page summary of your proposal (see here for a template) and your conference materials 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 the conference proposal deadline. See here for an example email.
2. If you do not receive any comments on your conference proposal, you are free to submit it to 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 proposal, 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 submitting your conference proposal.