










WITH PURPOSE. FOR PROGRESS.

KIPP SCHOOL SUMMIT 2019

JULY 29-31, 2019 • HOUSTON, TEXAS

Instructor Dates and Deadlines Checklist

-  **Contract, Instructor Bio & Session Descriptions Due**
(Email contracts to Eliana Ditren: editren@kipp.org)
(Instructor bio, session descriptions, and session needs [submitted via online form](#))
-  **Deadline for Securing Travel & Hotel**
Please Note: Instructors will be reimbursed for 1 night of hotel per session and flights up to \$400. To reserve a hotel room with the KSS rate, visit the logistics section of the [KSS website](#).
-  **Register for KSS and Select Sessions**
-  **Session Plans Due** *(Email to kssprogramming@kipp.org)*
Review your AV Needs & Preferred Room Set *(An email will be sent in early June)*
-  **Registration Closes**
-  **Review your Attendee # & Assigned Room Set** *(An email will be sent to you)*
Print and Ship your Materials for KSS If You Aren't Bringing It with You
-  **Deadline for Shipping to Arrive in Houston If You Aren't Bringing It with You**
INSTRUCTOR SERVICES/ (Your Name)
c/p Shephard Exposition Services
10001 Fannin Street
Houston, TX 77045
-  **Check into Instructor Services & Pick Up Packages/Printed Materials**
Upload Session Materials to Share with Session Attendees
(1) Rename files to: Lastname_SessionTitle_filetype. (2) Email files as attachments to KSS_201.roic63hyehigfb8k@u.box.com. Limit of 50MB per email sent; send multiple emails, as needed. (3) Questions? Reach out to smeyer@kipp.org
-  **Deadline for Submitting Reimbursements**
(Email completed form and receipts as single PDF to invoice@kipp.anybill.com cc: editren@kipp.org)

Questions? Visit the [KSS Instructor Website](#) or email Jessica Donnelly (jdonnelly@kipp.org).