 **2024 Exceeding Expectations Award School**

| Checkbox Checked with solid fill | **To Do** | **Due Date** | **Notes** | **Resources** |
| --- | --- | --- | --- | --- |
|  | Award School Virtual Meeting | 2/29/2024 | Meeting Materials will be posted at [ECTAC Award School Resources](https://www.ectacfl.net/award-school-resources.html) | **Microsoft Teams** [**Join the meeting now**](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_NjgxODgzMGEtNWYwZS00NTdkLTg0NTktZGMyOGFiMGI4OTEy%40thread.v2/0?context=%7b%22Tid%22%3a%22d1e9e6b2-778e-48e5-a961-e9836af08827%22%2c%22Oid%22%3a%220f6ba49c-4cf6-42f5-bbe0-90f10d37da47%22%7d) Meeting ID: 254 397 750 702 Passcode: e7jSxK  |
|  | Register to participate in the Conference | *Early Bird ends* 3/31/2024 | While each participant will be asked to select the registration fee, two Award School attendees may note “ | [2024 ECTAC Exceeding Expectation Conference Registration Link](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fscps.co1.qualtrics.com%2Fjfe%2Fform%2FSV_1zCD7Ejfogv8RSK&data=05%7C02%7Ckonrartl%40scps.k12.fl.us%7C0ece630fd7b343ebfecb08dc34c7d55e%7Cd1e9e6b2778e48e5a961e9836af08827%7C0%7C0%7C638443280100690850%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=CXCQ1XQdH%2FO%2FPEDEiWimtPaWwwZypA1ANsMm2v6O%2FQQ%3D&reserved=0) |
|  | Reserve room(s) at the discounted rate through the Room Block | 6/5/2024 | The Room Block is expected to fill quickly. We encourage you to *book early* to ensure you the convenience of staying onsite at the conference venue.While a credit card/Purchase Card is required to reserve the room(s), the card will not be charged until your stay in June 2024.  Cancellations will be accepted until Thursday, June 20th with no penalty.   | [Wyndham Grand Orlando Resort Bonnet Creek Room Block Reservation Link](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbook.passkey.com%2Fgo%2FECTACFLORIDA24&data=05%7C02%7Ckonrartl%40scps.k12.fl.us%7C0ece630fd7b343ebfecb08dc34c7d55e%7Cd1e9e6b2778e48e5a961e9836af08827%7C0%7C0%7C638443280100695881%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=mrJDvutGBYgwlP%2BvNoM9Yzr4plUsUz8dzjj8p6AcJ%2Fc%3D&reserved=0) |
|  | Open the email from event-noreply@whova.io to access the Whova Speaker Form | 3/4/2024 | Check your spam or junk mailMark as a “trusted” senderIf you don’t receive or cannot find this email, please email konrartl@scps.k12.fl.us You may forward this communication to a designee to complete |  |
|  | Complete the REQUIRED fields of the Whova Speaker Form | 3/22/2024 | Required Fields:* General Information
* Biography
* Profile Picture
* Presentation Equipment Requests
* Session Title and Description
* Phonetic Spelling of your preferred full name
 |  |
|  | Principal Information | 3/22/2024 | Access the provided link to complete Principal Information | [Award School Principal Information Link](https://scps.co1.qualtrics.com/jfe/form/SV_ewyrHSBkf8yq2Gi) |
|  | Upload DRAFT Presentation, Session Materials, and/or School Information to the Whova Speaker Form for ECTAC Review and Approval | *On or before*4/26/2024 | Whova Speaker Form (*link from email*)“Documents” SectionIdentify School and 1-2 Word Description of Document in File Name |  |
|  | Identify Other Session Speaker(s) on the Whova Speaker Form | *On or before*4/26/2024 | Whova Speaker Form (*link from email*)Other Session Speakers will receive a separate Speak Form to complete their information |  |
|  | Upload FINAL of ECTAC Approved Presentation, Session Materials, and School Information to the Whova Speaker Form  | *On or before*5/24/2024 | Whova Speaker Form (*link from email*)“Documents” SectionIdentify School and 1-2 Word Description of Document in File Name |  |
|  | Upload School Photos to the Whova Speaker Form  | 5/24/2024 | Building ExteriorEngaged StudentsStudents and FamiliesInstructionProgram InitiativesFUN!“Documents” SectionIdentify School and 1-2 Word Description of Photo in File Name |  |
|  | *Optional* Video, Social Media, Articles, Discussion Questions, Polls | Ongoing | We will host a future OPTIONAL Award School Virtual Meeting for those interested in learning more about the engagement features Whova offers |  |