

**SNE Winter Workshop 2017**  
**Houston, TX**  
**February 7<sup>th</sup> + 8<sup>th</sup>**

## General Information

The Smarter Balanced Assessment Consortium is recruiting qualified educators to attend the Digital Library State Network of Educators (SNE) Winter Workshop. We are asking State Leadership Team (SLT) leads to help recruit and recommend qualified educators to participate in the workshop. This document outlines important information for educator recruitment.

While many participants will come from the existing pool of SNEs, Smarter Balanced is encouraging each state to have about 30% of their participants is new and prospective SNEs. Vermont is allotted six slots. Two of the slots are reserved for new SNEs. All participants are expected to attend a pre-workshop training and bring two resources ready for refinement and submission.

Here are some key dates for the recruitment process:

Activity	Date or Date Range
Save the Date Flier Delivered to SLT Leads	11/15
Initial Participant Recruitment Window	11/15 - 12/11
Registration Window	12/12 - 1/6
Travel Arrangements Take Place	1/6 - 1/20
Winter 2017 SNE Workshop	2/7 - 2/8 & SLT Leads Meeting 2/9

Smarter Balanced will provide lodging, travel costs, and applicable reimbursements to each participant. For educators, these reimbursements may include parking, meals outside of the meeting, and substitute reimbursement defined by local policy. Flights will be booked through an independent travel agency, so please do not make your own flight reservation. You will receive an invite with the contact information within a few weeks from applying.

## Duration of work

The meeting will take place over two full days in Houston, TX, with a travel day before. All training will be performed on-site. The SLT Leads will stay for an in-person meeting on the 3rd day.

## Participant Requirements SNE Requirements

Recommended educators from each state should meet the following general qualifications:

- A. Currently certified or licensed to teach ELA/literacy and/or Mathematics in a K–12 public school or certification in teaching English learners and/or students with disabilities
- B. Currently teaching in a public school or currently employed by a public school, district or state education entity including higher education located within a Smarter Balanced member state with Digital Library access.
- C. Within the past three years:
  - Teaching ELA/literacy and/or Mathematics in grades 3 through 8 and/or high school *or* working in a classroom content support role such as a literacy or district or state content specialist.AND/OR
  - Teaching students with disabilities and/or English learners in grades 3 through 8 and/or high school *or* working in a support role such as a district/school coordinator or instructional specialist

## Expectations for Participants

Prior to the workshop, participants will be asked to participate in an online pre-workshop training session. The online training will be available mid-January. They will need to complete the training in advance of the workshop. In addition, participants are expected to arrive at the workshop with all relevant materials necessary to be able to submit at least two resources while at the workshop. For new SNEs, the expectation is that they will arrive with nascent ideas and any materials they may need to formulate, and hopefully submit, two resources at the workshop.

## **Frequently Asked Questions about the SNE Workshop**

**Q: When and where will the workshop be held?**

**A:** The Winter 2017 SNE Workshop will be held at the Hyatt Regency Houston North in Houston, TX from Tuesday, February 7 – Wednesday, February 8.

**Q: I am interested in attending the workshop, what are the next steps?**

**A:** Click on the link in green text above to request an invitation.

**Q: I am not a Digital Library State Network Educator (SNE), can I still participate?**

**A:** Yes! We anticipate that about 30% of participants will be new or interested SNEs.

**Q: How are educators selected for participation?**

**A:** State representatives will help Smarter Balanced select educators to invite to the meeting.

**Q: How and when will I know if I will be selected for participation?**

**A:** Selected participants will be emailed an official invitation and link to the registration site.

**Q: Will my expenses be paid?**

**A:** If you are selected to attend, airfare, hotel, and meal expenses will be covered and reimbursed. Substitute pay may be available, depending on your state policy.

**Q: How much time can we expect to spend at the workshop?**

**A:** On Tuesday, February 7, the workshop will run from 8:30 a.m. to 4:30 p.m. Central Time, and 8:30 a.m. to 4:00 p.m. on Wednesday, February 8.

**Q: How is the workshop structured?**

**A:** You will work with other participants from across Smarter Balanced member states to submit and review Digital Library resources.