

# AWARDS FINALIST CHECKLIST

Use the following checklist to celebrate your nomination and prepare for the awards ceremony. Find resources in the Awards Celebration Toolkit at [www.L-TEN.org](http://www.L-TEN.org).

## CELEBRATE YOUR ACHIEVEMENT

- Download banners, logos, signature blocks and more in the [Celebration Toolkit](#).
- View and share the [LTEN press release](#).
- [Follow LTEN on LinkedIn](#) and share our posts.
- Create your own social media posts and tag [#LTEN2024 #LTENExcellenceAwards](#).
- Email [cmomita@L-TEN.org](mailto:cmomita@L-TEN.org) if you require additional resources or native art files.

## AWARDS CEREMONY & PREP

- Save the date for the awards ceremony!  
 Wednesday, June 12, 2024  
 LTEN Annual Conference  
 Gaylord Palms Convention Center  
 Kissimmee, FL
- [Register to attend the conference](#). Use promo code: **LEARNING24HERO** for \$150 off full conference pass.\*
- [Book your hotel room](#).
- Finalize travel plans: flights, rental cars, etc. Check out our [Delta and United discount codes](#).
- Confirm your finalists' details by **April 26. Form will be emailed by April 19.**

\*Discount is valid on full conference event passes. The discount is applicable to new registrants only and cannot be combined with other discounts or discounted passes. No refunds will be issued for those already registered for the conference.

## AWARD PRESENTATIONS

- Finalists Only:** Confirm you'll participate in poster presentations. **New format for 2024!** Deliver a 10-minute presentation on Tuesday from 7:00-8:30 AM and Wednesday from 7:30-8:20 AM in the Exhibit Hall Learning Lab. Specs will be in Toolkit.
- Learn about the New People's Choice Poster Award. Details will be located in the Toolkit.

- Digital Poster:** Email [cmomita@L-TEN.org](mailto:cmomita@L-TEN.org) a single page poster. Details will be in Toolkit.

## HALL OF FAME INDUCTEES

- Join us on **Tuesday, June 11 at the opening session**, where you'll be honored by LTEN board president. Located in Sun A-D at 8:00 AM.
- Look for reserved seating up front.

## AT THE CONFERENCE

- Check-in and get your event badge at Registration/Self Check-In located in the City Hall Lobby before Wednesday's ceremony.
- Awards Ceremony:**  
 Wednesday, June 12 at 10:15 AM ET  
 Gaylord Palms, Sun A-D, Kissimmee, FL  
*Ceremony will also be live-streamed and a link will be shared in advance of the event.*

Doors open and seating begins at 10:05 AM  
**Reserved seating will be in front of the stage for Finalists and Scholarship Recipient.**

- Finalist & Winners:** Stay until after the keynote for group photos on stage.
- Winners:** Stay after for LTEN photographer.
- Take a photo in front of the Awards backdrop and tag us on social media using #LTEN2024.
- Contact [nnolan@L-TEN.org](mailto:nnolan@L-TEN.org) if you'd like to give a short on-site video interview.

## POST-CONFERENCE

- Share your photos and experience across social media. Tag us #LTEN2024
- Visit the [Celebration Toolkit](#) for winner logos, banners and more.