

# IM Texas 2020 Tentative Schedule

**Please Note:** Agenda is subject to change. Check [www.imcat.org](http://www.imcat.org) for the most up-to-date schedule.

## TUESDAY, DECEMBER 15

### Breakout Session 1 » 8:30-9:45 am

- How to Know When IM are Expiring
- Best Practices for an IM Coordinator
- Forms & Processes/IM Manuals
- Managing Online Licenses
- Component List and How to Use Them?
- Dealing with a Crisis
- Exhibitor's Forum

### Breakout Session 2 » 10-11 am

- How to Handle Warehouse Shipments
- Lingo Bingo
- Quotes and Purchase Orders
- How to Involve Your District TEAM
- Accessible Instructional Materials
- G Suites Tools - Bring Your Own Device (BYOD)
- Small School: IM Tracking with No Program
- Exhibitor's Forum

11:15-11:45 am Legislative Preview: Colby Nichols

11:45 am-1 pm Lunch Break

### Breakout Session 3 » 1-2 pm

- Organizing Deliveries from Publisher/Campus
- Tips on Hiring Summer Help
- Legislative Questions
- Successful Requisitions & Disbursements
- Q&A with Veteran Coordinators
- Handling One Adoption as Another Begins
- Dealing with a Crisis
- Exhibitor's Forum

### Breakout Session 4 » 2:15-3:15 pm

- Small Schools Managing Responsibilities
- Publisher Forum - Proclamation 2020
- Adoption Timeline/Rubrics
- Budget Codes & Finance
- Upcoming Instructional Materials
- Integration Teams (SIS, SMS, Etc.)
- User Sharing: Hayes TIP Web

Ongoing IM 101

3:20-4 pm IM 101 Q&A

## WEDNESDAY, DECEMBER 16

### Breakout Session 5 » 8:30-9:30 am

- Organizing Deliveries from Publisher/Campus
- How to Know When IM are Expiring
- Adoption Timeline/Rubrics
- Budget Codes and Finance
- Legislative Questions
- Upcoming Instructional Materials
- Integration Teams (SIS, SMS, Etc.)
- Small School: IM Tracking with No Program
- Exhibitor's Forum

### Breakout Session 6 » 9:45-10:45 am

- Lingo Bingo
- How to Handle Warehouse Shipments
- Quotes and Purchase Orders
- How to Involve Your District TEAM
- Accessible Instructional Materials
- Managing Online Licenses
- Component List and How to Use Them?
- Exhibitor's Forum

11-11:45 am TEA General Session

11:45 am-1 pm Lunch Break

### Breakout Session 7 » 1-2 pm

- Small Schools: Managing Responsibilities
- Tips on Hiring Summer Help
- Best Practices for an IM Coordinator
- Forms and Processes/IM Manuals
- Successful Requisitions & Disbursements
- G Suites Tools - Bring Your Own Device (BYOD)
- Handling One Adoption as Another Begins
- User Sharing: Follett Destiny

### Breakout Session 8 » 2:15-3 pm

- Debriefing Session by Enrollment 1-1,000
- Debriefing Session by Enrollment 1,000-5,000
- Debriefing Session by Enrollment 5,000-10,000
- Debriefing Session by Enrollment 10,000-20,000
- Debriefing Session by Enrollment 20,000-40,000
- Debriefing Session by Enrollment 40,000+
- Debriefing Charter Schools

3-3:15 pm Closing Remarks