

COE

COUNCIL *for* OPPORTUNITY *in* EDUCATION

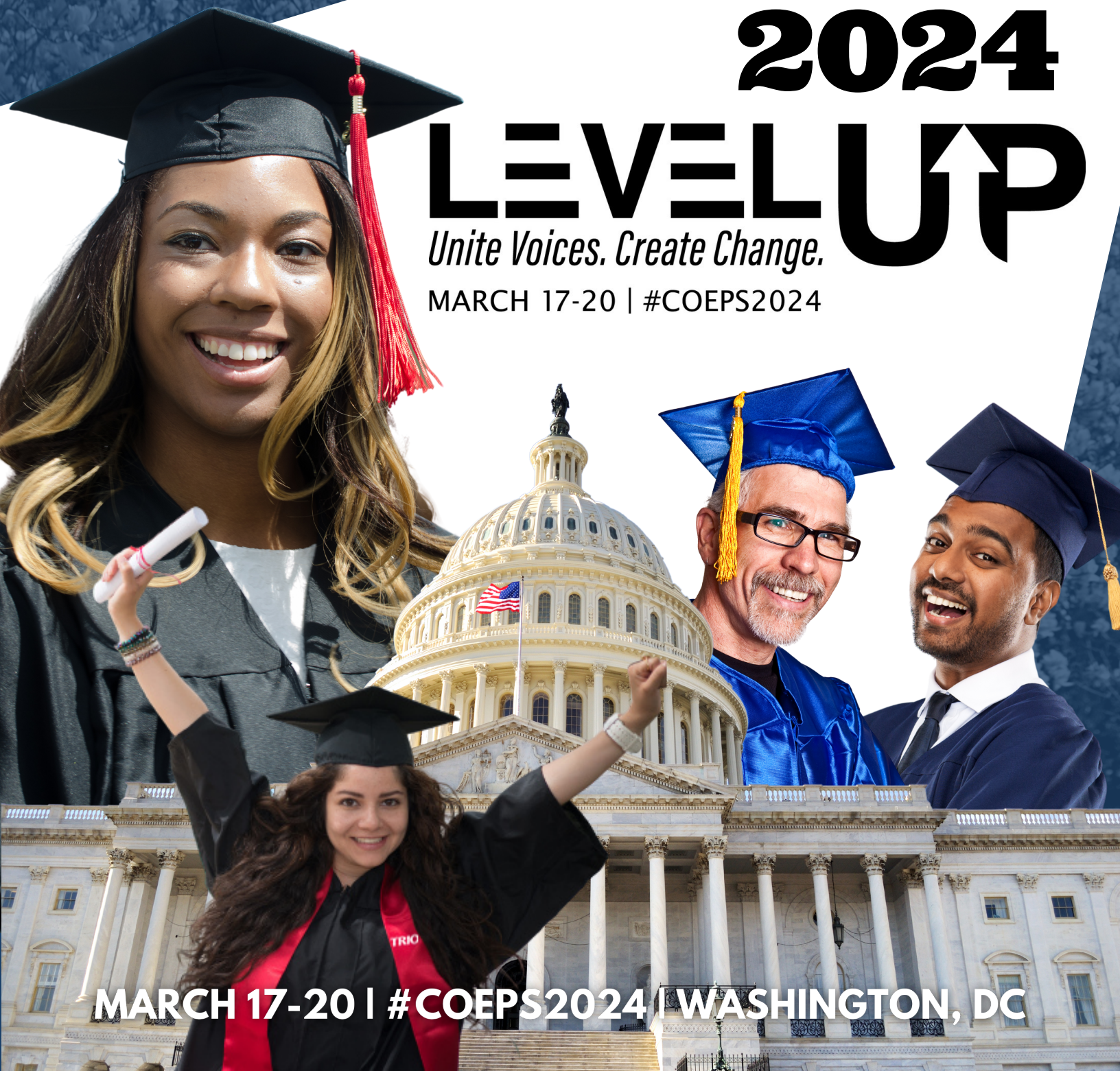
REGISTRATION  
BROCHURE

POLICY  
SEMINAR  
2024

LEVEL UP

*Unite Voices. Create Change.*

MARCH 17-20 | #COEPS2024



MARCH 17-20 | #COEPS2024 | WASHINGTON, DC



## Policy Seminar 2024 • Sunday through Wednesday, March 17-20, 2024

This year, the Council for Opportunity in Education's (COE) annual Policy Seminar includes three events: the Leadership Summit, the Seminar on Relations with the U.S. Department of Education, and the Legislative Conference.

### Leadership Summit • Sunday, March 17, 2024

Keeping in theme, this year's Leadership Summit will provide high-quality professional development for all levels of leaders in TRIO to assist them in their efforts to Level UP! At the summit, we will focus on the connection between your efforts and how you can create layers of impact to enhance your work. Additionally, we will feature a case study poster session and presentations by state leaders who have completed this year's Executive Leadership Institute. Whether you are new to TRIO or a seasoned professional, this day-long convening will provide you with skills and resources to level up your impacts with your participants, in your program, through your state organizations, and within yourselves. With questions about the Leadership Summit, please contact **Jen Rudolph** at [jennifer.rudolph@coenet.org](mailto:jennifer.rudolph@coenet.org).

#### TENTATIVE AGENDA

- 10:00–11:00 a.m. Welcome and Opening Plenary
- 11:00 a.m.–12:30 p.m. Break-out Sessions
- 12:30–1:45 p.m. Brunch Buffet and Executive Leadership Institute Winning Presentations
- 2:00–4:00 p.m. Break Out Sessions
- 4:00–5:00 p.m. Reception, Executive Leadership Institute Poster Presentation & Pinning Ceremony

**IMPORTANT NOTE: Neither the Leadership Summit nor the Seminar on Relations with the Department of Education** will involve lobbying activities. They are allowable costs on a federal award; however, certain aspects of

**the Legislative Conference** will involve such activity. Therefore, federal grantees **must allocate expenses for these different activities appropriately and consistent with their institutional policies.**

Contact **Angelica Vialpando** at [angelica.vialpando@coenet.org](mailto:angelica.vialpando@coenet.org) or **Jen Rudolph** at [jennifer.rudolph@coenet.org](mailto:jennifer.rudolph@coenet.org) if you have any questions.

### Seminar on Relations with the U.S. Department of Education • Monday, March 18, 2024

This seminar for college access and success professionals in post-secondary institutions and community agencies provides information about the following:

- U.S. Department of Education fiscal and programmatic policies and reporting requirements
- The latest information on TRIO regulations and
- The outlook for upcoming TRIO grant competitions

#### TENTATIVE AGENDA

- 9:00–10:00 a.m. Remarks from leadership at the U.S. Department of Education, Deputy Assistant Secretary of the Office of Postsecondary Education **Dr. Amanda Miller** (Invited)
- 10:15–11:30 a.m. Breakout sessions with U.S. Department of Education program officers
- 11:45–2:00 p.m. Luncheon featuring remarks from the U.S. Department of Education, Office of Student Service, Senior Director **Gaby Watts** (Invited)
- 2:15–3:30 p.m. Breakout sessions with U.S. Department of Education program officers (continued)
- 3:45–5:00 p.m. Professional development sessions with COE (Topics TBD)

For questions about the Seminar on Relations with the U.S. Department of Education, please contact **Angelica Vialpando** at [angelica.vialpando@coenet.org](mailto:angelica.vialpando@coenet.org).

## Legislative Conference • Monday through Wednesday, March 18-20, 2024

The capstone feature of COE's Policy Seminar is the Legislative Conference, during which the TRIO community educates Members of Congress, congressional staff, and others about the history and the success of federal college access and success programs. After a day of intense preparation, participants can represent the interests of low-income and first-generation students and students with disabilities through direct engagement with legislators in the policy arena.

**IMPORTANT NOTE:** All congressional meetings will be held in person on Capitol Hill unless no one from a Congressional District is physically present at the Legislative Conference. For questions, please contact **Diane Shust** at [diane.shust@coenet.org](mailto:diane.shust@coenet.org).

### TENTATIVE AGENDA

#### *Monday, March 18, 2024*

- 2:00–8:00 p.m. Registration
- 6:30–7:30 p.m. Opening Session
- 7:45–8:30 p.m. Orientation for Hill Team Leaders

#### *Tuesday, March 19, 2024*

- 8:30 a.m.–4:00 p.m. Registration
- 9:00–10:00 a.m. Congressional Staff Panel
- 10:00 a.m.–12:00 p.m. Storytelling Skills Development (Interactive)
- 12:00–2:00 p.m. Lunch on Your Own
- 2:00–3:00 p.m. Remarks from a Member of Congress
- 3:00–4:00 p.m. Capitol Hill Talking Points Overview
- 4:00–4:15 p.m. Break
- 4:15–5:30 p.m. State Team Meetings

#### *Wednesday, March 20, 2024*

- 8:00 a.m.–6:00 p.m. Congressional Visits
- 6:30–7:15 p.m. Debriefing and Rally

**Bring your TRIO alumni to the Legislative Conference!** Alumni participation at this event will give graduates the skills they need to be TRIO advocates at the local, state, and national levels.

COE staff are delighted to help TRIO directors provide fulfilling policy experiences in Washington for their students on school breaks. Students should *not* miss school to attend the Legislative Conference.

### Hotel Information

#### **Hyatt Regency Washington on Capitol Hill**

400 New Jersey Avenue, NW

Washington, D.C. 20001

Fax: (202) 737-5773

<https://www.hyatt.com/en-US/group-booking/WASRW/G-COE4>

[Make hotel reservations here](#) via hyatt.com or by calling 1-877-803-7534 and using the group code **G-CO34**.

- Single/Double: \$369 + taxes and fees

The cut-off date is **Monday, February 12, 2024**, or when the room block is full—whichever comes first.

## Policy Seminar Registration Instructions and Deadlines

For individuals participating in Policy Seminar, **online registration at [coenet.org](https://coenet.org) is strongly encouraged**. Online registrants will receive an immediate receipt.

All registrations not completed online must include a credit card payment, check, or purchase order to be accepted.

The registration fees include all conference sessions and materials. The cost for the Seminar on Relations with the U.S. Department of Education provides coffee and rolls in the morning, plus a luncheon. The price for the Leadership Summit includes brunch.

**Special Discounts:** If you attended last year's Legislative Conference and bring a newcomer this year, the newcomer can register for half their regular registration rate (member or non-member). These registration forms must be submitted by email at the same time. There is no online registration option for this special offer.

**IMPORTANT NOTE:** This half-price discount applies only if you register for Legislative Conference. Suppose you register for the Legislative Conference and the Seminar on Relations with the U.S. Department of Education. In that case, the half-price discount will only be applied to the Legislative Conference portion.

If you bring a member of your institution's Government Relations staff or campus

institutional leadership, their registration for the Legislative Conference only is also half of their regular registration price. This does not include the Seminar with the Department of Education. Registration for this special discount must be submitted by email—**there is no online registration for this special offer.**

**IMPORTANT NOTE:** This half-price discount applies only if you register for Legislative Conference. Suppose you register for the Legislative Conference and the Seminar on Relations with the U.S. Department of Education. In that case, the half-price discount will **only be applied to the Legislative Conference portion.**

**Refund Policy:** Registration fees paid in advance are refundable (less the processing fee of \$250) if written notice of cancellation is received on or before **Thursday, February 29, 2024**. Refund requests will only be accepted before this date. All refunds will be made after the seminar ends. Return by mail to Council for Opportunity in Education, P.O. Box 742282, Atlanta, GA 30374, or by email to [finance@coenet.org](mailto:finance@coenet.org).

### Important Dates

Deadline for Early Registration | **Friday, February 2, 2024**

Deadline for Hotel Room Block | **Monday, February 12, 2024** (or at capacity)

Leadership Summit | **Sunday, March 17, 2024**

Seminar on Relations with the Education Department | **Monday, March 18, 2024**

Legislative Conference | **Tuesday and Wednesday, March 19-20, 2024**



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# Policy Seminar Registration Form

## Early Bird Registration

Postmarked or *before* **February 2, 2024**

### FOR ALL REGISTRANTS

How many Seminars have you attended? \_\_\_\_

\_\_\_\_ Check here if you currently work for a Federal TRIO Program.

\_\_\_\_ Check here if you are an alumnus of a Federal TRIO Program.

\_\_\_\_ Check here if you are a current/former participant in COE's Executive Leadership Institute.

\_\_\_\_ Check here if you have special needs, food allergies, require disability accommodation, or vegan, vegetarian, or gluten-free meals. (*COE will contact you.*)

## Policy Seminar: ED + Leg. Conf.

\_\_\_\_ \$670 Members \_\_\_\_ \$820 Non-Members

\_\_\_\_ +\$200 **Leadership Summit**

## Policy Seminar: Legislative Conf. ONLY

\_\_\_\_ \$445 Members & Non-Members

\_\_\_\_ +\$200 **Leadership Summit**

## Policy Seminar: Relations with ED ONLY

\_\_\_\_ \$525 Members \_\_\_\_ \$745 Non-Members

\_\_\_\_ +\$200 **Leadership Summit**

## Retiree Rate\*

\_\_\_\_ \$200 Policy Seminar: Legislative Conf. ONLY \*Register by form only.

## Contact Information

### FOR TRIO PROFESSIONALS

Name: \_\_\_\_\_ Project Affiliation: \_\_\_\_\_

Title: \_\_\_\_\_ Institution: \_\_\_\_\_

### Institution's Mailing Address (*No P.O. boxes, please*)

Street Address Line 1: \_\_\_\_\_

Street Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Home Address for Congressional district lookup. (*No P.O. boxes, please*)

Street Address Line 1: \_\_\_\_\_

Street Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Personal Phone: \_\_\_\_\_ Personal E-mail: \_\_\_\_\_

### PAYMENT INFORMATION

Charge my \_\_\_\_ American Express, \_\_\_\_ Master Card, \_\_\_\_ Visa, or \_\_\_\_ Discover card (Please check one).

Name on Card: \_\_\_\_\_

Card No. \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

**Submission Instructions:** To register, email this completed form to [finance@coenet.org](mailto:finance@coenet.org).  
**Save time and register online at [coenet.org](https://coenet.org).**