

Dissemination in Action
A Roadmap to the OSEP Conference to the SPDG National Meeting
Summer—Fall 2025

This guide will help you prepare for and stay engaged through two important events:

SPDG Program Area Meeting at the 2025 [OSEP Conference](#) – August 5th & 6th



SPDG National Meeting (October 15–16, virtual)



Whether you're attending one or both, this document walks you through the key activities, tools, and timelines that build momentum across both meetings and help you advance your dissemination goals.

Purpose & Long-term Outcomes

- Strengthen dissemination
- Expand connections to supportive partners
- Better demonstrate the impact of your work

Output from you and your team

- A Dissemination Plan for your project built using the [Dissemination Workbook](#).
- A Scavenger Hunt reflection document full of ideas, tools, and strategies gathered from your learning along the way.

What You and Your Team will Accomplish

1. Complete the [Dissemination Workbook](#) (Required)

The workbook was developed by the U.S. Department of Education to guide grantees in building dissemination plans focused on communications, partnerships, and impact.

Tips:

- a. Include a variety of voices on your team; someone who handles communications, family partners, district/LEA personnel, higher ed collaborators, or early childhood program leaders.
- b. Use the timeline of activities below to plan regular meetings and keep your team on track.

2. Work on the [Scavenger Hunt](#) (Optional but Encouraged)

The Scavenger Hunt helps you spot great dissemination ideas, partnership strategies, and ways to show impact during conference sessions, or in your regular work.

Tips:

- a. Whether or not you're attending the OSEP Conference, keep the Scavenger Hunt handy and jot down insights as you go.
- b. You can complete it during meetings, while reading project materials, or in conversations with peers.

Timeline of Activities

1. Before the OSEP Conference

- a. Form your dissemination team and set regular meetings.
- b. Complete Step 1 of the [Dissemination Workbook](#) with team.
- c. Review Step 2 and plan to draft it by COB August 6.
- d. Preview the Scavenger Hunt.

2. During the OSEP Conference (August 5–6)

- a. August 5
 - i. Collect insights for your Scavenger Hunt.
 - ii. Attend the SPDG Social, 6:00–7:30 PM ET (location TBD).
- b. August 6
 - i. Attend the SPDG Program Area Meeting, 11:30–12:45
 - ii. Share ideas from your Scavenger Hunt.
 - iii. Draft Step 2 of the workbook (with your team, if they are present).

3. After the OSEP Conference

- a. Workbook Step 3: Draft by September 1

- b. Workbook Step 4: Draft by September 30
- c. Workbook Step 5: Draft by October 14
- d. Finalize Plan: October 15–16 during the SPDG National Meeting (virtual)



Key Dates for You and Your Team

- August 5 (Prior to): [Dissemination Workbook](#) Step 1: Complete with your SPDG team.
- August 6 (CoB): Workbook Step 2 draft.
- September 1: Workbook Step 3 draft.
- September 30: Workbook Step 4 draft.
- October 14: Workbook Step 5 draft.
- Complete Workbook: Finalize your dissemination plan October 15 & 16 during the 2025 SPDG National Meeting (*virtual*).