DDAA AI Peer Meeting Agenda

December 15th

CREC Offices

1700 N. Moore St, Suite 1500, Arlington, Virginia 22209 USA

Tuesday, December 15th

8:00 AM – 8:30 AM	**Registration and Breakfast**
8:30 AM – 8:45 AM	**Welcome and Opening Remarks**
8:45 AM – 9:00 AM	**Meeting Overview and Goals**
9:00 AM – 10:00 AM	**Getting Started with AI** New to AI tools? Learn which tools LDD staff use now, how to pick one, and which tasks to try first.
10:00 AM – 10:15 AM	**Break**
10:15 AM – 11:15 AM	**Automating the Day-to-Day** See a live demonstration of how an AI assistant can do routine office work, such as board meeting packets, grant deadline tracking, and file clean-up.
11:15 AM – 12:15 PM	**Grant Writing and Proposals** Learn how LDDs use AI to check drafts against funding guidelines and make applications stronger, and which parts of the work a person must still do.
12:15 PM – 1:00 PM	**Lunch**
1:00 PM – 2:00 PM	**Setting an AI Policy for Your Organization** Learn what to put in an internal AI policy: which data stays out of AI tools, what staff can use AI for, and who checks the work.
2:00 PM – 2:15 PM	**Break**
2:15 PM – 3:15 PM	**Responsible Use and Guardrails: Getting Ahead of AI at Your LDD** Hear how one LDD set rules for AI before staff started to use it, and learn how to protect sensitive information at your organization.
3:15 PM – 4:15 PM	**LDD Director Roundtable: Where AI Fits in Your District** LDD directors talk together about where AI helps their districts, where it does not, and what they want to learn next.
4:15 PM – 4:30 PM	**Closing Remarks and Next Steps**