

**GUIDE TO APPLICATION for:**  
**'IN COOPERATION WITH THE IB' WORKSHOP**  
**Diploma Programme**

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## **Section 1: The rationale for ‘In Cooperation with the IB’ workshops**

### **a. Why offer ‘In Cooperation with the IB’ workshops?**

Commitment to ongoing professional development of staff, both teachers and administrators, is a requirement of all IB schools. Therefore ensuring the provision of professional development opportunities is a fundamental part of the regional office’s ongoing support to schools.

The regional office organises an annual schedule of regional conferences and workshops. However, with the growth of the programmes, the diversity of needs within and across schools, and the growing professional development expertise within schools, it is neither desirable nor possible that the regional office continue to be the only provider of such professional development opportunities. Therefore, the regional office is seeking effective and experienced partners with whom it can organize professional development events in addition to those organized directly by the regional office. The provision of training for teachers new to the DP, working at new IB World Schools (schools who have participated in less than two examination sessions) will continue to be the sole responsibility of the regional office.

### **b. Who can apply to organize a workshop ‘In cooperation with the IB’**

The IBAEM is therefore looking for partners with extensive and successful experience in the implementation of the DP who can organize regional teacher training workshops.

Applications will be considered from:

- a) IB World Schools that offer the DP
- b) sub-regional associations of IB World Schools that offer the DP
- c) an organization with a proven good record of arranging professional development events.

IBAEM reserves the right to deny any application.

### **c. Applying to organize a workshop ‘In cooperation with the IB’ (DP)**

- Contact the deputy regional director to discuss dates, content, leaders, and venue
- Submit:
  - a) a contract application form
  - b) a timeline for the preparation of the workshop
  - c) a workshop budget (see section 3: workshop finances, point a)
  - d) a draft promotional flyer

All applications must be submitted to the IBAEM office according to the deadlines listed below. These deadlines will allow IBAEM the necessary time to process the application and issue a contract. The lead-time will also allow us to include your proposed workshop in the IBAEM IB workshop calendar and to coordinate it with IBAEM workshop offerings.

### **d. Application deadlines**

The regional office needs to receive the application at least 12 months prior to the event.

On notification that an application has been successful, schools will receive a mandate agreement.

This agreement should be signed and each page initialled, in duplicate.

The following should then be returned/sent to the regional office:

- i. a signed copy of the mandate agreement
- ii. promotional literature proposed for the event i.e. a draft flyer
- iii. the draft workshop schedule

**e. Validity of a contract application/mandate agreement**

A contract application/mandate agreement is valid for the workshop/s specified herein only.

**Section 2: Guidelines for ‘In Cooperation with the IB’ workshops**

**a. Use of the ‘In cooperation with the IB’ logo**

An “in cooperation with the IB” logo will be sent by the regional office, which may be used for the workshop and indicates to the public that this is an approved IB workshop. It may be used in printed documents for the workshop and on the school/association’s website advertising the workshop. The period that it may be used is from the time when the regional office has approved the draft advertisement till one week after the workshop has ended when it has to be removed from the website. It has to be clear to the public that the logo, where used, only pertains to that specific workshop and that the IB is an independent entity from the school/association organizing the workshop.

**b. The workshop organizer**

A workshop organizer must be appointed. This person will become the point of contact between IBAEM and the school(s) organizing the workshop. This person assumes total responsibility for the organization, development, delivery and quality of the contracted workshop. Only contract applications with a named organizer will be considered. Any compensation for that position is the responsibility of the sponsoring school(s).

**c. The workshop leaders**

All ‘In cooperation with the IB’ (DP) workshops must be led by DP leaders. Identification of suitable leaders is the responsibility of the DP unit.

**d. Leader-participant ratio**

All approved ‘In cooperation with the IB’ workshops must adhere to the principle of having a ratio of 1 leader for a workshop of maximum 25 participants.

**e. Required number of workshop sessions**

For your information and guidance these are the session patterns of IBAEM workshops. We recommend that you follow this model as closely as possible.

There should be 4 x 90 minute sessions spread over the day at a workshop, e.g.:

A one-day workshop should have 4 x 90 minute sessions

A two-day workshop should have 8 x 90 minute sessions

A three-day school workshop should have 12 x 90 minute sessions

A two and a half day workshop should have 10 x 90 minute sessions.

A sample format is provided in appendix 2

**f. Workshop materials and equipment**

The regional office is responsible for:

- ensuring that the workshop leaders will be provided with the current workshop packages.

The workshop organizer is responsible for:

- i) Ensuring that participants bring all required publications and materials for the workshop
- ii) Liaising with the workshop leaders in order to ensure that all materials, equipment and publications needed for the workshop are prepared.
- iii) Revising and approving the agendas and workbooks submitted by workshop leaders.

**g. Preparation and distribution of promotional literature**

- i) The workshops organizer prepares a draft flyer and submits it to the relevant deputy regional director
- ii) The deputy regional director approves the flyer
- iii) Upon approval, the organizer will send the flyer to all relevant schools.

**h. Workshop evaluation**

All approved IBAEM workshops in cooperation will be monitored and evaluated by IBAEM. One or more IBAEM representatives may attend all or parts of the workshops. In the overall evaluation of the workshops, the evaluations/reflections of the participants, the leaders, the workshop organizer, the regional office representative will be taken into consideration. The primary goal of the evaluation process is to give the workshop organizer and the regional office feedback on the overall success of the event and to inform the regional office future workshop provision. (appendices 3 & 4)

**Section 3: Workshop Finances**

**a. Developing the workshop budget**

To ensure the viability of your proposed workshop and as part of the contract application documents that must be submitted (see application checklist in section 1, point c), IBAEM requires a draft budget for your proposed workshop. This will include both the projected income generated from registrations, and projected expenses. Your draft budget should include estimates on your overall costs: transportation, meals, lodging, expense claims, honoraria, meeting rooms, audio-visual equipment rental/purchase, photocopying, leader materials, handouts, salaries, and the IBAEM contract fee. To make a small profit is acceptable (approximately 10%) but at the very least the workshop should break even. The registration fees are expected to be within the norms charged by the IBAEM, and any variations should be explained.

**b. IBAEM contract fee**

The contract fee to IBAEM is a per capita fee of GBP 57/CHF 130/USD 100 in the IB currency assigned to the school/organizer regardless of the number of participants or length of the workshop.

The fee will provide the IBAEM office with the resources necessary to accomplish the following: the training of workshop leaders; the processing of the workshop application by the regional office staff, any legal counsel necessary and the costs of any IBAEM representation at the workshop.

After the workshop, the workshop organizer will provide the regional office with a complete list of registered participants for the workshop in order to help IBAEM determine the total contract fee. This list must be submitted within one week of the completion of the workshop. A cheque (made out to IBAEM) for the entire amount may

accompany the participant list, or an invoice may be requested when the participant list is submitted. IBAEM will issue this invoice, which must be paid in full within 30 days.

**c. Workshop leaders' honoraria**

We recommend that IBAEM workshop leaders of "in cooperation with the IB" workshops receive an honorarium of USD 220-330 per day i.e. the current honorarium for IBAEM workshops.

**d. Reimbursement of workshop leaders' expenses**

The regional office has a policy for expense reimbursement (see appendix 6) to workshop leaders that should also be applied to in-cooperation workshops. Records of leader expenses should be kept and reimbursement made in a timely fashion.

**e. Registration fees**

A major consideration in budgeting for the workshop is the calculation of the registration fee. It has to be calculated on the minimum number of participants that would make the workshop viable.

The fee should provide sufficient income to cover all the anticipated costs of the workshop and ensure its quality and financial viability. A small cushion may also be built into the budget (and into the registration fees) to cover unexpected costs, but this should not exceed ten per cent of the projected income.

The proposed registration fee must be stated in the budget that is submitted with the contract application form. The cancellation/refund policy of IBAEM should be applied (see appendix 6).

**f. Accommodation**

Where accommodation for participants is necessary; it should be reasonably priced, of reasonable standard and in a suitable location.

**g. Financial responsibility**

Financial responsibility resides entirely with the contract applicant. Contract applicants are advised to take out insurance to cover risks including the cancellation of the event.

**Section 4: Regional office services available to approved 'In Cooperation with the IB' workshops**

The IBAEM office is available for consultation for all groups that have received approval for an 'In Cooperation with the IB' mandate agreement. In addition, IBAEM will provide the following specific services to workshop organisers:

**a. Identification of Leaders**

The regional office will guide the workshop organizer in choosing suitable leaders. All leaders invited to a workshop "In cooperation with the IB" should be approved by the IBAEM DP unit. Approved leaders have access to the leaders' resource centre of the Online Curriculum Centre (OCC) to help them prepare their agenda and workbook.

**b. Workshop promotion**

The regional office will:

Include the workshop information in its events calendar on our webpage [www.ibo.org](http://www.ibo.org)

**c. Monitoring and evaluation of the workshops**

The regional office may send one or more representatives to attend a portion of the workshop. In addition, IBAEM will review the evaluations of the workshop in conjunction with the workshop organizer.

**d. Workshop leader training**

Train new workshop leaders in order to expand the number of qualified available leaders in the region.

**e. Sample workshop documents**

The regional office will provide workshop organisers with the following sample documents upon which the workshop documents can be modelled:

1. Sample registration form (Appendix 1)
2. Sample workshop schedule (Appendix 2)
3. Sample participant's evaluation form (Appendix 3)
4. Sample leader's evaluation form (Appendix 4)
5. Sample expenses claim form (Appendix 5)
6. Cancellation/refund policy of IBAEM (Appendix 6)