

**MYP GUIDE TO APPLICATION FOR:
'IN COOPERATION WITH THE IB'
Professional Development Workshops**

Section 1: The rationale for 'In cooperation with the IB' workshops

- a. Why offer 'In cooperation with the IB' workshops?
- b. Who can apply to organize a workshop 'In cooperation with the IB'?
- c. Applying to organize a workshop 'In cooperation with the IB'?
- d. Application deadlines
- e. Validity of a contract application/mandate agreement

Section 2: Guidelines for 'In cooperation with the IB' workshops

- a. Use of the 'In cooperation with the IB' logo
- b. The workshop organizer
- c. The workshop leaders
- d. Leader-participant ratio
- e. Required number of workshop sessions
- f. Workshop materials and equipment
- g. Preparation and distribution of promotional literature
- h. Workshop evaluation
- i. Target audience

Section 3: Workshop finances

- a. Developing the workshop budget
- b. IBAEM contract fee
- c. Workshop leaders' honoraria
- d. Reimbursement of workshop leaders' expenses
- e. Registration fees
- f. Accommodation
- g. Financial responsibility

Section 4: Regional office services to approved 'In cooperation with the IB' workshops

- a. Identification of leaders
- b. Workshop budget
- b. Workshop promotion
- c. Monitoring and evaluation of workshops
- d. Workshop leader training
- e. Workshop sample documents

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. It also organizes on-site workshops (in school and in-house 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 **introductory workshops** and **workshops for teachers new to the MYP** will continue to be the sole responsibility of the regional office. Only workshops for teachers with an intermediate experience and teachers with advanced experience in IB World Schools will be in cooperation with the IB.

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 MYP who can organize regional teacher training workshops.

Applications will be considered from:

- a. IB World Schools that offer the MYP
- b. sub-regional associations of IB World Schools that offer the MYP

IBAEM reserves the right to deny any application.

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

- Contact the regional manager to discuss dates, content, leaders, and venue
- Submit:
 - i. a contract application form
 - ii. a timeline for the preparation of the workshop
 - iii. a workshop budget (see section 3: workshop finances, point a)

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

Our events unit endeavours to post all workshops offered on our website at least one calendar year in advance. Therefore it is recommended that the application for an application for an “in cooperation with the IB” workshop is submitted to the regional office at least 12 months before with the contract finalized at the latest 6 months before the date of the workshop. Your workshop will have a greater chance of success if it is posted in the events calendar well in advance.

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 e.g. 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 until one week after the workshop has ended by which time it shall be removed from the website. It must 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' (MYP) workshops must be led by MYP leaders. Identification of suitable leaders is the responsibility of the MYP unit.

d. Leader-participant ratio

All approved IBAEM workshops must adhere to the principle of having a ratio of 1 leader for a workshop of 25 participants or 2 leaders for a workshop of 36 participants.

e. Recommended number of workshop sessions

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 sample format is provided in appendix 6.

f. Workshop materials and equipment

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 regional manager (see section 1, d,ii, and appendix 2)
- ii) The regional manager approves the flyer
- iii) The relevant programme unit sends out the flyer to the appropriate school.
- iv) Upon approval, the organizer will send the flyer to all relevant schools.

Only after an application has been approved and a mandate agreement signed may promotional literature be distributed.

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. (appendices 6 & 7)

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.

i. Target Audience

All workshops in cooperation with the IB should be open to participants in any school within IBAEM.

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, IBAEM requires:

- workshop budget;
- a timeline for the preparation of the workshop;
- draft promotional flyer; (see section 4 of application form)

The draft budget showing income and expenditure for your proposed workshop 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; 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 at the time the participant list is submitted. IBAEM will issue this invoice, which must be paid in full within 30 days.

c. Workshop leaders' honoraria

All IBAEM workshop leaders of in cooperation workshops receive an honorarium of USD 220 per day.

d. Reimbursement of workshop leaders' expenses

The regional office has a policy for expense reimbursement (see appendix 10) to workshop leaders, which should be applied for all 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, which 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 application. The cancellation/refund policy of IBAEM should be applied (see appendix 10).

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 contracts

The IBAEM office is available for consultation for all groups that have received approval for the *'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 MYP regional manager. 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 budget

The regional office will assist and support the workshop organizer in establishing a workshop budget and the workshop registration fee.

c. Workshop promotion

The regional office will:

- Include the workshop information in its events calendar.

d. Monitoring and evaluation of the workshops

Send one or more representatives to attend a portion of the Teacher Training Workshop. In addition, IBAEM will review the evaluations of the workshop in conjunction with the workshop organizer.

e. Workshop leader training

Continue in its commitment to train new workshop leaders in order to expand the number of qualified available leaders in the region.

f. Workshop sample documents:

In the appendices the regional office provides workshop organisers with the following sample documents upon which the workshop documents can be modelled:

- Appendix 1: An overview of IBAEM MYP regional workshops and training.
- Appendix 2: Sample promotional literature
- Appendix 3: Registration form
- Appendix 4: Sample visa invitation letter
- Appendix 5: Hotel accommodation booking form
- Appendix 6: Sample workshop schedule
- Appendix 7: Participants' evaluation form
- Appendix 8: Leaders' evaluation form
- Appendix 9: Sample attendance certificate
- Appendix 10: Sample expenses claim form
- Appendix 11: Sample cancellation policy
- Appendix 12: Checklist for in-cooperation workshops