

Primary Years, Middle Years and Diploma Programmes

Workshop schedule and registration information

Effective January 2009 to August 2009



View all events and registration: <http://www.ibo.org/events/workshops.cfm>

Table of contents

General introduction.....	3
Primary Years regional workshops target audience.....	4
Primary Years workshop locations/dates Jan – July 09 offering.....	6
Primary Years workshops overview	6
Middle Years regional workshops target audience, aims & objectives.....	7
Middle Years workshop locations/dates Jan – July 09 offering	9
Middle years workshops overview	10
Diploma programme regional workshops target audience, aims & objectives	11
Diploma Years workshop locations/dates Jan – July 09 offering.....	12
Diploma Programme workshops overview.....	13
Venue Information 2009	15
Registration Fees Jan-July 2009	16
Online registration and payment information	17

General introduction

This programme is intended to provide an overview of all regional workshops on offer in the Africa, Europe and Middle East region.

You will also find a comprehensive list of target audiences for each of our workshops. Our experience tells us that homogeneously leveled workshops significantly increase the overall satisfaction of participants with workshops. Of equal importance, workshop leaders are better able to mediate sessions, reach common understanding and address relevant concerns to all when participants have a similar amount of experience with a particular programme.

To this end we strongly encourage you to read the sections of this programme which address target audience and aims and objectives for each carefully. These are listed by programme on the following pages.

The subjects you will find in this programme may be subject to some minor changes – please refer to our website for most updated information. <http://www.ibo.org/events/workshops.cfm>.

Please note that all workshops are in English, unless otherwise indicated. All participants must be sufficiently fluent in the language in which the workshop is offered to allow for full and unaided participation.

We hope you continue to find our professional development offer valuable to your school and to your students. Please do not hesitate to contact our office if you have any questions or concerns on ibaem@ibo.org.

Primary Years regional workshops target audience

This document summarizes the PYP workshops on offer in the Africa, Europe and Middle East region, for more complete details on workshop content please refer to the 'IB Africa, Europe, Middle East Primary Years Programme Workshop Overview for Schools 2009-2010' document available on our website :

<http://www.ibo.org/ibaem/workshops/>

Category 1 workshops

Code	Title	Target Audience
1A	An introduction to the IB standards for administrators new to the PYP	This workshop is for school district personnel, school directors, primary principals and other primary administrators of schools considering or trial-implementing the PYP.

The overall purpose of workshops in category 1 is provide accurate and detailed information to interested schools considering embarking on the PYP application and authorization process and programme requirements and obligations, as well as guidance about the trial implementation of the PYP.

Schools considering implementing the PYP are advised to send an appropriate number of staff to the above workshop as part of the 'feasibility study' in order to inform the school decision on whether to trial implement the programme.

The needs of returning staff who wish to further their understanding of the basic philosophy and programme framework with a view to improving implementation and development of the programme in their classrooms can also be met by workshops in this category.

Category 2 workshops

Code	Title	Target Audience
2A	Making the PYP happen in the classroom	This workshop addresses the needs of teachers new to the PYP who are joining authorized schools and will be expected to work with the school's programme of inquiry and established units of inquiry. It is also suitable for returning staff who have been working with the programme for some time in candidate/authorized schools that feel the need to consolidate their understanding of the philosophy and framework with a view to improving implementation and development of the programme in their classrooms.
2B	Promoting international-mindedness in the PYP	Each of these workshops focuses on the related IB programme standard in order to further understand of the curricular implications of that standard.
2C	The written curriculum in the PYP	
2D	Collaborative planning in the PYP	
2E	Teaching and learning in the PYP	
2F	Assessment in the PYP	
2G	Action in the PYP	Prior to attending this workshop teachers new to authorized schools should have been part of school induction into the PYP. In addition they may have, but are not required, to have attended other workshops in this category.

2H	Pedagogical leadership in the PYP	This workshop is designed to support educational leaders and leadership teams, primary administrators and coordinators in leading and supporting the implementation of the programme across their schools.
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The overall purpose of workshops in category 2 is to facilitate participants, (all teachers and administrators working with PYP students, irrespective of teaching assignment), in increasing their familiarity with the PYP philosophy and curricular model, and of making connections between the theoretical framework and practices. Each workshop addresses one or more of the IB programme standard. Workshops in this category offer schools a range of entry points into further understanding of the PYP using the IB standards and practices as ‘lenses’.

When registering participants for category 2 workshops, schools should take into account the prior knowledge and experience of individual teachers/administrators, both in general and specifically in relation to the PYP, as well as considering which workshops will best meet the needs of individual teachers. Schools may select to send teachers to any one, or more, of the following workshops to meet the programme implementation training requirements.

Category 3 workshops

Code	Title	Target Audience
3A	The Exhibition	<p>Schools must ensure that individual participants in these workshops are:</p> <ol style="list-style-type: none"> well acquainted with all aspects of the PYP philosophy and framework experienced in implementing the PYP and have already attended at least one workshop in category 2 (organized by/through the regional office either in a regional or in-school setting).
3B	The educator as a professional inquirer in the PYP	
3C	The role of language in the PYP	
3D	Reading & writing through inquiry in the PYP	
3E	The role of science and social studies in the PYP	
3F	The role of mathematics in the PYP	
3G	The role of arts in the PYP	
3H	The role of physical education in the PYP	
3I	The role of personal and social education in the PYP	
3J	Using technology and other resources in support of teaching and learning in the PYP	
3K	3-5 year olds in the PYP	

The purpose of workshops in category 3 is to extend participant understanding of the PYP philosophy and the curriculum. To allow the workshops to achieve this purpose schools must ensure, when registering participants, that each participant meets the individual eligibility criteria for each workshop.

It is essential that all staff registering for workshops in this category meet the individual eligibility criteria of the workshop.

Some candidate schools may have a small number of experienced PYP teachers, existing, joining or returning. The purpose of workshops in this category is to extend participant understanding of the PYP philosophy and the curriculum. To allow the workshops to achieve this purpose schools must ensure, when registering participants, that each participant meets the individual eligibility criteria for each workshop.

N.B. In general the needs of candidate schools preparing to meet the training requirements for authorization are best met through workshops in category 2. Registering teachers for workshops in this category should be the exception rather than the rule for candidate schools.

Teachers with no prior professional development organized by/through the relevant regional office should not, under any circumstances, be registered for workshops in this category.

Primary Years workshop locations/dates Jan – July 09 offering

Event Name	Categories	Month	Dates	Location	Registration deadline
PYP Introductory Workshop for Interested/Candidates or Authorized Schools	1-3	March	Thu 5 – Sat 7	Budapest, Hungary	23 January 2009
PYP Introductory Workshop for Interested/Candidates or Authorized Schools	1-3	April	Sat 4 – Mon 6	Amman, Jordan	22 February 2009
PYP Workshop for Teachers/Coordinators New to the Programme	1-3	July	Mon 6 – Wed 08	Prague, Czech Republic TBC	24 May 2009

Primary Years workshops overview

Subjects	JAN	FEB	MAR	APR	MAY	JUN	JUL
1A				✓			✓
1B				✓			✓
2A			✓				✓
2B			✓				✓
2C			✓				✓
2D							
2E							
2F				✓			
2G			✓	✓			
2H							✓
3A							
3B							✓
3C							
3D							
3E							✓
3F							✓
3G			✓	✓			
3H							
3I			✓	✓			✓
3J							
3K							✓

Middle Years regional workshops target audience, aims & objectives

Workshop TYPE/LEVEL	TARGET AUDIENCE	LOCATION	AIMS & OBJECTIVES	Additional COMMENTS
Introductory	Heads and directors new to the MYP from interested, candidate and/or IB world schools implementing the MYP	Nairobi Kuwait Basel Amsterdam	<ul style="list-style-type: none"> Understand the philosophical principles of the MYP and its implementation Understand the standards and requirements set by the IB for MYP schools. Foresee the implications of the implementation and/or further development of the MYP at their school Experience the MYP approach to teaching and learning 	
Beginners	Teachers & coordinators new to the programme in interested, candidate and/or IB world schools implementing the MYP	Nairobi Kuwait Basel	<ul style="list-style-type: none"> Introduce participants to the MYP and allow them to develop their MYP general and subject-specific knowledge Provide tools to implement the programme in their subject or school. Engage participants in activities, discussion and reflection about the challenges and rewards of implementing the MYP. Experience the MYP approach to teaching and learning 	
Intermediate	Teachers & coordinators currently working in an IB world school implementing the MYP, or in a candidate school, which has held this status for 1 year at least and participants having taught the MYP for one year or more and not previously attended a subject specific / coordinators' MYP regional workshop (unless in another subject).	Nairobi	<ul style="list-style-type: none"> Gain deeper understanding of the programme and IB philosophy Provide tools to further develop the programme in their subject or school. Develop further understanding on subject specific/coordinator aspects arising from the participants' experience with the MYP. Share best practice, teaching and learning methodologies and resources Experience the MYP approach to teaching and learning 	

Workshop TYPE/LEVEL	TARGET AUDIENCE	LOCATION	AIMS & OBJECTIVES	Additional COMMENTS
Experienced	Heads/directors, teachers & coordinators currently working in an IB World school implementing the MYP, which has held this status for 2 years or more and participants having a minimum of 2 years experience either administrating/teaching or coordinating.	Amsterdam	<ul style="list-style-type: none"> • Gain deeper understanding of the programme and IB philosophy • Focus on particular aspects of the programme to develop a deeper understanding and improve MYP practices in their subject and their school. • Share best practice, teaching and learning methodologies and resources • Experience the MYP approach to teaching and learning 	This is a conference rather than a workshop (no certificates) and is generally linked to a particular theme which can be related to new developments in the programme or to particular aspects of MYP implementation in schools.

NB. All workshops are in English, unless otherwise indicated. All participants must be sufficiently fluent in the language in which the workshop is offered to allow for full and unaided participation.

Middle Years workshop locations/dates Jan – July 09 offering

Event Name as seen on website	Level	Month	Dates	Location	Registration deadline
MYP Introductory Workshops for Heads/Directors. Subject Workshop for beginners/intermediate Teachers/Coordinators	Beginners Intermediate	January	Thu 8 – Sat 10	Nairobi, Kenya	28 November 2008
MYP Introductory Workshops for Headers/Directors. Subject Workshop for Beginners Teachers/Coordinators	Beginners	March	Thu 5 – Sat 7	Kuwait City, Kuwait	23 January 2009
MYP Introductory Workshops for Heads/Directors. Conference with Subject Workshops	Beginners Experienced	March	Thu 5 – Sat 7	Amsterdam, Netherlands	23 January 2009
MYP Introductory Workshops for Headers/Directors. Subject Workshop for Teachers/Coordinators	Beginners	July	Wed 1 – Fri 3	Basel, Switzerland	24 May 2009

Middle years workshops overview

Subject offering may be subject to some minor changes – please refer to our website for most updated

information. <http://www.ibo.org/events>

Subjects	JAN	FEB	MAR NL	MAR ME	APR	MAY	JUN	JUL
Arts	B/I		E					B
Computer Technology			E					
Coordinators	B/I		E	B				B
Design Technology			E					
Humanities			E	B				B
Introductory Workshop	B		B	B				B
Language A			E	B				B
Language B	B/I		E					B
Librarians			E					
Mathematics			E	B				B
Physical Education	B/I		E					B
Sciences			E	B				B
Technology	B/I							B

B= Beginner, I = Intermediate, E = Experienced

Diploma programme regional workshops target audience, aims & objectives

Workshop TYPE/LEVEL	TARGET AUDIENCE	LOCATION	AIMS & OBJECTIVES	Additional COMMENTS
Introductory A	Heads/directors new to the DP	Paris Berlin/ Birmingham	<ul style="list-style-type: none"> Understand the philosophical principles of the DP and its implementation. Understand the philosophy, standards and requirements set by the IB for DP schools. Foresee the implications of the implementation and/or further development of the DP at their school. Experience the DP approach to teaching and learning. 	These workshops are entitled 'Administrator' workshops.
Introductory B	Teachers/ coordinators new to the programme	Nairobi Paris Kuwait Berlin/ Birmingham Budapest	<ul style="list-style-type: none"> Introduce participants to the DP (incl. the Core & Learner Profile) and allow them to develop their DP subject-specific knowledge. Provide tools to implement the programme in their subject or school. Engage participants in activities, discussion and reflection about the challenges and rewards of implementing the DP. Gain understanding of methods preparing students for IB assessment. 	
Experienced A	Teachers/ coordinators having taught at least a full IB diploma cycle (2 years) in preparation for an exam session or more	Nairobi Kuwait Budapest	<ul style="list-style-type: none"> Provide tools to further develop the programme in their subject or school. Develop further understanding on subject specific/coordinator aspects arising from the participants' experience with the DP. Share best practice, teaching and learning methodologies and resources Gain better understanding of methods preparing students for IB assessment. 	
Experienced B	Teachers/ coordinators having taught a full IB diploma cycle (2 years) in preparation for one exam session or more.	None in this calendar	<ul style="list-style-type: none"> Gain deeper understanding of the programme and IB philosophy Provide tools to further develop the programme in their subject or school. Challenge participants to reflect on alternative teaching strategies. Share best practice, teaching and learning methodologies and resources. 	This is a conference rather than a workshop (no certificates) and is generally linked to a particular theme which can be related to new developments in the programme or to particular aspects which schools find more challenging. Aims and objectives may vary according to the conference theme.

All workshops will address New subject guides wherever applicable, but particular focus on these will be made for Experienced A/B teachers and coordinators in Budapest this year.

Workshops held in the Middle East and in Africa are offered to both Introductory and Experienced levels. Workshop leaders will endeavor to cover aims and objectives of each level however within the constraints of mixed level groups.

Diploma Years workshop locations/dates Jan – July 09 offering

Event Name as seen on website	Level	Month	Dates	Location	Registration deadline
DP Workshop for New/ Experienced Teachers to/with the Programme	Introductory B Experienced A	January	Thu 8 – Sat 10	Nairobi, Kenya	28 November 2008
DP Workshop for New Teachers to the Programme	Introductory A	February	Fri 13 – Sun 15	Paris, France	02 February 2009
DP Workshop for New/ Experienced Teachers to/with the Programme	Introductory B Experienced A	March	Thu 5 – Sat 7	Kuwait City, Kuwait	23 January 2009
DP Workshop for Experienced Teachers with the Programme	Experienced A	March	Thu 26 – Sat 28	Budapest, Hungary	13 February 2009
DP Workshops for New Teachers to the Programme	Introductory B	March	Thu 26 – Sat 28	Budapest, Hungary	13 February 2009
DP Workshop for New Teachers to the Programme	Introductory A/B	July	Mon 6 – Wed 8	Birmingham, UK (1)	24 May 2009
DP Workshop for New Teachers to the Programme	Introductory A/B	July	Mon 6 – Wed 8	Berlin, Germany (1)	24 May 2009
DP Workshop for New Teachers to the Programme	Introductory A/B	July	Fri 10 – Sun 12	Birmingham, UK (2)	24 May 2009
DP Workshop for New Teachers to the Programme	Introductory A/B	July	Fri 10 – Sun 12	Berlin, Germany (2)	24 May 2009

Diploma Programme workshops overview

Subject offering may be subject to some minor changes – please refer to our website for most updated information. <http://www.ibo.org/events>

Subjects	JAN	FEB	MAR ME	MAR EU	APR	MAY	JUN	JUL BI1	JUL BI2	JUL BE1	JUL BE2
Arabic A1			I/E								
Administrators		I						I			I
Biology		I	I/E						I	I	
Business & Management									I	I	
CAS Coordinators	I/E	I						I			I
Chemistry	I/E	I	I/E						I	I	
Computer Science										I	
Coordination		I						I	I	I	I
Design Technology								I			
Economics	I/E		I/E					I			I
English A1								I	I		
English B								I	I		
Environmental Systems & Societies		I						I			I
Film									I		
French B		I						I			I
French Ab initio		I									
History	I/E			I				I			I

I=Introductory A/B, E= Experienced A/B

Subjects	JAN	FEB	MAR ME	MAR EU	APR	MAY	JUN	JUL BI1	JUL BI2	JUL BE1	JUL BE2
Geography	I/E		I/E	E					I	I	
German A1										I	
German B										I	
Italian Ab Initio		I									
ITGS											I
Kiswahili B	I/E										
Language A1 Generic		I								I	I
Language A2 Generic		I									I
Language Ab Initio Generic											I
Language B Generic		I							I		
Latin									I		
Librarian										I	
Mathematics HL	I/E		I/E	I				I			I
Mathematics SL	I/E		I/E	I				I			I
Math Studies	I/E	I	I/E					I			I
Music	I/E			E				I			
Physics		I	I/E						I	I	
Philosophy										I	
Psychology	I/E			E						I	
Social and Cultural Anthropology									I		
Spanish Ab initio									I	I	
Spanish B		I							I		
Special Needs & Diverse Learners								I			
Theatre										I	
Theory of Knowledge	I/E	I	I/E					I	I		I
Visual Arts	I/E								I	I	

I=Introductory A/B, E= Experienced A/B

ME = Middle East

EU = Europe

BI = Birmingham

BE = Berlin

Venue Information 2009

Venues

Earlier this year we sent a survey to all schools in our region asking for their input on the selection of venues for our 2009 workshops. We had over 430 responses. Schools sent us a clear message to focus on accessibility. We also chose venues where we could guarantee facilities and service so that participants can focus on learning. Our new checklist of venues looks like this:

- ✓ easy access internationally
- ✓ no bus transfers to and from hotel-venue
- ✓ good quality catering services
- ✓ standard equipment available in every room
- ✓ on-site accommodation for leaders and participants
- ✓ recommended by many schools, participants and workshop leaders

We have therefore selected a number of professional conference venues for our workshops in 2009 and have worked with each to develop a standard package. We will also continue to work with schools where it is possible to meet our needs or the local context makes it difficult otherwise. Either way, you can expect the following.

Length and logistics of an event

The IB Africa, Europe and Middle East Region was the only region to be offering five day summer workshops as standard. Feedback from schools frequently mentioned that workshops were 'too long'. We have therefore standardized around three day events in 2009 unless there are special requirements for a particular event.

A three day workshop will comprise 10-12 sessions, 90 minutes each, running from day one to three. The day prior (day 0) to the workshop, workshop leaders and participants will arrive at the venue location. On day three, participant sessions will break a little earlier than days one and two allowing return home in most case on the same day.

Draft Timetable (subject to changes per event)

Day	Start Time	Morning coffee break	Lunch	Afternoon coffee break	End Time	Other
1	08.30	10.00-10.30	12.30-13.30	15.00-15.30	17.00	Evening cocktail with all participants
2	08.30	10.00-10.30	12.30-13.30	15.00-15.30	17.00	Free evening
3	08.00	10.00-10.30	12.00-13.00	14.30-14.50	15.30	Departures from 15.30 – 16.30

Registration Fees Jan-July 2009

Event Name	Month	Dates	Location	Registration fee in CHF	Registration fee in GBP	Registration fee in USD
DP Workshop for New & Experienced Teachers to/with the Programme	January	Thu 8 – Sat 10	Nairobi, Kenya	895	440	800
MYP Introductory Workshop for Headers/Directors Subject Workshop for Teachers/Coordinators	January	Thu 8 – Sat 10	Nairobi, Kenya	895	440	800
DP Workshop for New Teachers to the Programme	February	Friday 13 – Sun 15	Paris, France	1160	570	1040
DP Workshop for New/ Experienced Teachers to/with the Programme	March	Thu 5 – Sat 7	Kuwait City, Kuwait	1360	667	1215
MYP Introductory Workshop for Headers/Directors Subject Workshop for Teachers/Coordinators	March	Thu 5 – Sat 7	Kuwait City, Kuwait	1360	667	1215
MYP Introductory Workshop for Headers/Directors Subject Workshop for Teachers/Coordinators	March	Thu 5 – Sat 7	Amsterdam, Netherlands	1210	595	1080
PYP Introductory Workshop for Interested/Candidates or Authorized Schools	March	Thu 5 – Sat 7	Budapest, Hungary	1260	620	1125
DP Workshop for Experienced Teachers with the Programme	March	Thu 26 – Sat 28	Budapest, Hungary	1220	598	1090
PYP Introductory Workshop for Interested/Candidates or Authorized Schools	April	Sun 4 – Tue 6	Amman, Jordan	1315	645	1175
MYP Workshop for New Teachers to the Programme	July	Wed 1 – Fri 3 July	Basel, Switzerland	1150	565	1027
PYP Introductory Workshop for Interested/Candidates or Authorized Schools	July	Mon 6 – Wed 08	Prague, Czech Republic	1260	620	1125
DP Workshop for New Teachers to the Programme	July	Mon 6 – Wed 8	Birmingham, UK	1160	570	1040
DP Workshop for New Teachers to the Programme	July	Mon 6 – Wed 8	Berlin, Germany	1160	570	1040
DP Workshop for New Teachers to the Programme	July	10 – Sun 12	Birmingham, UK	1160	570	1040
DP Workshop for New Teachers to the Programme	July	10 – Sun 12	Berlin, Germany	1160	570	1040

Online registration and payment information

Registration

IB coordinators register participants via the IB online registration system: <https://workshops.ibo.org/>

Login name and password to use

IB schools: IBNET login information

Contact: ibnet@ibo.org

Candidate schools: OCC login information

Contact: occ@ibo.org

Interested schools: If the online registration system has been used before, enter login and password information. For first time users, create login name and information using the “interested school” button.

Confirmation of registration

The IB coordinator and individual participants will receive an automatic acknowledgment of registration, followed by a formal confirmation of participation when the required number of participants has been received and the workshop can be opened. Please do not confuse the automatic acknowledgment with the confirmation of registration.

IB Africa, Europe, Middle East reserves the right to cancel workshops that do not receive sufficient enrolment.

All registrations are subject to space availability and are accepted on a first come, first serve basis. Registrations arriving after the workshop registration deadline are not guaranteed placement.

Please do not purchase non-refundable airline tickets until you have received the formal confirmation of participation.

Changes to registrations of confirmed participants

A registered and confirmed participant who is unable to attend may be replaced in the workshop concerned by another teacher from the same school, provided the replacement has the required criteria for that workshop.

Registration cannot be transferred from one subject workshop to another without written confirmation from the IB Africa, Europe, Middle East Events Unit. In cases where such confirmation has not been given, the registration will be cancelled with no reimbursement of the fee.

No on-site applications for changes of subject workshop will be accepted.

Practical information for registering participants

Participants’ names on badges will appear as spelled in the online registration form.

Avoid using accents and special characters, as these may not be recognized by our system.

Ensure that the participant’s email address is correct, for easy communication before and after the event (e.g. communication between workshop leaders and participants, our on-line evaluation survey is sent via e-mail to all participants after the event has taken place).

Accommodation information is available on the event web page of each workshop.

Within a week after the event, coordinators will be notified by email that certificates of attendance can be downloaded from the IB online registration system.

Payment

Invoice and payment

Once participants have been registered by the coordinator and have been confirmed by the Events Unit, a pro-forma invoice can be generated and printed:

Click on the “Billing” and “my order” buttons

Verify that all details on the invoice are correct then click on “close invoice for printing” button.

Payment should be made with the pro-forma invoice. If a final invoice is required to make the payment, a request can be sent to the IB Credit Control Office: creditcontrol@ibo.org. A postal address, to which Credit Control can send the original invoice, should be included.

Full payment of registration fees should be made at the latest three weeks before the event.

Any registrations made past the registration deadline will incur an extra charge of USD 100.00 (GBP 49.00, CHF 112.00).