

# Cluster event guidelines

A guide for the preparation and submission of cluster event requests.

IBAEM PD Delivery | July 2019

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## What is the cluster model?

Cluster events are on-demand, face-to-face training events that consist of one or more workshops organized to meet the professional development needs of two or more schools located within close proximity of one another. Cluster events are designed to address training needs that cannot otherwise be met through existing events organized by the IB or its approved providers, and to provide collaboration and networking opportunities for educators. Cluster events are hosted at a venue provided by the applicant, and are managed by the IBAEM PD Delivery team.

## In what circumstances is this model appropriate for my school?

Cluster workshops may be appropriate for your school if:

- The specific workshop title you seek is not offered at one of the IB's existing regional events within a reasonable distance of your school (as determined by the IB) up to three months before or after your desired training dates.
- You have identified other IB World Schools and/or candidate schools within your country or local community that have shared training needs, and who can, in principle, collaborate with your school to guarantee a combined minimum of 10 participants per workshop.
- There are no access/security issues that prevent the IB from delivering this training in your country.

All cluster requests are assessed on an individual basis, and any circumstances unique to the school or region will be considered in addition to the criteria outlined above. Furthermore, it is important that the applicant can demonstrate that their school is sufficiently motivated and organized to host such an event.

## What is the maximum number of workshops my school can host?

Unlike the IB's regional events which are designed to serve a diverse multinational community of IB educators, cluster events are localized and are not intended to be large. The maximum number of concurrent workshops that can be requested is five. If your school has identified the need to offer a higher number of workshop titles, please contact [PDIBAEMCluster@ibo.org](mailto:PDIBAEMCluster@ibo.org) to discuss your training needs in greater detail.

## What are the costs for hosting a cluster event?

Per capita registration fee:

Currency:	GBP	CHF	EUR
Registration fee (host school)	£349.00	416.00	€399.00
Registration fee (participating school)	£375.00	450.00	€429.00

Please note that late registration fees apply for any participants registering from 21 days of the workshop start date.

Registration fees are set by the IB and the host school is not permitted to add their own fees or impose any additional financial burden on individual participants or participating schools.

Schools will be billed in the currency determined by the host location of the cluster event.

Additional costs:

The host school is expected to provide and cover the costs for catering during the event. To offset these costs the host school will receive a limited amount of free registrations, determined by participant numbers across all workshops.

The host school is also expected to provide and cover the costs of ground transportation for workshop leaders (if necessary). This includes transportation to and from the designated airport (or other port of entry) and all required journeys between the host school and local hotel.

Additionally, any costs associated with printing workbooks for participants, workshop stationery, event signage, name badges, and on-site printing/photocopying for workshop leaders is the responsibility of the host school.

Costs covered by the IB:

The IBAEM PD Delivery team will book and cover the costs of accommodation and flights or any other form of long-distance, non-local travel for all workshop leaders. Please note that the IBAEM PD Delivery team will require the assistance of the host school to identify a suitable hotel located close to the workshop venue and will ask for specific recommendations during the consultation process.

Upon approval of a cluster application, a full proposal outlining fees, discounts, and cancellation terms will be provided.

## What PD is available?

[Any face-to-face workshop title offered through the IB](#) can be requested, however delivery of all training is subject to workshop leader availability. The IBAEM PD Delivery team will advise host schools as early as possible if there are problems sourcing workshop leaders. Workshops are available in any of the IB’s three official languages (English, French or Spanish).

Requests for workshops in other languages will be considered on a case by case basis. If a bilingual workshop leader is found, please note that certain resources and student samples may not be available in the requested language. If it is not possible to deliver a workshop in the host school’s preferred language, the host school can opt to have the workshop delivered in English with translation. In such cases, the host school is responsible for arranging professional translation services and covering any associated costs.

## Event host responsibilities

The event host assumes the primary responsibility for hosting and organizing the cluster event. A dedicated event coordinator must be provided. This person will support all aspects of event planning and is the key contact for communication with the IBAEM PD Delivery team, schools participating in the event, and workshop leaders. This person must be contactable and responsive before, during and after the event. Upon approval of the cluster event, more detailed information about the tasks assigned to the event host will be given.

## Duration and schedule

A cluster workshop consists of fifteen hours of mandatory instruction across two consecutive days. Any requested modifications to the proposed schedule require written approval by the IBAEM PD Delivery team.

Proposed time schedule (15 hours training):

Day 1			Day 2		
08:30	10:00	Session 1	08:30	10:00	Session 6
10:00	10:15	Coffee break	10:00	10:15	Coffee break
10:15	11:45	Session 2	10:15	11:45	Session 7
11:45	12:45	Lunch	11:45	12:45	Lunch
12:45	14:15	Session 3	12:45	14:15	Session 8
14:15	14:30	Coffee break	14:15	14:30	Coffee break
14:30	16:00	Session 4	14:30	16:00	Session 9
16:00	16:15	Coffee break	16:00	16:15	Coffee break
16:15	17:45	Session 5	16:15	17:45	Session 10

## Participating schools

A minimum of two schools are required for a cluster workshop, and a workshop requires a minimum of ten participants in total, at least one of which must be from the host school.

All schools participating in a cluster event must be indicated at the time of application. Registration is restricted to only these schools. Any requests to include additional schools must receive written approval from the IBAEM PD Delivery team.

Generally, participating schools should be situated in the same country as the host school. In some cases, where a cluster of IB World Schools or candidate schools exists across an international border, or where formal IB associations or networks comprise of schools in contiguous nations, a host school may be permitted to invite schools from the cross-border community, but such an arrangement can only be confirmed with written approval by the IBAEM PD Delivery team.

The IBAEM PD Delivery team will provide access to a registration portal through which the host school and all participating schools must register their participants. The host school may not register participants on behalf of other schools.

**IMPORTANT:** It is the responsibility of the host school to engage all participating schools and communicate effectively with them prior to the cluster event. This includes the following:

- Initial consultation (prior to application) to agree on workshop titles, expected participant numbers, and suitable dates.
- Sharing all workshop details, sending registration instructions and reminders, and responding to queries as necessary.

The IBAEM PD Delivery team communicates only with the host school coordinator, and expects them to ensure that event information is shared with participating schools in a timely manner. Please also note that cluster events are not marketed via the IB website or through any other channels, and are not visible within the IB's online workshop search portal.

## Workshop leader(s)

All professional development is facilitated by educators approved to lead workshops through the IB educator network (IBEN). The IBEN team is responsible for assigning workshop leaders to cluster events. A host school may provide leader recommendations for consideration, but should understand that the IBEN team have final approval on all leader assignments, and cannot guarantee that such requests will be accommodated. Once a workshop leader has been confirmed, the IBAEM PD Delivery team will provide the leader's contact details to the host school.

Leader-to-participant ratio (per workshop room):

10-25 participants	1 workshop leader
26-36 participants	2 workshop leaders

## Field representative

A field representative is required for cluster events with five or more workshops. The field representative is assigned by the IBEN team and provides additional support and quality assurance oversight. Whenever a field representative is assigned to a cluster event, their costs are covered in the same manner as those of a workshop leader, meaning local transportation is the responsibility of the host school, while long-distance travel and accommodation is the responsibility of the IBAEM PD Delivery team.

## Application procedure

IB World Schools and candidate schools that have identified an unmet training need may submit their application via the [cluster event request form on ibo.org](https://ibo.org/cluster-event-request-form). To ensure that the IB can appropriately support the host school, cluster requests should be submitted **at least five months** in advance of the desired training dates. Requests submitted with less than five months' notice have a much higher chance of rejection, based on the availability of workshop leaders and the capacity of the IBAEM PD Delivery and IBEN teams to manage condensed planning timelines.

Please note that cluster requests cannot be accepted from associations, chapters, or any other national or regional organizations that represent the interests of multiple IB World Schools. The IBAEM PD Delivery team recognizes that such groups play a vital role in identifying training needs within their communities and encouraging collaboration amongst schools, but it is not possible for the IB to centralize participant registration and payment processes through them, and must instead work directly with IB World Schools or candidate schools in the organization and delivery of cluster events.

## Review process

Upon receipt of a cluster event application, the host school will be contacted by the IBAEM PD Delivery team to schedule an introductory call. During this call, the host school's request is reviewed in detail, and any logistical matters are discussed.

After an introductory call has taken place, the IBAEM PD Delivery team carries out a formal assessment of the application, taking into consideration the criteria previously outlined. The IB will aim to notify the host school within a period of two weeks whether the cluster event has been approved or declined.

## Approval & confirmation

If an application is approved, the host school will receive a confirmation outlining the cluster event details, fees, and terms and conditions. To confirm the event, the host school must complete the acceptance statement and return this document within 10 days of receipt.

Upon receipt of the accepted confirmation, the IBAEM PD Delivery team will hand over management to the contracts and events team, who will initiate the registration and event planning process.

## Registration & event preparation

The IBAEM PD Delivery team will administer the registration process and inform the host school coordinator when the registration period starts and ends. Please note that all registrations (host school and participating schools) must be complete prior to the registration deadline (22 days prior to event start date).

The IBEN team will identify workshop leaders, and the IBAEM PD Delivery team will notify the host school coordinator once assignments have been confirmed. The IBAEM PD Delivery team will arrange travel for workshop leaders.

Other tasks as outlined by the IBAEM PD Delivery team will be completed by the host school coordinator in the months leading up to the cluster event. These include managing communication with participating schools, printing workbooks, arranging catering, arrival/departure/hotel transfers for workshop leaders, stationery, venue signage, and badges.

## Questions

For any queries related to cluster events, please contact the IBAEM PD Delivery team at [PDIBAEMcluster@ibo.org](mailto:PDIBAEMcluster@ibo.org)