

Additional considerations for cluster/district workshop events

For candidate and IB World Schools in North America

This document is relevant for schools located in Anguilla, Antigua and Barbuda, Bahamas, Barbados, Bermuda, British Virgin Islands, Canada, Cayman Islands, Curacao, Jamaica, Puerto Rico, Sint Maarten, Trinidad and Tobago, United States, and United States Virgin Islands

Requesting a cluster/district workshop event

Schools that have submitted an Application for candidacy or are candidate schools or authorized IB World Schools may request a cluster/district workshop. To apply, email IB Professional Development Delivery Associate [Kaitlyn \(Katie\) Kooser](#) directly.

Workshop duration and schedule

Cluster/ workshops are either two and a half days or in some cases, two days with an additional online learning component. All workshops include 15 hours of instruction. The IB provides a sample workshop schedule which may be modified as needed by the host school.

The IB cannot accept changes to the workshop agenda that prevent the workshop leaders from delivering ten 90-minute learning sessions (with two 15-minute breaks) during a two-and-a-half-day event or eight 90-minute learning sessions (with two 15-minute breaks) during a two-day/blended event.

The two-day blended model is not currently recommended for schools that experience a significant amount of staff turnover, as the final participant list must be confirmed and submitted by 21 days prior to the start date of the event.

Available workshops

The workshops currently available for schools to host are listed in the current IB WORKSHOPS AND SERVICES CATALOGUE. Only workshops that are offered both face-to-face and online may be requested for two-day blended events.

Participant minimums and cost

A cluster/district workshop event requires a minimum of 51 participants. For events with 51 to 149 participants, a rate of USD 595 is offered. For events with 150 or more participants, a discounted rate of USD 585 is offered.



The IB will cover the costs of leaders' flights and accommodations. Schools must provide leaders with ground transportation (between the hotel and school during the workshop) and lunch and refreshments during the workshop.

Certificates of attendance

Participants that attend all 15 hours of training over two and a half days are eligible to receive a certificate of participation. In the case of two-day events, participants that attend 12 hours of face-to-face training and complete the online learning engagements (~three hours) are eligible to receive a certificate of participation.

Following the workshop, all participants will complete an online survey to evaluate the workshop experience. When the surveys have been completed and payment is received, the certificates will be emailed to the cluster/district workshop event coordinator.

Workshop event payment

Invoices are sent to the school after the conclusion of the event. Upon receipt of the invoice, schools must submit payment within 30 days.