

## District Workshops FAQ

For candidate and IB World Schools in North America

*This document is relevant for schools located in the United States and Canada.*

### What is a district workshop?

A district workshop is a training that is coordinated by the IB and hosted at a school to suit the teachers' professional development needs. This model is designed to serve a group of schools in one area. IB organizes district workshops for candidate and IB World Schools schools to fulfill the training requirements for authorization, programme evaluation, and the ongoing professional development of the school community.

### How can my school apply for a district workshop?

Schools that have submitted an Application for candidacy or are candidate schools or authorized IB World Schools may request a district event by completing the application available on our website. Applications should be emailed to PD Delivery Associate, Kaitlyn Kooser ([kaitlyn.kooser@ibo.org](mailto:kaitlyn.kooser@ibo.org)).

### How far in advance do I need to apply for a district workshop?

Applications for district workshops will be accepted on a rolling basis, however, preference will be given to applications submitted at least six months before the planned start date of the event. We are unable to guarantee approval of an application submitted within this six month window.

### What workshops are currently available?

The workshops currently available for schools to host are listed on our website and in our PD Catalogue.

### How much does a district workshop cost and how many participants can attend?

In the event that a district workshop event has between 75 and 149 participants, a rate of USD 459 is offered. For district workshops with more than 150 participants, a discounted rate of USD 409 is offered. These prices reflect the per capita pricing for 2018 and are subject to change. Schools must also provide leaders with ground transportation (between the hotel and school during the workshop) and lunch and refreshments during the workshop. IB will cover the costs of leaders' flights and accommodations.

Beginning 1 July 2018 there is a minimum of 75 participants required to run a district workshop. IB will confirm one leader for all workshop sessions with 8-25 participants and two leaders for all workshops with 26-36 participants. Maximum enrollment is 36 participants for all subject sessions. Each subject session must have a minimum of 8 participants.

### **How long is a district workshop?**

District workshop events take place in one of two formats. The first is two and a half days long and must include 15 hours of instruction. The second is two days of 12 consecutive hours of face-to-face training with a 3-hour online learning component for Category 1, 2, and 3 workshops, which does not include lunch and refreshment breaks (1 hour for lunch, and two 15 minute breaks per day). The online learning component is to be completed prior to the start of face-to-face training.

The two day model is not currently recommended for schools that experience a significant amount of staff turnover, as we cannot accept registration changes after 14 days prior to the start date of the face to face portion of the event.

The schedule of the workshop (including specific start and end times and lunch breaks) will be determined by the host district. IB will provide a sample workshop schedule.

### **When will I find out if my district workshop has been approved?**

IB Professional Development Delivery will inform you if your event has been approved in an initial conference call that will take place approximately one to two weeks after receiving the application via email.

### **Who do I contact if I have questions about the district workshop?**

Following your initial conference call, an IB Conference Coordinator will be assigned to your event and will serve as a resource to you. If you have any questions about your district workshop event before this individual is assigned, you may contact [kaitlyn.kooser@ibo.org](mailto:kaitlyn.kooser@ibo.org).

### **Will all workshop participants receive a certificate of attendance?**

Yes, participants that attend all 15 hours of training will receive a certificate of participation. Following the workshop, all participants will complete an on-line survey to evaluate the workshop experience. When the surveys have been completed, the certificates will be made available to participating coordinators.

If the district is hosting a two day event that features an online component, participants must complete the online component before the start of the event and attend all 12 hours of face-to-face training in order to receive certificates.