

IB Asia Pacific In-school Workshop Terms & Conditions

IB Asia Pacific In-School Workshops provide schools with the opportunity to train their entire IB programme staff on their own school premises and focus on select programme issues and strategies. In-School Workshops are recognized for school authorization and evaluation purposes. In addition, In-School Workshops can be used to train staff across a wide range of subjects.

Please read the following in-school workshop Terms and Conditions carefully. If you have any questions or concerns about your school's ability to meet these requirements, please [contact us](#) for support.

REGISTRATION ELIGIBILITY:

In-school workshops are available to staff of **Candidate and Authorized IB** schools. Schools at the **Interested** phase may request an In-School Workshop pending Candidate status. Please refer to the "Guide to School Authorization" and "Rules for IB World Schools" to ensure that you are registering for the correct workshop to meet authorization and evaluation needs. The correct professional development is very important to these two processes.

Please refer to the [IB Professional Development Catalogue](#) for the full range of workshops available.

Schools may run **different workshops** in parallel to accommodate the needs of less experienced and more experienced staff. The school should register both workshops on the IB registration system.

REGISTRATION TIMELINES:

Requests for In-School Workshops should be made at least 5 months prior to the proposed dates. Most schools are able to plan their PD calendar at least this far in advance, and this lead time supports the workshop leaders and the schools that release them. If there are exceptional circumstances that require the school to organise an In-School Workshop in less than 5 months, then please contact us.

Please note that under our [Resident Workshop Leader Policy](#), requests for workshops with resident workshop leaders must be made at least 3 months prior to the requested delivery date.

WORKSHOP SCHEDULE:

In-School Workshops are typically run over 2 consecutive student-free days (i.e. teachers from the programme will have no student contact on these professional development days). Schools may request to run the In-School Workshop over 3 consecutive days if they feel this would be more beneficial. In addition, In-school workshops can now be run as Workshops over time (e.g. over 2 Saturdays).

A typical **workshop schedule** is 8 x 1.5 hours sessions (2 days) or 12 x 1.5 sessions (3 days) with 3 breaks, Morning (0.5 hours), Lunch (1 hour), Afternoon (0.5 hours). The day starts at 8.30 and concludes at 16.30. In negotiation with workshops leaders, school may adjust start and finish times by up to 1 hour.

CANCELLATION POLICY:

Workshops may be cancelled or amended by schools up to 6 weeks prior to start of workshop. Thereafter, the school will be charged a SGD\$630 cancellation fee (50% of which will be provided to the assigned workshop leader(s) to cover planning time; the other 50% will cover administrative costs), as well as any non-refundable travel cancellation costs for the assigned workshop leader(s). If a school registers for more than 1 workshop leader, then cancels that workshop leader after the cancellation deadline, the cancellation of 1 workshop leader will be considered the same as cancelling a workshop. The school also agrees to reimburse the workshop leader any out of pocket expenses. If a Workshop Leader cannot be found for the Workshop, then the IB may offer alternate dates or cancel the workshop. No cancellation fee will be payable by the school. IB will advise schools no later than 2 months before the in-school workshop if a workshop leader is unavailable.

CHANGE OF DATE POLICY:

If the in-school workshop has been confirmed and a workshop leader has booked travel, then the school can only change the date if the allocated workshop leader can also change dates. If a new workshop leader is required, then it

will be considered a new in-school workshop and will require 5 months' notice from that date.

REGISTRATION & CERTIFICATION OF PARTICIPANTS:

Schools will have up to 5 business days (upon completion of the workshop) to register the names of attendees on our registration system. The Certificate of Attendance will then be enabled and an official invoice generated to schools. Participants should attend all workshop sessions to receive an IB certificate.

PENALTY FOR DELAY IN PARTICIPANT REGISTRATION:

Schools will be billed for the maximum enrolment (25 pax/workshop leader) if the names of the attendees are not entered on our registration system within 5 business days after completion of the workshop. A reminder will be sent prior to billing.

PARTICIPANT NUMBERS:

The workshop will not exceed the **workshop participant- workshop leader ratio** of 1 workshop leader per 25 participants (1:25). Workshops must have at least 12 participants for approved bookings. Schools with smaller faculties may join another school under the [Small Schools Policy](#).

QUALITY ASSURANCE:

The quality of our workshops is assured through a rigorous **Quality Assurance** Framework process based on extensive and carefully analyzed data collected from participants and workshop leaders. Participants will be sent an online survey to complete after the workshop.

WORKSHOP LEADER EXPENSES:

The school agrees to pay workshop leader(s) a per day honorarium. The Workshop Leader will book his/her air travel through the IB travel agent according to IB travel policy. Essentially this involves booking the lowest cost ticket available that offers reasonable routing in the given circumstances. If the flight cost exceeds SGD1800 (approx. USD1500), the IB Professional Development team will seek written approval from the school. Both the honorarium and air travel costs will be billed to the school by the IB.

The school agrees to pay the following expenses incurred by workshop leader(s) directly to the workshop leader: meals, accommodation, workshop materials, taxis, visa (if not handled by IB travel agency), airport taxes (if not handled by IB Travel agency), one safe-arrival phone call home, internet access, and other reasonable incidental expenses. Expenses must be paid directly to the workshop leader(s) immediately upon completion of the workshop and on provision of expense receipts. Workshop leaders should be paid their expenses in full. Schools are responsible for meeting any prevailing tax conditions (e.g. withholding tax for non-residents) which might otherwise reduce this amount and should budget accordingly.

Schools are responsible for booking and paying for Workshop Leader accommodation, using a business standard hotel (usually at least 3 stars), with a standard room inclusive of internet access and daily breakfast.

BILLING:

The school will receive an invoice from the IB for the Workshop leader(s) air travel and Honorarium/a for external and resident workshop leaders. Fees for workshop participants will be billed directly to the school by the IB. Invoices are available to download on our registration system once the participant list is finalised and event is closed 3 days after the workshop.

AUDIOVISUAL RECORDING POLICY:

The audio and/or videotaping of IB professional development workshops is strictly prohibited. Anyone in breach of this policy may be asked to leave without refund of participation fees.

The International Baccalaureate sometimes requests a photographic, digital, video, or film record of its conferences, workshops and other events. Whenever it chooses to make such records it will only ever make use of them for its own legitimate business purposes. By registering for and attending an IB event, participants are deemed to accept that they may be included in such a recording.

In the event that the participant becomes aware of his/her image being used in a way with which he/she is uncomfortable, he/she should make representations to the event organizers who will be able to contact the relevant IB department.

IB SAFETY POLICY:

Neither the IB nor its directors, officers or agents are responsible or liable for the safety and property of participants or their companions, nor for any financial losses incurred if events are cancelled due to reasons beyond the IB's control.

Travelling to and from an IB event shall take place under the participants' sole responsibility.

Participants are advised to seek information on potential health and security risks incurred by themselves or their companions and to secure adequate insurance coverage, which includes reimbursement of any costs incurred should the event be cancelled.

Swiss law shall govern any legal issues relating to the enrolment and participation in IB workshops. Any disputes arising with respect to or in connection with the enrolment and participation in this event shall be finally settled by one arbitrator in accordance with the Rules of Arbitration of the Chamber of Commerce and Industry of Geneva.

In the case of an emergency situation developing during the workshop, the school is responsible for any logistics and costs that may arise to ensure the workshop leader arrives home safely. For these reasons we encourage you to consider purchasing travel insurance which covers such eventualities.
