

INTERNATIONAL BACCALAUREATE ASIA PACIFIC

APPLICATION FORM TO HOST IB ASIA PACIFIC EVENTS

We welcome your expression of interest in hosting IB Asia Pacific Regional Workshops at your school in the future.

The IB Asia Pacific Regional Office appreciates the support that schools have made over the years by opening their doors to regional workshops. As the professional development demands have grown over the years, so have the scale of regional professional development events and the associated demands of hosting them. In light of these increased demands, we ask schools to review 4 major areas of consideration prior to offering their services as host venues: **accessibility**, **facilities**, **resources** and **scheduling**.

Accessibility

A host school venue must be in proximity to an international airport and have at least two suitable hotels within 30mins driving distance. As you can appreciate, an extra domestic flight or a long drive after an international voyage is an additional physical and financial challenge for workshop participants.

Resources

Schools wishing to host workshops should consider whether they have and they can provide the following:

- School IT and audio-visual equipment for workshop delivery such as LCD projectors, DVD player etc
- School has to be WIFI to support all the participants attending the event, especially as the workbooks may be digital. This means internet speed must be relatively smooth
- Sufficient extension cords for each room (to charge their laptops)
- Stationery supplies provided by school according to the list of standard stationery in the IB kit
- Photocopying and binding resources for the production of workbooks where required (electronic versions are preferred)

Schools should also consider whether they are able to offer the human resources necessary to support an event of this size:

- A Workshop Liaison – a staff member capable of coordinating the considerable logistical, administrative and financial responsibilities associated with the event.
- Adequate support personnel during the event for IT support, catering, cleaning, manning an information desk for booking of taxi etc.

Facilities

Schools wishing to host workshops should consider whether they could offer the following:

- ❑ Suitable gym/theatre/function hall for welcoming and addressing a group of 300-500 participants.
- ❑ Suitable canteen/hall for catering and serving teas and lunch to a group of 300-500 participants.
- ❑ Classrooms for maximum 25 participants to work comfortably in small groups of 4-6 pax (see table below – a minimum of 45sqm is required).
- ❑ Suitable facilities/resources for specialized subject area workshops are required (e.g. PE, Arts, Sciences, Science Labs, music room, etc.)

Workshop Venue Guidelines



| Workshop Size | Area (sq ft) | Area (sq m) |
|---------------|--------------|-------------|
| 10 | 323 | 30 |
| 15 | 375 | 35 |
| 20 | 485 | 45 |
| 25 | 485 | 45 |
| 30 | 645 | 60 |
| 35 | 810 | 75 |
| 40 | 970 | 90 |



Scheduling

Finally, schools should consider whether they are able to accommodate the schedule requirements of workshops on school grounds without undue disruption to the school community: Traditionally, regional workshops:

- ❑ run for three days – with 4 sessions per day, including morning tea, lunch and afternoon tea
- ❑ are scheduled over a weekend, from Friday to Sunday or Saturday to Monday
- ❑ require afternoon set-up time by workshop leaders on the eve of Day 1

FINANCIAL ARRANGEMENTS

Host School completes an IB Budget Planner and confirms forecasted expenditure in consultation with the Events team, at least 6 months prior to the event. All expenses incurred by the Host School, in accordance with the Budget Planner, will be reimbursed by the regional office upon receipt of the IB Asia Pacific Expense Claims Form with accompanied invoices and receipts. Reimbursement for expenditure beyond the approved budget planner is not guaranteed.

Costs of the following items will be incurred by the Host School as part of hosting the event:

- 1) Manpower costs for sourcing and packing stationery supplies according to the standard IB stationery kit
- 2) Purchase of flip chart stands
- 3) Standard Internet access and VPN (if necessary). Extra bandwidth payment by negotiation
- 4) Extension cords
- 5) LCD projectors (existing ones within the school) and speakers.
- 6) Tech support (required for setup afternoon and over the 3 days of the event; about 2 staff per day) on the weekdays. (Host Schools usually charge the IB only for their time on weekend as weekdays are considered a normal workday for admin support staff)

PLEASE NOTE:

- ❑ We commence planning our IB Asia Pacific Regional Workshops Calendar at end of April, to be published in July. **If regional needs determine that workshops will be held in your area, we may contact you to see if you are able to host a scheduled event.**
- ❑ As a gesture of appreciation, IB Regional Office will provide hosting schools with “workshop vouchers”, allowing hosting school staff to attend regional workshops free of charge. The number of credit notes will correlate with the number of workshops hosted.
- ❑ For practical purposes, the IB Asia Pacific Regional Office must retain autonomy in determining the nature of the particular workshops to be scheduled at the host site.

After considering the above requirements, if your school community is able and willing to host IB Asia Pacific Regional Workshops, please fill in the details on the on the Google Form at :

Please copy and paste the link below to your browser:

<https://docs.google.com/forms/d/14UCwb63GgM9D376XKfAk4oJAiV2m72CfV9e5vryGDFY/viewform>

Your details will be entered into our database for future consideration.

Thank you for your interests and support.