

# APPLICATION TO HOST IB PROFESSIONAL DEVELOPMENT EVENTS IN LATIN AMERICA

Thank you for your application to host an IB Americas regional workshop event at your school. As need for IB professional development has grown, so have the scale of regional professional development events and the associated demands of hosting them. In light of these increased responsibilities, we ask interested schools to review these areas of consideration prior to offering their services as host venues: accessibility, facilities, resources and scheduling.

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## Host School Responsibilities

### Accessibility

A host school venue must be in proximity to an international airport and be able to recommend two suitable hotels within 30 minutes' driving distance.

### Facilities

**Host schools must provide the following:**

- Access to the school one hour before the event begins
  - When possible, faculty meetings may be held at host schools from 6-7.30pm on the evening before the workshops begin. Please indicate on page 6 whether space is available to accommodate this request.
- An office or classroom with internet connection for IB staff, located near the workshop classrooms, to be used as an information desk.
- A large room/space for the opening welcome session that can accommodate all participants, IB staff and workshop leaders (up to 250), with a laptop, projector 2 microphones and speakers. The room should have blinds or curtains to darken the room.
- A suitable space where participants may register or pick up their workshop materials before the welcome session.
- A large room or cafeteria to serve lunch for a group of up to 250
- A suitable area for refreshment breaks
- Classrooms to accommodate:
  - Up to 25 participants (for workshops with 1 workshop leader)
  - Up to 36 participants (for workshops with 2 workshop leaders)
  - Enough space for the tables to be moved into different group arrangements
  - A head table or desk for the workshop leader
  - A desk or area for workshop materials and resources

### Resources

**Host schools are responsible for providing the following:**

#### IT and audio-visual equipment

- An internet infrastructure that supports concurrent connection to the internet for the anticipated number of participants
- Access to power strips and extension cords for participants' devices
- Computer speakers, LCD projector & screen (or smartboards) along with all relevant cables for each classroom

### Materials and supplies - general

- Photocopying and binding resources to distribute activity books when required
- ID badges for all event attendees which include the following information:
  - Workshop title
  - Full name of participant
  - School name
  - Country of residence

### Materials and supplies – per workshop

- Flip-chart paper and (12) markers of different colors
- 25 sheets of blank paper
- One pack of chalk or whiteboard markers
- Four packs of Post-its (7x7cm or similar)
- One roll of masking tape
- One pair of scissors

**Note:** Workshop leaders may require additional supplies. The event conference coordinator will notify the school in advance if this is the case.

### Additional supplies for PYP workshops only

- 25 additional sheets of blank paper
- One pack of colored construction paper
- Four pairs of scissors
- Four glue sticks or equivalent

### Accommodations for MYP and DP Science workshops

- Access to a science lab with standard equipment/facilities may be requested

### Signage

- Classrooms, lunch area, welcome session location, restrooms and refreshment areas should be clearly identified

### School support staff

- The school must identify a member of the staff to serve as the event liaison. This person must be capable of coordinating the substantial logistical and administrative responsibilities associated with the event. The liaison will also serve as the emergency contact. The school must provide a telephone number to use in the event of an emergency.
- An IT technician must be made available to supervise the equipment and provide technical support to workshop leaders for the duration of the workshop event.
- Adequate support personnel during the event for catering, custodial, security, administration and overall on-site logistics must be available.

## Transportation

The host school **must** provide round trip transportation as follows:

- The day before day 1 of the workshop:
  - From the hotel to the school for the conference specialist, who will visit the school that morning to conduct a walk-through and review final details
  - From the hotel to the school for the workshop leaders, field representative, and conference specialist should the faculty meeting take place at the school
- Workshop days 1, 2, 3:
  - For the workshop leaders, field representative, and conference specialist between the hotel and workshop venue (leaders and field representatives must arrive at the event venue before participants to set up their workshop rooms)

It is **recommended, but not required** to provide transportation as follows:

- Workshop days 1,2,3:
  - Round trip transportation for workshop participants between the recommended hotel and workshop venue
- Workshop day 3 (final day):
  - Organize taxis for participants who must leave directly for the airport once the event concludes. It is recommended to have a table set up where participants can sign up for this service.

## Catering

- The host school agrees to work in collaboration with the IB to organize lunches and refreshment breaks during the workshops, taking the following responsibilities into account:
  - Obtain quotes using the provided requirements and select a vendor for catering the event, in collaboration with the conference specialist
  - Assist with the contracting process and on-going communication with caterer
  - Serve as the local contact and organize on-site logistics with the selected catering vendor
  - Assist in any final close out of the agreement with the catering vendor
    - When possible, we recommend that the school invoice the IB (instead of a vendor) for all services.
  - Assume all food & beverage costs associated with school personnel who are registered with free seats

## Event schedule:

### Day 1

8:00am - 8.30am	Welcome session
8.30am	Participant registration
8.45am - 10.15am	Session 1
10.15am - 10.45am	30-minute break
10.45am - 12.15pm	Session 2
12.15pm - 12.30pm	15-minute break
12.30pm - 2.00pm	Session 3
2.00pm - 3.00pm	Lunch
3.00pm - 4:30pm	Session 4

### Day 2

8.00am - 9.30am	Session 5
9.30am - 10.00am	30-minute break
10.00am - 11.30am	Session 6
11.30am - 11.45am	15-minute break
11.45am - 1.15pm	Session 7
1.15pm - 2.15pm	Lunch
2.15pm - 3.45pm	Session 8

### Day 3

8.00am - 9.30am	Session 9
9.30am - 9.45am	15-minute break
9.45am - 11.15am	Session 10

## Host school registrations

If you are selected as a host school venue, in exchange for meeting the responsibilities outlined below you will receive free seats to use for this event:

Event size	# free registrations received
<100 participants	8
100 – 200 participants	10
200 – 300 participants	12
>300 participants	14

The event size and corresponding number of free registrations offered will be confirmed six months before the event takes place.

## IB responsibilities

The IB agrees to fulfill the following commitments:

- Assign a conference specialist for the workshop event to liaise with the host school
- Advertise the event on the [IB Professional Development events website](#)
- Manage registrations of event participants and collect registration fees
- Approve and pay the lunch and refreshment break invoice(s)
- Confirm the following information:
  - Hotel location and number of workshop leaders for transport
  - A list of extra equipment and materials required for each workshop
  - List of participants per workshop
- Pay all workshop leader and field representative accommodations, fees, travel, transportation to and from airport, and other expenses

After considering the above requirements, if your school is able and willing to host IB Americas regional workshops, please complete the application form on the following page.

## Application to host IB Americas events

### General information

Host school contact

Email address

Phone number

Position

Name of school

School code (IBIS)

School website

School address


Is this where the workshop event will take place?

Yes

No

If no, please indicate the address for the workshop event

Closest **international** airport

Distance to event location

Closest **national/regional** airport

Distance to event location


Indicate the number of classrooms available for workshops by listing capacity:

Classroom	Capacity	Classroom	Capacity	Classroom	Capacity
Classroom 1		Classroom 6		Classroom 11	
Classroom 2		Classroom 7		Classroom 12	
Classroom 3		Classroom 8		Classroom 13	
Classroom 4		Classroom 9		Classroom 14	
Classroom 5		Classroom 10		Classroom 15	

Is there an indoor space for the welcome session?	Yes	No
What is the maximum capacity for this space?	<input type="text"/>	
Is there an indoor space for the meals?	Yes	No
What is the maximum capacity for the meal space?	<input type="text"/>	
Will a room for a faculty meeting be available from 6-7.30pm on the evening before the event?	Yes	No

### Preferred dates

Please list three sets of dates, in order of preference:


Are there any events scheduled during these dates?	Yes	No
Are students in session during these dates?	Yes	No

### Transportation and Lodging

#### Airports

Closest <b>international</b> airport	<input type="text"/>
Distance to event location	<input type="text"/>
Closest <b>national/regional</b> airport	<input type="text"/>
Distance to event location	<input type="text"/>

#### Lodging

##### Hotel 1

Name	<input type="text"/>
Website / Phone number	<input type="text"/>
Estimated rate	<input type="text"/>
Breakfast included? Y/N	<input type="text"/>
Distance to airport	<input type="text"/>
Distance to venue	<input type="text"/>



**Hotel 2**

Name

Website / Phone number

Estimated rate

Breakfast included? Y/N

Distance to airport

Distance to venue


**Hotel 3**

Name

Website / Phone number

Estimated rate

Breakfast included? Y/N

Distance to airport

Distance to venue


**Workshop Scheduling (requests\*)**

Refer to the most recent version of the IB Workshops and Services Catalogue (available [here](#) on the IB public website) when selecting workshops for scheduling consideration

Programme (CP/DP/MYP/PYP/ IB Education/Leadership)	Category (1,2,3)	Workshop title (Indicate language requested)

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\*These requests will be taken into consideration during scheduling, however there is no guarantee or commitment that these workshops will be offered at the event.

In the event that a scheduled workshop session is canceled before the event takes place, the host school will still receive the confirmed free registrations.

**By signing below, I confirm I have read and agree to comply with all items outlined in this application form.**

Signature

Date

Email your completed form to [iba.pd@ibo.org](mailto:iba.pd@ibo.org)