

IB AEM Professional Development

Requested workshop guidelines

What is IB professional development?

IB professional development (PD) workshops and resources are essential tools to develop both educators and your school programmes, however far along your school is on its professional learning journey. With multiple delivery modes available, IB professional development offers flexibility, affordability, and opportunities for collaboration across school communities.

Requested workshops are intended to support the professional development needs of schools and school communities, and may not be used by schools, Groups of Schools, associations, or other host entities as independent funding or revenue-generating streams.

Requested workshops make use of the IB's intellectual property through the delivery of IB professional development products, services, and workshop content, and therefore remain subject to the discretion, approval, and oversight of the IB Professional Learning Delivery team.

Who can request a workshop?

Any current IB World School, candidate, or 'interested' school can request a workshop, and submissions will be reviewed on a case-by-case basis. Please note that for billing purposes, your school will require access to 'MySchool' to request a workshop.

Requests submitted on behalf of an association, Group of Schools, district, system, or other non-IB school entity may be subject to additional requirements, such as further consultation, agreement signing, or IB oversight; requests made on behalf of an IB World School may not be promoted, organized, or presented as an event by another entity in order to bypass these requirements.

When should you request a workshop?

Schools should submit workshop requests when a clear need has been identified, which can be supported by one of the IB's available professional development products. Schools should submit their workshop request once the following details have been finalized:

- Single school or multi-school
- Specific workshop title from our Catalogue
- Estimated number of participants
- Dates (see lead time requirements on page 3)
- Language of delivery
- Venue
- Participating schools (if multi-school event)

Changes to any of the aforementioned details, after approval, cannot be guaranteed, and may require workshop cancellation and re-submission.

What are the options for requested professional development?

Single school

A single-school event delivers on-demand IB training organized to meet one school's professional development needs. Single-school events support schools in meeting authorization and evaluation requirements and provide a collaborative environment for teachers and staff, while eliminating travel costs.

Multi-school

Multi-school events are on-demand training events consisting of one or more workshops organized to meet the professional development needs of two or more schools located within geographic proximity.

Multi-school events are appropriate when at least two schools have a combined minimum of 7 participants in need of the same training.

The IB takes the existing schedule of workshops into consideration when approving multi-school event requests. Face-to-face multi-school workshops may not be requested two weeks prior to or after an IB Scheduled event, taking place in the same country.

Requested workshop delivery modes and location

Requested workshops can be delivered in three formats: face-to-face, virtual, or online. The delivery mode selected will determine where and how participants access the workshop, as well as the planning responsibilities for the requesting or host school.

Face-to-face

Face-to-face workshops are delivered in person to an individual school or school cohort. They are hosted at a venue chosen by the requesting or host school, most commonly on the school's own premises or across different campuses within the school community. External venues may also be used at the school's expense, subject to suitability and approval from the IB.

For face-to-face multi-school workshops, participating schools are expected to be in **close geographic proximity** to one another. Close geographic proximity generally refers to schools located within the same country and easily accessible to each other, enabling practical, cost-effective collaboration with reduced travel impact. However, this may vary depending on the location of the school, the size of the country, and the concentration and distribution of IB World Schools in that country. Exceptions may be considered in the following cases:

- Schools are clustered across an international border.
- Formal IB associations or networks comprised of schools in contiguous nations.
- Limited IB school presence in a singular country.
- School groups with schools in multiple countries.
- Financial or grant regulations requiring cross-border collaboration.

All exception requests will be reviewed on a case-by-case basis.

Because face-to-face workshops involve additional logistical planning, requesting or host schools should consider the following before submitting a request:

- Workshop leader and Field Representative support, including any necessary supporting documentation.
- A suitable venue with appropriately sized rooms for workshops.
- A suitable room for the pre-event faculty meeting, if required.

- Local planning requirements, including catering, materials, signage, and other event logistics.

Host schools may review the Event Management System landing page for their event to identify relevant materials and plan accordingly.

Virtual

Requested virtual workshops are delivered synchronously through an online platform or virtual classroom, usually Zoom. Participants can access the workshop remotely from their personal computers and engage in sessions regardless of their physical location. Within the virtual classroom, participants engage with the same workshop content and achieve the same learning outcomes as face-to-face events, in a format optimized for virtual delivery.

Associations, Groups, Districts and Systems with cross-country school presence may request virtual multi-school workshops with participating schools from within the AEM region.

Online

Requested online workshops provide schools or groups of schools with an exclusive, primarily asynchronous online workshop offering for their own staff. These workshops are hosted on an e-learning platform and are accessible via participants' personal computers. Requested online workshops normally begin on the first Wednesday of the month and last for four consecutive weeks. Some requested online workshops may also include a synchronous call hosted on a web conferencing platform, arranged with online facilitators during the course.

What workshops are available?

Any workshop offered by the IB can be requested as a single school or multi-school workshop, although some titles may not be available in all delivery modes.

Requested workshops are available in any of the IB's three official languages (English, French or Spanish) for online, face-to-face and virtual workshops. In addition, a selection of workshop titles are available in other languages.

If a workshop cannot be delivered in the preferred language, schools may choose to provide and fund a local translator. Please note that each workshop can only be offered in one language. For workshops offered in languages other than English, French, or Spanish, some materials may only be available in English.

Please also note that the delivery of all training is subject to the availability of a workshop leader or online facilitator.

What category of workshop should I choose?

All IB workshops fall under one of three categories:

Category 1 or Introductory* – A focus on IB philosophy and implementation. Category 1 and Introductory workshops include titles needed for authorization.

Category 2 – A focus on delivery of the four IB programmes of education

Category 3 – Recommended for all educators, IB coordinators and school leaders or decision-makers at any point in their journey as life-long learners.

**Our Introductory workshops include: Developing the MYP, Developing the CP, and Introduction to the DP*

How do I request a workshop? *

You can submit a request for a workshop through our dedicated requestor portal, accessible via the "My School" section of My IB. Through the portal, you will be able to submit a request for a single workshop or for multiple workshops.

Please refer to our [step-by-step](#) guide for further assistance with the requesting process.

For schools hosting large events or events involving a Field Representative for the first time, a consultation call with the PDD Coordinator or Requested Business Associate Manager will be required before the workshop request can be processed.

Requests that are missing information will be sent back to the sender and cannot be approved until completed. Once a request is returned, it must be completed and resubmitted before the deadline for the specific workshop delivery mode. (See 'How far in advance do I need to request' below).

How far in advance do I need to request a workshop?

We ask that schools submit any requests for professional development as early as possible. For face-to-face workshops, schools must submit a request **12 weeks** before the desired start date.* For virtual workshops, there is an **8-week** request deadline.

Online workshops are delivered during pre-scheduled sessions throughout the year, starting on the first Wednesday of each month. Schools must submit their request for an online workshop at least **5 weeks** before the desired session start date.

** Further to this, certain countries present strict visa requirements, logistical difficulties, or travel challenges that may delay or impede the delivery of face-to-face events. The specific countries affected may vary depending on factors such as travel insurance coverage and regional circumstances.*

How many participants are needed to run a workshop?

Both single school and multi-school workshops require a minimum of seven (7) participants per workshop. For multi-school events, at least one participant per workshop must be from the host school.

There is a maximum of 25 participants per workshop leader, above which we will suggest either a second iteration or invite another leader to co-lead, depending on the delivery mode requested.

If registration numbers fall below the minimum of seven participants in the lead-up to the workshop, the IB may consider allowing the workshop to proceed, provided that the requesting school or host entity agrees to pay the equivalent cost of seven participants.

Who will be present during my workshop?

Workshop leaders

Both face-to-face and virtual workshops are facilitated by educators approved to lead workshops through the IB Educator Network (IBEN). These educators are known as workshop leaders.

The IBEN team is responsible for selecting and assigning workshop leaders. A host school can provide workshop leader preferences for consideration, and the IBEN team will attempt to honor these requests where possible, but they are not guaranteed. Preferences should be noted in the original request under "additional comments."*

**Please note that priority is given to locally based workshop leaders for all face-to-face events.*

Field representatives

Face-to-face and virtual events

A Field Representative will be provided for face-to-face and virtual events with 5 or more workshops. These Field Representatives are automatically assigned by the IBEN team to provide additional support and quality assurance oversight.

IB staff

The IB reserves the right to send an experienced representative to ensure the successful and high-quality delivery of the event.

Online facilitators

Online facilitators are experienced educators who have been upskilled to deliver online training and are assigned by the Online PD team. Online facilitators are used exclusively for online workshops.

What is the schedule of training?

Face-to-face

Face-to-face workshops consist of **15 hours of instruction** over **2 consecutive days**. Please refer to the standard agenda below:

Day 1			Day 2		
08:30	10:00	Session 1	08:30	10:00	Session 6
10:00	10:15	Coffee break	10:00	10:15	Coffee break
10:15	11:45	Session 2	10:15	11:45	Session 7
11:45	12:45	Lunch	11:45	12:45	Lunch
12:45	14:15	Session 3	12:45	14:15	Session 8
14:15	14:30	Coffee break	14:15	14:30	Coffee break
14:30	16:00	Session 4	14:30	16:00	Session 9
16:00	16:15	Coffee break	16:00	16:15	Coffee break
16:15	17:45	Session 5	16:15	17:45	Session 10

There is a reduced timetable consisting of **six hours training** over **one day** for 'Developing the MYP/CP'

Virtual

Virtual workshops consist of **12 hours of instruction** over **2 consecutive days**, with an additional **independent learning assignment** comprising 3 hours of asynchronous engagement.**

Day 1			Day 2		
08:30	10:00	Session 1	08:30	10:00	Session 5
10:00	10:15	Coffee break	10:00	10:15	Coffee break
10:15	11:45	Session 2	10:15	11:45	Session 6
11:45	12:45	Lunch	11:45	12:45	Lunch
12:45	14:15	Session 3	12:45	14:15	Session 7
14:15	14:30	Coffee break	14:15	14:30	Coffee break
14:30	16:00	Session 4	14:30	16:00	Session 8

**** The workshop leader will assign independent learning to cover the 3 hours of required asynchronous engagement between Day 1 and Day 2 ****

Any changes to the standard agenda must be approved by the IB in advance and must remain aligned with the requirements stated above. Changes to the workshop agenda are also subject to approval by the assigned workshop leader(s).

Online

Online workshops consist of one module per week of primarily asynchronous learning, for a total of **four modules over four weeks**. Participants are expected to dedicate at least four hours per week in order to complete the relevant learning engagements.

How do I register participants?

You will receive a registration link from your designated point of contact once your request has been processed by the IB. Additional instructions for how to amend any registration details or to make substitutions will be provided in your acknowledgment email.

Please refer to our [step-by-step guide](#) on how to register participants for your event.

Schools will be expected to finalize all registrations by the allotted deadline, **22 days prior** to the start of the workshop. If changes are required after the registration deadline, please email your point of contact on the IB Professional Development team. Kindly note that late additions to the event, after the allotted deadline cannot be guaranteed.

What are the requirements for completion?

Face-to-face and virtual

In order to fulfil the criteria for completion, participants must attend all workshop sessions, as confirmed by attendance lists submitted to the IB post-event.

Online

Participants are expected to log in at least three times per week and commit to at least four hours a week engaging with learning activities. Participants must also complete all relevant assignments to be eligible for a certificate.

For further information please read through the completion requirements available on the professional development pages of the IB website.

What are the costs?

Please refer to the table below for a side-by-side comparison of the per-person cost of our different delivery modes:

Standard timetable	Requested face-to-face	Requested virtual	Requested online	
EUR	€279	€250	€230	
GBP	£255	£210	£200	
CHF	Fr305	Fr270	Fr250	
One-day and one-week timetable (requested online only)	Requested face-to-face (7-50 participants)**	Requested face-to-face (50+ participants)**	Requested virtual and requested online (7-50 participants)**	Requested virtual and requested online (51+ participants)**
EUR	€89	€69	€65	€50
GBP	£80	£65	£55	£45
CHF	Fr95	Fr75	Fr70	Fr55

*** For Developing the MYP and Developing the CP Introductory workshops only ***

For the Developing the MYP: Two-Day Option, the per-person cost is double that of the one-day format, based on the same delivery type

Costs covered by the IB for requested face-to-face delivery:

- International travel costs for workshop leaders and Field Representatives, including visa fees
- Accommodation for workshop leaders and Field Representatives
- Workshop leader and Field Representative honorarium
- Expenses for workshop leaders and Field Representatives outside of workshop hours

Costs covered by the host entity for requested face-to-face delivery:

- Catering for the duration of the event (coffee breaks & lunch for all registered participants, workshop leaders and Field Representatives)

- Stationery, event signage, name badges and other workshop materials
- Limited on-site printing/copying for workshop leaders and Field Representatives
- Local transportation (arranging and covering expenses for local transportation between point of arrival, hotel, and school) for workshop leaders and field representatives.

***Multi-school events:** Schools or host entities must get approval from the IB before charging participating schools any additional fees to help cover logistical costs. Additional fees must reflect actual and reasonable host-event costs and may not be used to generate surplus revenue or subsidize other organizational activities.

The cost of additional incentivizing factors for the event, such as additional meals, transportation for participants, merchandizing, etc. cannot be passed on to participants as a prerequisite cost to attend the workshop. These costs must be fully covered by the host entity or be opened to voluntary payment.

Additional fees must be clearly outlined as charges incurred by the host entity, and not the IB. Associations or groups of schools may not charge different prices to participating schools based on membership status.

Failure to adhere to the agreed approved amount, or to seek IB approval before charging any additional fees to participating schools, may result in the cancellation of the workshop.

What is the billing process

IB World schools, candidate schools and interested schools with access to “MySchool” will receive a final invoice within two weeks upon conclusion of the event. All invoices must be paid within 30 days of receipt.

Schools with an active agreement that includes a registration fee discount must indicate this in the original workshop request under “additional comments”. If this information is not included at the time of submission, the IB may be unable to apply the discount retroactively.

A pre-payment option to be billed before the start of the workshop is possible but must be made note of in the original request. Failure to do so may delay billing processes.

Cancellation and date change policy

Workshops requested to be cancelled or have their dates changed 60 days or fewer before the event start date will be subject to payment for any travel and accommodation costs already incurred by the IB.

Workshops requested to be cancelled or have their dates changed 8 days or fewer before the event start date will be subject to payment of the full workshop leader honorarium, in addition to any travel and accommodation costs already incurred.

If the school or group of schools does not reach the required number of participant registrations by the deadline 22 days prior to the workshop, the workshop will be cancelled, with the school or group of schools responsible for covering all costs the IB has already incurred. The final costs will depend on the circumstances of the cancellation.

We recognize that many participants must travel to attend IB workshops. The IB expects registrants to make every reasonable effort to report to the workshop for which they are registered. Please be aware if the workshop is held, no refunds or credits will be issued for difficulties encountered in transit. Participants are encouraged to purchase a travel insurance plan designed to protect the traveler from losses that may result from sudden and unexpected conditions or events.

The IB reserves the right to cancel a workshop due to unforeseen circumstances. We will make every effort to give participants as much advance notice as possible of any changes to their enrollment.

Please note that the IB does not reimburse participant travel expenses.

What else do I need to consider?

We ask that schools are sufficiently motivated and organized to host training events or to take part in professional development opportunities before submitting a request.

Please ensure that you've read the IB's Global PD Terms & Conditions as well as the Terms & Conditions for your region before submitting a request.

What if I have questions?

If you have any questions, please visit our professional development pages on the [IB website](#), which contain information on all our professional development offers, along with FAQs and support in making a request. If you have additional questions, please refer to the site for information on how to submit a query.