

FAQS FOR REQUESTED ONLINE WORKSHOPS

Wherever you are in the world, your staff can participate in an online workshop for a high-quality learning experience with the same teaching concepts that you would explore in a face-to-face workshop. Participation in our cost-effective online workshops will also contribute to a school's authorization or evaluation process to become an IB World School.

Schools, districts, Ministries of Education, and IB Associations that would like to request training for seven or more participants per workshop have the option to apply for Requested Online Workshops delivered exclusively to staff from one school or group of schools.

What is Requested Online Workshops?

This delivery model allows a school, district, Ministry of Education, or IB Association to run an online workshop as a closed group, commonly referred to as a 'single school' or 'multi-school' workshop.

Participants will engage in asynchronous, facilitated instruction over a four-week time period. Guidance on how to engage and time spent to complete various learning activities will be provided to participants by the online workshop's facilitator. Please note that Developing the MYP and Developing the CP Introductory workshops take place over a one-week time period.

How do I apply for Requested Online workshops?

Schools will be required to login to MyIB, select the Workshop Request tab and click on the New Event button to submit a workshop request. Click [here](#) for step-by-step instructions on how to request a workshop via the requestor portal.

What workshops are offered in the Requested Online format?

Not all workshops are available in this delivery model. Please review the IB catalogue before making your request to ensure that your chosen workshop is offered in this format (checking the online symbol next to the workshop title), or your request will be turned down.

Please note that online workshops are offered in English, Spanish and French. The only workshops offered outside of our three official languages are:

- **Chinese:** Theory of Knowledge (Cat 2), Making the PYP happen: Implementing agency (Cat.1)
Chinese A: Literature (Cat.1)
- **Turkish:** Making the PYP happen: Implementing agency (Cat.1)
- **Arabic:** Making the PYP happen: Implementing agency (Cat.1)

What is the schedule, request deadline, and enrolment deadline?

Schedule: All workshops commence the first Wednesday of every month, following the same schedule as our open online workshops. Developing the MYP and Developing the CP Introductory workshops have the same start date but are only one week in duration.

Request deadline: 5 weeks before the workshop commences.

Enrolment deadline: 3 weeks before the workshop commences.

When will my workshop be confirmed?

You will receive a receipt of request email from your assigned Point of Contact (POC) once your submission is approved. The approval process typically takes between 2 and 5 business days.

How will I know that I have submitted my request successfully?

You will receive an automatic response as soon as the request is submitted.

What are the completion criteria?

There are different completion requirements for Category 1, 2 and 3 workshops compared to Introductory workshops. Please ensure that you understand the completion requirements that are relevant for your workshop. Details of the completion criteria can be found [here](#).

How can we register participants? Once registered – can we make changes to the participant information?

You will receive a registration link once the application request has been processed by the IB. Changes can be made in the registration system before the registration closing date.

What if I need to change any participant details after the enrolment deadline?

There are no changes permitted after the enrolment deadline. We strongly advise schools and those registering participants to double check all details are correct before the deadline.

Carefully check the following details: Name of the workshop, participant name and email address. Please note that the email address will be used to create the online learning platform login details. Therefore, it is essential that a correct email address is provided.

When will the participants receive their learning platform login details?

The participants will receive an e-mail with the login details to our learning platform at least a week before the workshop begins.

What is the cost?

Requested Online Single and Multi-School Workshops (Fee for each participant)	USD \$270
One Week Requested Online Introductory Workshops (Fee for each participant)	USD\$75 One Week Requested Online Events with <51 participants
	USD\$60 One Week Requested Online Events with > 51 participants

How will I be billed?

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. Events with multiple payers cannot make payment via credit card. All invoices must be paid within 30 days of receipt.

Payment by credit card payment is not accepted.

What if I need an invoice quicker because of my school's or district's payment policies?

Write to local PD at iba.conferencedept@ibo.org (Americas) or ibaemevents@ibo.org (Africa, Europe, Middle East) and a link will be sent.

What is the cancellation and refund policy?

Details of our cancellation and refund policy can be found [here](#).

Additional important information about Online Workshops

Detailed information on requested online workshops can be found [here](#).