

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 authorization journey. With multiple delivery modes available, IB professional development offers flexibility, affordability, and opportunities for collaboration across school communities.

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 an access to 'MySchool' to request a workshop.

What are the options for school requested professional development?

Our two models:

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 or greatly reducing travel costs.

Multi-school

Multi-school events are on-demand training events that consist of one or more workshops organized to meet the professional development needs of two or more schools located within the same region. Multi-school events are designed to address training needs that cannot otherwise be met through existing events organized by the IB or its approved providers, and to provide collaboration and networking opportunities for educators.

Requested workshop delivery modes:

Face-to-face

Face-to-face workshops are delivered in person to an individual school or school cohort. They are hosted on a school's premises or suitable venue chosen by the requesting or "host" school and are organized collaboratively with IB coordinators.

Online by Request

Online by request workshops provide educators from the same school or group of schools with an exclusive online workshop offering for their own staff. These workshops delivered to one school cohort allow closer interaction with online facilitators and therefore offer a more personalised experience.

Virtual

Virtual workshops allow schools to engage in synchronous learning through a dedicated online platform or ‘virtual classroom’, without the need to attend training at a school facility. Within the virtual classroom, participants engage with the same content and achieve the same learning outcomes as our face-to-face events, in a format optimised for virtual delivery.

What workshops are available?

[Any workshop title offered through the IB](#) can be requested as a single school or multi-school workshop, although some titles may be available as either face-to-face/virtual or online options only.

Workshops are available in any of the IB’s three official languages (English, French or Spanish) for online, face-to-face and virtual workshops.

We can also offer many of our workshop titles in other languages. If it is not possible to deliver a workshop in the preferred language, schools may need to hire and pay for a local translator. Please note that only one language of delivery is possible per workshop iteration.

For workshops delivered in these additional languages, not all provided materials will be translated and may be in English.

Delivery of all training is subject to Workshop Leader or Online Facilitator availability.

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.

How do I request a workshop or event? *

You can submit a request for a professional development 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 within the same event.

Please refer to our step-by-step guide for further assistance with the requesting process.

**While recognising the vital role associations, chapters and other organizations play in serving their school communities, the IB must work directly with schools in the organization and delivery of single school and multi-school events.*

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

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 delivery, there is an **8-week** request deadline.

Online by request workshops are delivered during pre-scheduled sessions throughout the year, 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, we have identified some countries with stringent visa requirements or logistical challenges which may cause delays in the delivery of a face-to-face event: Democratic Republic of the Congo, Kuwait, Mozambique, Nigeria, Oman, Qatar, Russia, Saudi Arabia.*

How many participants are needed to run a workshop?

Both single school and multi-school events require a minimum of seven 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.

Where will my workshop take place?

Face-to-face

All face-to-face workshops are held at a venue chosen by the requesting or 'host' school. Workshops are most commonly delivered on a school's own premises or different campuses within the school community. External venues can also be used at the school's expense, subject to suitability and approval from the IB.

As there are greater logistical challenges in hosting a face-to-face workshop, there are additional responsibilities for schools to consider before submitting a request:

- Workshop Leader and Field Representative support (including any necessary supporting documentation)
- Provision of catering for the duration of the event
- Provision of stationery, event signage, name badges and other workshop materials
- Provision of limited on-site printing/copying for Workshop Leaders and Field Representatives
- A suitable venue with appropriately sized rooms for workshops
- A suitable room for the pre-event faculty meeting

Virtual

Virtual workshops are delivered through the online platform BigBlueButton. Participants are able to access the platform remotely from their personal computers and engage in sessions regardless of their physical location.

Online

Online workshops are primarily asynchronous, with learning modules hosted on the Moodle e-learning platform and accessible remotely via participants' personal computers. Some online workshops also include a synchronous call hosted on BigBlueButton, arranged with online facilitators during the course.

Who will conduct my workshop?

Workshop Leaders

Both face-to-face and virtual workshops are facilitated by educators who are approved to lead workshops through the IB educator network (IBEN). These are called Workshop Leaders.

The IBEN team is responsible for assigning Workshop Leaders and has final say on all staffing. A host school is welcome to provide Workshop Leader recommendations for consideration and IBEN will attempt to carry out these requests where possible, but they are not guaranteed. *

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

Field Representatives

If your face-to-face or virtual event has five or more workshops a Field Representative will be provided. The Field Representative is automatically assigned by IBEN and provides additional support

and quality assurance oversight. Whenever a Field Representative is assigned to an event, their costs are covered by the IB.

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 by Request workshops.

What is the schedule of training?

Face-to-face

Face-to-face workshops consist of **15 hours instruction** over **2 consecutive days**. Please refer to the sample 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' (single school only) and 'Extended Essay in Focus: A one-day intensive'.

Virtual

Virtual classroom workshops consist of **12 hours instruction** over **two consecutive days**, with an additional **independent work assignment**.

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.

We strongly advise schools and those registering participants to double check all details are correct before the registration deadline **22 days before delivery**. If changes are required after the registration deadline, please email your point of contact on the IB Professional Development team.

What are the requirements for completion?

Face-to-face & 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 encouraged 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 our different delivery modes:

Standard timetable	Single school: face-to-face:	Multi-school (host school): face-to-face:	Multi-school (participating schools)	Requested Online	Virtual
EUR	€299	€399	€429		€2500 flat fee*
GBP	£261	£349	£375		£2255 flat fee*
CHF	Fr303	Fr416	Fr450		Fr2660
USD				\$3000 flat fee*	\$3000 flat fee*

One-day timetable	Face-to-face: Single school	Face-to-face: Multi-school (host school)	Face-to-face: Multi-school (participating schools)
EUR	€149	€199	€214
GBP	£142	£174	£187
CHF	Fr151	Fr208	Fr225

* 7-25 participants for Category 1-3 workshops. 7-50 participants for introductory workshops Only.

Costs covered by the IB for 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

What is the billing process?

IB interested schools with access to “MySchool” will receive a final invoice for all requested workshop types after the registration deadline has passed. All invoices must be paid within 30 days of receipt.

IB World schools and candidate schools with access to “MySchool” will receive a final invoice according to the following timelines. All invoices must be paid within 30 days of receipt.

Face-to-face requested and Blended requested workshops

A final invoice will be sent within two weeks of the event’s conclusion.

Virtual requested and Online By Request (OBR) workshops

A final invoice will be sent after the registration deadline has passed.

Cancellation policy

Registration cancellations received up to 22 days prior to the first day of the workshop will receive a full refund. The school or group of schools will receive a credit to their account for all paid registrations, which can be used toward other IB invoices or workshops.

If the school or group of schools cancels a workshop after a workshop has been confirmed, the school or group of schools will be responsible for all costs incurred by the IBO. Costs incurred may include fees related to: Travel and Hotel Accommodations, including all applicable taxes. Costs incurred will be based on the circumstances surrounding 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 low enrollment or unforeseen circumstances. We will make every effort to give participants as much advance notice as possible of any changes to their enrollment. In the unlikely event that the IB must cancel a workshop, we will refund any paid registration fees to your school account, which can be used toward other IB invoices or workshops. Credit card payments will be refunded to the card used at time of registration.

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.