

Additional considerations for in-school workshops

For candidate and IB World Schools in Latin America

This document is relevant for schools located in Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Dominican Republic, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay, and Venezuela

Requesting an in-school workshop

Schools that have submitted an Application for candidacy or are candidate schools or authorized IB World Schools may [request workshops through the IB information system \(IBIS\)](#).

Up to two schools may collaborate during in-school workshops.

Available workshops

Schools may select from the workshop titles available on the request form in IBIS.

Workshop duration and schedule

In school workshops are either two and a half days or in some cases, two days with an additional online learning component. All workshops include 15 hours of instruction. The IB provides a sample workshop schedule which may be modified as needed by the host school.

The IB cannot accept changes to the workshop agenda that prevent the workshop leaders from delivering ten 90-minute learning sessions (with two 15-minute breaks) during a two-and-a-half-day event or eight 90-minute learning sessions (with two 15-minute breaks) during a two-day blended event.

Participant minimums and cost

Schools must pay a fee of USD 310 per participant. In addition, schools must provide leaders with ground transportation (between the hotel and school during the workshop) and lunch and refreshments during the workshop. The IB will cover the costs of leaders' flights and accommodations.

All In-school workshops require a minimum of 10 participants. The IB will confirm one leader for all workshops with 10-25 participants and two leaders for all workshops with 26-36 participants.

Certificates of attendance

Participants that attend all 15 hours of training are eligible to receive a certificate of participation.

Following the workshop, all participants will complete an online survey to evaluate the workshop experience. When the surveys have been completed and payment is received, the certificates will be available for the coordinator to print and distribute to each participant.

Workshop payment

Invoices are sent to the billing contact after the conclusion of the event. Upon receipt of the invoice, schools must submit payment within 30 days.