

IB Americas 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 access to “MySchool” to request a workshop.

What are the options for requested professional development?

Our two models:

Single school

Single school workshops deliver requested IB workshops organized to meet one school’s professional development needs. These workshops 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 workshops deliver requested IB workshops organized to meet the professional development needs of two or more schools located within the same region. These workshops support groups of schools in meeting authorization and evaluation requirements and provide a collaborative environment for teachers and staff, while eliminating or greatly reducing travel costs.

Requested workshop delivery modes:

Face-to-face

Face-to-face requested workshops consist of fifteen hours of instruction delivered in person to educators from the same school or group of schools over two and a half consecutive days. They are hosted on a school's premises or suitable venue chosen by the requestor and are organized collaboratively with IB coordinators.

Blended

Blended requested workshops consist of 12 hours of instruction across two consecutive days, with an additional independent learning assignment. This assignment must be completed within seven days **after the** face-to-face component of the workshop.

Online

Online By Request (OBR) workshops provide educators from the same school or group of schools with a facilitated, asynchronous online workshop over four weeks. These workshops allow closer interaction with online facilitators and a more personalised online learning experience.

Virtual

Virtual requested workshops allow schools or groups of schools to engage in primarily synchronous learning through a dedicated online platform or 'virtual classroom' over the course of two days, 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/blended/virtual or online options only.

Workshops are available in any of the IB's three official languages (English, French or Spanish).

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.
- There are also two Introductory category workshops: 'Developing the MYP' and 'Developing the CP'.

How do I request a workshop or event? *

You request professional development workshops through our dedicated requestor portal, accessible via the "My School" section of My IB.

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

**IB Associations and Ministries of Education must work directly with schools in the organization and delivery of single school and multi-school events. Only IB programme coordinators and Heads of School can request a professional development workshop through the requestor portal.*

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

We ask that schools submit any requests for IB professional development as early as possible.

Face-to-face requested & Blended requested workshops

Requests for face-to-face and blended requested workshops must be received via the Requestor Portal at least **12 weeks** prior to the preferred start date.

Virtual requested workshops

Requests for Virtual requested workshops must be received via the Requestor Portal at least **8 weeks** prior to the preferred start date.

Online By Request (OBR)

Online By Request (OBR) 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.

Note: Any contracts that require a signature from an IB representative, as well as any requests associated with insurance certifications and vendor registration requests must be submitted to the IB at least 90 days prior to the planned start date.

How many participants are needed to run a workshop?

Both single school and multi-school workshops require a minimum of seven participants. There is a maximum of 25 participants per Workshop Leader, above which we will suggest either a second iteration of the workshop or invite a second leader to co-lead the workshop. This also applies to all online workshops by request.

Note: The Introductory 'Developing the MYP' and 'Developing the CP' workshops are the only workshops that have different workshop participant maximums. For these Introductory workshops, there is a maximum of 50 participants per Workshop Leader, above which we will offer a second workshop iteration or assign a co-leader.

Where will my workshop take place?

Face-to-face requested & Blended requested workshops

All face-to-face and blended requested workshops are held at a venue chosen by the requestor. Workshops are most commonly delivered on a school's own premises.

Because there are more planning and delivery logistics associated with hosting a face-to-face requested or blended requested workshop, there are additional responsibilities for schools to consider before submitting a request:

- Workshop Leader and Field Representative support on-site
- Provision of catering for the duration of the event for Workshop Leaders and Field Representatives (highly recommended for participants as well)
- 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

Note: A portion of blended workshops takes place remotely, during which time the participant completes an independent learning assignment that must be submitted within seven days of the conclusion of the face-to-face component of the workshop.

Virtual requested workshops

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

Online By Request (OBR)

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

Who will conduct my workshop?

Workshop Leaders

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

Our IB Educator Network (IBEN) team is responsible for assigning Workshop Leaders. A school may request a workshop leader and, while the IB will take into consideration these requests, they cannot be guaranteed.

Field Representatives

If your face-to-face or virtual requested 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 (OBR) workshops.

Workshop Schedule

Face-to-face requested workshops

Face-to-face requested workshops consist of **fifteen hours** of instruction across **two and a half consecutive days** according to the schedule below.

Blended requested workshops

Blended requested workshops consist of **12 hours** of instruction across **two consecutive days** according to the schedule below, with an **additional independent/remote learning assignment**. This assignment

must be completed and submitted within seven days **after the** face-to-face component of the workshop (Day 2).

| | |
|---------------|---------------------------------|
| Day 1 | |
| 8:00-8:30 | Registration |
| 8:30-10:00 | Workshop Begins (Session 1) |
| 10:00-10:15 | <i>Break</i> |
| 10:15-11:45 | Training Continued (Session 2) |
| 11:45-12:45 | <i>Lunch</i> |
| 12:45-2:15 | Training Continued (Session 3) |
| 2:15-2:30 | <i>Break</i> |
| 2:30-4:00 | Training Continued (Session 4) |
| Day 2 | |
| 8:30-10:00 | Training Continued (Session 5) |
| 10:00-10:15 | <i>Break</i> |
| 10:15-11:45 | Training Continued (Session 6) |
| 11:45-12:45 | <i>Lunch</i> |
| 12:45-2:15 | Training Continued (Session 7) |
| 2:15-2:30 | <i>Break</i> |
| 2:30-4:00 | Training Continued (Session 8) |
| Day 3* | |
| 8:30-10:00 | Training Continued (Session 9) |
| 10:00-10:15 | <i>Break</i> |
| 10:15-11:45 | Training Concludes (Session 10) |

**If 2-day blended workshop, disregard Day 3*

Note: There is a reduced timetable consisting of six hours of face-to-face or virtual instruction for the Introductory workshops ‘Developing the MYP’ and ‘Developing the CP’ (single school only).

Virtual requested workshops

Virtual requested workshops consist of **12 hours mandatory instruction** over **two consecutive days**, with an additional **independent learning assignment**.

Note: There is a reduced timetable consisting of six hours of virtual instruction for the Introductory workshops 'Developing the MYP' and 'Developing the CP' (single school only).

Online By Request (OBR) workshops

Online By Request (OBR) 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.

Note: There is a reduced timetable consisting of six hours of online instruction across one week for the Introductory workshops 'Developing the MYP' and 'Developing the CP' (single school only).

How do I register participants?

You will receive a registration link from your IB designated point of contact once your request has been processed. Additional instructions on how to amend any registration details or make substitutions will also be provided.

We strongly advise schools and those registering participants to double check all details are correct before the registration deadline

- The registration deadline for **Blended** requested workshops and **Online By Request (OBR)** workshops is **22 days before the workshop start date**.
 - Registration changes for these workshop models cannot be made after the registration deadline.
- The registration deadline for **Face-to-face** requested workshops and **Virtual** requested workshops is **15 days before the workshop start date**.
 - 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 requested & Virtual requested workshops

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

Blended requested workshops

In order to fulfil the criteria for completion, participants must attend all workshop sessions, and submit an independent learning assignment within seven days of the conclusion of the face-to-face portion of the workshop, as confirmed by attendance lists submitted to the IB post-event.

Online By Request (OBR) workshops

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?

| Region | Single school Introductory workshop (1-day face-to-face requested) | Single school (face-to-face/blended requested) | Multi-school (face-to-face/blended requested) | Single school or Multi-school (Online By Request) All workshops, including Introductory workshops | Single school or Multi-school (Virtual requested) All workshops, including Introductory workshops |
|--------|---|---|--|--|--|
| NA | USD \$3,000* (7-50 participants) USD \$6,000* (51-100 participants) USD \$9,000* (101-150 participants) | USD \$550 per participant (Workshop participant minimum = 7) | USD \$595 per participant (7-149 participants) USD \$585 per participant (events of 150+ participants) | USD \$3,000** per workshop (7-25 participants for normal workshops and 7-50 participants for introductory workshops)*** | USD \$3,000** per workshop (7-25 participants for normal workshops and 7-50 participants for introductory workshops)*** |
| LA | USD \$2,500* (7-50 participants) USD \$5,000* (51-100 participants) | USD \$310 per participant (Workshop participant minimum = 7) | USD \$365 per participant (Workshop participant minimum = 7) | USD \$3,000** per workshop (7-25 participants for normal workshops and 7-50 participants for introductory workshops)*** | USD \$3,000** per workshop (7-25 participants for normal workshops and 7-50 participants for introductory workshops)*** |

**For introductory workshops only, price doubles if 2-day delivery is selected*

***Pricing valid through the end of June 2021.*

****Additional workshops will be scheduled for schools/districts that need to train more than 25 participants (regular workshops), or 50 participants (introductory workshops).*

Note: applicable taxes will be applied for events taking place in Canada.

Additional costs to be covered by the requestor (where applicable):

- Transportation costs for Workshop Leaders and Field Representatives between the host school and hotel
- Catering costs for participants, workshop leaders, and Field Representative
- Stationery and other necessary workshop materials
- Limited on-site printing/copying for Workshop Leaders and Field Representatives

Costs covered by the IB:

- Air travel costs for Workshop Leaders and Field Representatives
- Transportation costs for Workshop Leaders and Field Representatives between the airport and hotel
- Accommodation for Workshop Leaders and Field Representatives
- Workshop Leader and Field Representative honorarium
- Food and beverage 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

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. Any additional costs incurred will be based on the circumstances surrounding the cancellation.

The IB reserves the right to cancel a workshop due to low enrollment or unforeseen circumstances. 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?

Click [here](#) to access our Virtual requested workshop FAQs.

Click [here](#) to access our Online By Request (OBR) workshop FAQs.

If you would like to speak to a member of the professional development delivery team, email us directly at iba.pd@ibo.org.