



International Baccalaureate®
Baccalauréat International
Bachillerato Internacional

REGIONAL WORKSHOPS: HOST SCHOOL GUIDELINES

Diploma, Middle Years and Primary Years Programmes

INTRODUCTION

Dear Head of School and IB Coordinator:

Thank you for generously offering to host an IB Regional Professional Development workshop. As a leader in professional development, IB encourages a culture of lifelong learning and continuous improvement. This is not only for the benefit of professional and personal growth but to also help improve the learning experiences and outcomes for all our students.

IB offers a three-tiered workshop structure, with each category having distinctive goals and objectives to cater to educators with a range of IB experiences. Teachers and administrators are encouraged to pursue desired pathways and build up their own professional development portfolios. These will be transferable to all schools in the IB community worldwide.

We appreciate your generosity, and hope that your school will benefit from this unique opportunity to host an IB event and collaborate with IB educators from around the Americas region and the world. Thank you for your continued dedication to the IB and for your contributions toward making an IB education accessible to schools and students throughout this exciting and diverse region.

International Baccalaureate – Americas Region
Professional Development Department

GLOSSARY OF TERMS

Workshop Event (or Event)	A professional development conference, spanning two and a half days consisting of several individual workshops. 2017 PYP, MYP and DP workshops: 15 hours, over 2.5 days
Workshop	The individual subject sessions, making up a workshop event (ex. MYP Sciences: Implementing the MYP Curriculum Category 1, DP Language A: Literature Category 2 in Spanish).
Workshop Leader	A member of the IB Educator Network, contracted to lead workshops.
Field Representative	A member of the IB Educator Network, contracted to serve as the official, on-site IB representative, observing workshops, and maintaining quality assurance.
Conference Coordinator	A member of the IB Americas staff, serving as the primary point of contact for host schools. The conference coordinator will attend the workshop event.

RESPONSIBILITIES OF IB AMERICAS OFFICE

1. Assign a conference coordinator for the workshop event to liaise with the host school.
2. Advertise the event on the IB events website.
3. Manage registrations of event participants and collection of registration fees
4. Approve and pay the lunch and break invoice(s)
5. Provide the following information to the host school:
 - a) Location and number of workshop leaders for transport;
 - b) A list of equipment and materials required for each workshop.
 - c) A workshop schedule for this event.
 - d) List of participants per workshop
6. Pay all workshop leader and field representative accommodations, fees, travel, transportation to and from airport, and other expenses.

RESPONSIBILITIES OF THE HOST SCHOOL

Host schools will be allotted two free seats per workshop at their workshop event and only be charged at cost for F&B, in exchange for meeting the responsibilities below.

Participants must be registered no later than 30 days prior to the event's start date.

1. Complete and return the Host School Application.
2. Provide the following facilities and materials for the duration of the event:
 - a) A centrally located information desk, staffed for the duration of the event to assist participants and workshop leaders.
 - b) A large room/space for the opening plenary session, with a laptop, projector, (2) microphones and speakers, to accommodate all participants, IB staff and workshop leaders. The room should have blinds or curtains to darken the room.
 - c) Classrooms to accommodate:
 - i. PYP workshops for up to 36 participants.
 - ii. MYP/DP workshops for up to 30 participants.
 - iii. There must be enough space for the tables to be moved into different group settings.
 - d) Power strips and extension cords for participant devices.
 - e) An internet infrastructure that supports connection to the internet for approximately 200 participants at the same time.
 - f) Clearly identified refreshment areas, workshop classrooms, and restrooms.
 - g) An office or classroom with internet connection for IB staff, within close proximity to the workshop classrooms.
3. Supplies for all PYP, MYP and DP workshops:
 - a) Speakers for computer;
 - b) Projector or Smartboard for PowerPoint presentations;
 - c) Access to power outlets (via power strips) for workshop participants;
 - d) Flip-chart paper and felt pens of different colors;
 - e) Four packs of Post-its (7x7cm or similar);
 - f) Additional supplies for PYP workshops only:
 - i. Six reams/blocks of white paper;
 - ii. Masking tape and/or drawing pins;
 - iii. One piece of colored construction paper per participant;
 - iv. Half liter glue for every two participants;
 - v. One pair of scissors per participant;

- vi. One ball of string per workshop;
- vii. One roll of masking tape per workshop;
- viii. Newspapers (to cover tables).

4. Accommodations for MYP and DP Science workshops:

- a) Science workshops are typically split between a classroom, and a science lab with standard equipment/facilities;

5. Supplies for PYP, MYP and DP Visual Art workshops:

- a) Construction paper;

6. Support staff:

- a) Ensure that the school is opened 60 minutes prior to daily event schedule;
- b) Support staff will be responsible for closing the school after the daily event schedule;
- c) School will provide a technician to supervise the equipment and provide technical support to workshop leaders for the duration of the workshop event.

7. Materials for the participants:

- a) The host school will create name badges for each participant, to include:
 - i. Name of the workshop s/he is attending;
 - ii. Full name of participant;
 - iii. School name;
 - iv. Country of residence.

8. Materials for the workshop leaders:

- a) The host school will create name badges for each leader, to include:
 - i. Name of the workshop s/he is leading;
 - ii. Full name of workshop leader.
- b) The host school agrees to photocopy workbooks and/or materials requested by IB Americas:
 - i. The conference coordinator will electronically send the host school all workbooks and materials three weeks prior to the event, with any specific printing requests;
- c) Size of workbooks:
 - i. All materials have been formatted to Letter and A4 size.
 - ii. Please let IB Americas know which size is available in your country as soon as possible.
- d) The IB world school logo is the only approved IB logo that may be used for this workshop event;
- e) In order to discourage last-minute printing, all costs for additional, onsite printing requests will be assumed by the individual requesting them (ex. workshop leaders).

9. Workshop schedule, meals and breaks

- a) Workshop events will commence with a 30-minute plenary session for all participants;
- b) Every workshop will include four 90-minute sessions the first two days and two the third day, with a break in between sessions;
- c) The host school agrees to work in collaboration with the IB to organize lunches and breaks during the workshops, taking the following points into account:
 - i. The host school is to obtain quotes using the provided requirements and in collaboration with the conference coordinator select a vendor for catering the event.
 - ii. Assist with the contracting process and on-going communication with caterer.
 - iii. The host school is to serve as the local contact and organize on-site logistics with the selected catering vendor.
 - iv. The host school will assist in any final close out of the agreement with the catering vendor.

10. Transportation for workshop leaders

- a) The host school will provide roundtrip transportation for the workshop leaders and field representatives between the leaders' hotel or home and workshop venue. Workshop leaders and field representatives must arrive at the event venue prior to participants to set up for their workshop.
- a) It is not required for the host school to provide transportation for participants.

11. Emergency contact:

- a) The host school must provide IB Americas with the name and telephone number of a person who may be contacted during an emergency.

12. Host school security measures:

- a) The host school will notify IB Americas if the school requires visitors to have an ID card to enter the school.

13. Other activities:

- a) All activities for the participants and/or workshop leaders outside of the workshop schedule should be submitted to IB Americas for approval.

Thank you for your interest in hosting a Workshop Event.

Please complete and submit the Host School Application on the next page.

HOST SCHOOL APPLICATION

Host School Contact

Position

Name of School IBIS Code

School website

Email Phone Number

School Address

Is this where the workshop event will take place? **Yes** **No**
 If no, please indicate the address for the workshop event

Closest **international** airport

Distance from the closest **international** airport to workshop event location

Please indicate the closest national/regional airport

Distance from the closest airport to workshop event location

Please indicate the number of classrooms available for workshops by listing capacity:

Classrooms	Capacity	Classrooms	Capacity
Classroom #1		Classroom #8	
Classroom #2		Classroom #9	
Classroom #3		Classroom #10	
Classroom #4		Classroom #11	
Classroom #5		Classroom #12	
Classroom #6		Classroom #13	
Classroom #7		Classroom #14	

Do have an indoor space for the plenary session? **Yes** **No**

What is the maximum capacity for the plenary session?

Do have an indoor space for the meals? **Yes** **No**

What is the maximum capacity for the meal space?

Hotel Recommendations:

Hotel Name	Contact Information/website	Estimated Rate	Breakfast included?	Distance to Airport	Distance to Venue
1.					
2.					
3.					

Three proposed dates for workshop event
1.
2.
3.

Which workshop programme(s) would you like to have hosted at your school? PYP MYP DP

Workshop(s) requested*		
Programme	Category	Title

*These requests will be taken into consideration during scheduling, however there is no guarantee or commitment that these workshops will be offered at the event.

As a host school applicant, we have read, and agree to comply with, all items outlined in the **Guidelines for Host Schools**.

Signature _____ Date _____

Please return this form to IB Americas Professional Development Department

Fax: +1 301 202 3003

Email: IBA.PD@ibo.org

Thank you for your support of the IB!

Exhibitor Terms & Guidelines

Host School Workshop Exhibitors

Host schools have the opportunity to host exhibitors at their International Baccalaureate (IB) professional development events. Exhibitors provide a great opportunity for IB teachers, coordinators, and heads of school to view the latest educational materials and resources.

Exhibitor Guidelines:

If Host schools consider offering exhibit opportunities, they are solely responsible for all matters related to exhibits, including but not limited to:

1. Soliciting and securing companies and organizations for exhibits.
2. Providing space and tables for exhibits.
3. Food & Beverage needs as it relates to exhibitors.
4. Exhibitor pricing (if applicable).

The host school's acceptance of an exhibitor does not imply an endorsement of the exhibiting organization, their products or services by the International Baccalaureate (IB).

Host schools should consider exhibitors using the following criteria:

1. Exhibitors' legal status is documented.
2. Exhibitors' mission supports/is aligned with the IB mission.
3. Exhibitors' products and services are in character with the IB mission. Nonprofessional products and services should not be permitted.
4. Exhibitor or exhibit space does not express controversial political, social or professional issues.
5. Exhibitors that do not use the IB's name, copyright materials, logos or other intellectual property.

Host schools should keep in mind the following prior to soliciting exhibitors:

1. Exhibitors should not attend professional development workshops or advertise their materials within workshops.
2. Exhibitors should refrain from moving from their designated exhibit table.
3. Exhibitors will have the opportunity to introduce themselves during the welcome session.

To provide further guidance regarding having exhibits at your IB professional development event, we have created an exhibit guide which provides details on how to select the best exhibit space and other logistical details which can be provided upon request.