FAQs for Requested Virtual Delivery

Introduction to requested virtual delivery
Available for both single and multi-school workshops, virtual delivery allows schools to engage in synchronous learning through a dedicated online platform Big Blue Button, without the need to attend training at a school facility.

Within this virtual platform, participants engage with the same content and achieve the same learning outcomes as our face-to-face events, led by an approved IB Workshop Leader in a format optimised for virtual delivery.

How do I request a workshop for virtual delivery?
You can submit a request through our dedicated requestor portal, accessible in MySchool via MyIB.

What is and what isn’t virtual delivery?
Requested IB virtual workshops consist of 12 hours instruction over two consecutive days, with an additional independent work assignment.

Participants are provided with exclusive access to the BigBlueButton platform for the duration of the workshop and engage individually from their personal computers.

Virtual delivery does not include:
- A face-to-face workshop with some participants joining virtually
- All participants gathered in one room or at one screen with a workshop leader joining virtually
- Participants from one school attending face-to-face, with participants from other schools attending virtually
- Having the workshop delivered partly face-to-face, partly online

What is the request deadline and registration deadline?
Schools must submit their request for a virtual workshop via the requestor portal at least eight weeks before the desired workshop start date. Requests submitted after this date may be subject to delays and may not be approved.

All requested professional development workshops adhere to a registration deadline of 22 days before the workshop start date.

I have a face-to-face or online workshop scheduled, but I’d like to switch to virtual delivery. What are my options?
If you’d like to change the delivery mode of a currently scheduled workshop to virtual, you will need to request a cancellation and reschedule your event. Please get in touch with your PD representative to discuss your options.

What are the completion criteria?
To fulfil the criteria for completion, participants must attend all sessions of the workshop, as confirmed by attendance lists submitted to the IB post-event.
How do I register participants?
You will receive a registration link once your request has been processed by the IB.
What if I need to change any participant details?
These types of changes can be made in our registration system. Additional instructions will be provided in your acknowledgment email.

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

Carefully check the following details: Name of the workshop, participant name and email address. Please note that workshop information will be emailed to school coordinators and participants, as well as the assigned workshop leader. Therefore, it is essential that a correct email address is provided.

What if there are technical issues during my workshop?
Schools must provide IT support to participants during the delivery of virtual workshops. The IB and workshop leaders are unable to provide IT support and we recommend that you assign a member of your staff to be on call if any issues arise. Please refer to our Global Terms & Conditions for further information.

What is the cost?
All virtual workshops are currently offered at a flat rate for any number of participants between 7-25. If you need more than 25 places, this will have to be requested as a new workshop. Please see below for detailed pricing information:

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<thead>
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<th>USD</th>
<th>SGD</th>
<th>EUR</th>
<th>GBP</th>
<th>CHF</th>
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<td>$3,000</td>
<td>$4,000</td>
<td>€2,500</td>
<td>£2,255</td>
<td>Fr2660</td>
</tr>
</tbody>
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How will I be billed?
You will receive an invoice after event completion.

What if I need an invoice more quickly because of my school’s or district’s payment policies?
If you have any questions regarding invoices, please submit a query to support@ibo.org.

What is the cancellation and refund 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. For the full PD cancellation policy, please read our Global Terms and Conditions.

Additional information on virtual delivery
For more detailed information on requested professional development, including virtual delivery, please visit the website: https://www.ibo.org/professional-development/