

FAQS FOR ONLINE WORKSHOPS BY REQUEST (OBR)

Wherever you are in the world, your staff can participate in an online workshop for a high-quality learning experience with the same teaching concepts that you would explore in a face-to-face workshop. Participation in our cost-effective online workshops will also contribute to a school's authorization or evaluation process to become an IB World School.

Schools, districts, Ministries of Education, and IB Associations that would like to request training for seven or more participants per workshop have the option to apply for an **Online Workshop by Request (OBR)**, delivered exclusively to staff from one school or group of schools.

What is an Online workshop by request (OBR)?

This delivery model allows a school, district, Ministry of Education, or IB Association to run an online workshop as a closed group, commonly referred to as a 'single school' or 'multi-school' workshop.

Participants will engage in asynchronous, facilitated instruction over a four-week time period. Guidance on how to engage and time spent to complete various learning activities will be provided to participants by the online workshop's facilitator. Please note that Developing the MYP and Developing the CP Introductory workshops take place over a one-week time period.

How do I apply for an Online workshop by request (OBR)?

Schools will be required to login to MyIB, select the Workshop Request tab and click on the New Event button to submit a workshop request. Click [here](#) for step-by-step instructions on how to request a workshop via the requestor portal.

What workshops are offered in the online/OBR format?

Not all workshops are available in this delivery model. Please review the IB catalogue before making your request to ensure that your chosen workshop is offered in this format (checking the online symbol next to the workshop title), or your request will be turned down.

Please note that online workshops are offered in English, Spanish and French. The only workshops offered outside of our three official languages are:

- **Chinese:** Theory of Knowledge (Cat 1), Making the PYP Happen, Chinese A Literature (Cat 1)
- **Turkish:** Making the PYP Happen

What is the schedule, request deadline, and enrolment deadline?

Schedule: All workshops commence the first Wednesday of every month, following the same schedule as our open online workshops. Developing the MYP and Developing the CP Introductory workshops have the same start date but are only one week in duration.

Request deadline: 5 weeks before the workshop commences.

Enrolment deadline: 3 weeks before the workshop commences.

When will my workshop be confirmed?

You will receive a receipt of request email from your assigned Point of Contact (POC) once your submission is approved. The approval process typically takes between 2 and 5 business days.

How will I know that I have submitted my request successfully?

You will receive an automatic response as soon as the request is submitted.

What are the completion criteria?

<https://ibo.org/professional-development/workshop-delivery-options/workshops-at-scheduled-events/online-workshops/completion-requirements>

How can we register participants? Once registered – can we make changes to the participant information?

You will receive a registration link once the application request has been processed by the IB. Changes can be made in the registration system before the registration closing date.

What if I need to change any participant details after the enrolment deadline?

There are no changes permitted after the enrolment deadline. We strongly advise schools and those registering participants to double check all details are correct before the deadline.

Carefully check the following details: Name of the workshop, participant name and email address. Please note that the email address will be used to create the online learning platform login details. Therefore, it is essential that a correct email address is provided.

When will the participants receive their learning platform login details?

The participants will receive an e-mail with the login details to our learning platform at least a week before the workshop begins.

What is the cost?

All workshops (except Developing the MYP and Developing the CP): Flat rate of **\$3,000 USD** 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.

Developing the MYP and CP Introductory (required training for all MYP and CP staff/faculty). If you need more than 50 places, this will have to be requested as a new workshop.

- Flat rate of **\$3,000 USD** for any number of participants between 7-50.
- Flat rate of **\$6,000 USD** for any number of participants between 51-100.
- Flat rate of **\$9,000 USD** for any number of participants between 101-150.

How will I be billed?

An invoice will be sent after the registration deadline has passed (before the workshop commences) for all events that will be paid for by one billing entity.

An invoice will be sent after the workshop concludes for all events that will be paid for by multiple billing entities. Payment by credit card is not accepted for events paid for by multiple billing entities.

What if I need an invoice quicker because of my school's or district's payment policies?

Write to local PD at iba.conferencedept@ibo.org (Americas) or ibaemevents@ibo.org (Africa, Europe, Middle East) and a link will be sent.

What is the cancellation and refund policy?

<https://www.ibo.org/globalassets/professional-development/terms-and-conditions/requested-pd-global-regional-terms-and-conditions-en.pdf>

Additional important information about Online Workshops

<https://ibo.org/professional-development/workshop-delivery-options/request-a-workshop/request-an-online-workshop>