

Requested Professional Development Terms & Conditions

Global Terms & Conditions for Requested Professional Development

These Terms & Conditions apply across IB regions to all requested workshop types.

Who can submit a request?

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. IB Associations and IB Groups of Schools that support IB World Schools, candidate or interested schools can also request a workshop.

Professional Development Models

Single school

Requested IB training events that consist of one or more workshops organized to meet one school’s professional development needs. These events support schools in meeting authorization and evaluation requirements and provide a collaborative environment for teachers and staff.

Multi-school

Requested IB training events that consist of one or more workshops organized to meet the professional development needs of two or more schools located within close proximity to one another. Multi-school events are designed to address training needs that cannot otherwise be met through existing events organized by the IB or its approved providers, and to provide collaboration and networking opportunities for educators.

Delivery Modalities

Face-to-face

Application deadlines and approvals

Schools must submit a request to host a face-to-face workshop via the Requestor Portal at least 12 weeks before the desired workshop start date. Requests submitted after this date may be subject to delays and may not be approved.

Workshop schedules

All requested IB face-to-face workshops comprise a total of 15 hours of instruction over consecutive days. Please refer to your regional [Terms & Conditions](#) for specific information on face-to-face workshop schedules.

Participant Requirements

Both single and multi-school face-to-face events require a minimum of seven participants per workshop. There is a maximum of 25 participants per Workshop Leader, above which a second iteration may be suggested, or another leader invited to co-lead. Please refer to your regional Terms & Conditions for further information.

Certification

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

Online

Online delivery provides educators with the opportunity to experience the same learning outcomes as face-to-face workshops, but with added flexibility where participants do not need to take time out of school.

Requested online workshops provide educators with an exclusive offering for their own school. These workshops delivered to one school allow closer interaction with online facilitators and therefore offer a more personalised experience.

Application deadlines and approvals

Requested online workshops are delivered during pre-scheduled sessions throughout the year, occurring on the first Wednesday of each month.

Schools must submit their request for an online workshop via the Requestor Portal at least **five weeks** before the desired session start date.

Workshop schedules

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 Introductory workshop takes place over a one-week time period.

Participant Requirements

Requested online workshops require a minimum of 7 and a maximum of 25 participants per workshop. If more than 25 places are needed, this will have to be requested as a new workshop session.

Please note that the introductory workshop *Developing the MYP* allows a maximum of up to 50 participants per iteration.

Certification

Participants are encouraged to commit to at least four hours a week engaging with learning activities and must complete all relevant assignments to be eligible for a certificate.

For further information please visit the Online PD Completion Criteria page [here](#).

Virtual

Application deadlines and approvals

Authorized IB World 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.

Workshop schedules

Requested IB virtual workshops consist of 6 one-hour sessions of primarily synchronous engagement over 2 consecutive days with an independent work assignment to be completed between Day 1 and Day 2. Please note the following conditions:

- Days must be consecutive, with leaders allowed some flexibility in scheduling provided that mandatory instruction hours and workshop objectives are met.
- BigBlueButton is the only web-conferencing platform permitted for the delivery of a requested virtual event. Schools may not ask workshop leaders to use another school-based platform.
- Schools must provide IT support to its participants during the workshop. The IB and workshop leader will not be able to provide IT support.
- By applying for virtual delivery, the school is committing to ensuring that its registered participants have access to reliable internet access and IT support during the event. Redelivery or refunds will not be provided for IT issues experienced by the school or individual participants.

Participant Requirements

Requested virtual workshops require a minimum of 7 and a maximum of 25 participants per workshop. If more than 25 places are needed, this will have to be requested as a new workshop

Certification

In order 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.

Blended (Americas only)

Authorized IB World Schools, and candidate or interested schools that are registered with the IB and have access to “MySchool” may request blended IB Professional Development workshops.

Application deadlines and approvals

Schools must submit a request to host a blended workshop via the Requestor Portal at least 12 weeks before the desired workshop start date. Requests submitted after this date may be subject to delays and may not be approved.

Workshop schedules

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

Please refer to your regional [Terms & Conditions](#) for specific information on blended workshop schedules.

Participant Requirements

Both single and multi-school blended events require a minimum of seven participants per workshop.

There is a maximum of 25 participants per Workshop Leader, above which a second iteration may be suggested, or another leader invited to co-lead. Please refer to your regional Terms & Conditions for further information.

Certification

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

General IB Event Policies

What is the billing process?

IB World schools, candidate schools and interested 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.

A final invoice will be sent to single payers after the registration deadline has passed. A final invoice will be sent to multiple payers two weeks after the event’s conclusion. Payment by credit card is not accepted.

Cancellation 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.

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.

We recognize that many participants must travel to attend IB workshops. The IB expects registrants to make every reasonable effort to report to the workshop for which they are registered. Please be aware if the workshop is held, no refunds or credits will be issued for difficulties encountered in transit. Participants are encouraged to purchase a travel insurance plan designed to protect the traveler from losses that may result from sudden and unexpected conditions or events.

The IB reserves the right to cancel a workshop due to low enrollment or unforeseen circumstances. We will make every effort to give participants as much advance notice as possible of any changes to their enrollment. 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.

Audiovisual Recording Policy

The audio and/or videotaping of IB events is strictly prohibited. Anyone in breach of this policy may be asked to leave without refund of participation fees.

The International Baccalaureate sometimes requests a photographic, digital, video, or film record of its conferences, workshops and other events. Whenever it chooses to make such records it will only ever make use of them for its own legitimate business purposes.

By registering for and attending an IB event, participants are deemed to accept that they may be included in such a recording.

In the event that the participant becomes aware of his/her image being used in a way with which he/she is uncomfortable, he/she should make representations to the event organizers who will be able to contact the relevant IB department.

Safety Policy

Neither the IBO nor its directors, officers nor agents are responsible or liable for the safety and property of participants or their companions during the IB events or any excursions related thereto. Travelling to and from the IB events venue should take place under the participants' sole responsibility.

Participants are responsible and liable for their safety and property. Participants are advised to seek information on potential health and security risks for themselves and their companions at the workshops and to secure adequate insurance coverage.

Privacy Supplement

The IB is committed to protecting the privacy of your personal data and personally identifiable information ("Personal Data") when you register for an IB event in line with the IB Privacy Policy. This statement further explains how your Personal Data is collected, used, transferred and disclosed when you register for an IB event.

Registration for an IB event is done through the event management software service available through our website or through the direct link sent to you as part of an e-mail message from the IB.

Thus, we collect Personal Data from you when you voluntarily provide such information to the Registration Service. By using the Registration Service, you agree to provide complete and accurate Personal Data to the IB.

The Personal Data we collect and process depends on the type of IB event for which you register, but may include, without limitation, your name, address, email address, phone numbers, passport information, medical or other information regarding disabilities or other conditions requiring accommodations to access the IB event, information about your use of the Registration Services and communications from Registration Service. In some cases, the IB may collect financial information, such as bank details and credit card information, as well as travel information (including contact information for next of kin).

Your Personal Data is collected and processed for the following purposes:

- to register you for the particular IB event(s) you have chosen and process any required payments,
- to provide you with information relating to the particular IB event(s) for which you have registered,
- to conduct surveys about the particular event for which you have registered or the Registration Services;
- for promotional and marketing purposes in order to communicate with you about other IB events or topics that the IB believes would be of interest to you, and
- for other business-related functions and purposes compatible with registering for an IB event.

The Registration Service, is provided by a third-party and it is integrated with other business-related services provided to the IB by other companies (such client relationship management services, travel booking services and payment processing services). Accordingly, your Personal Data may be transferred to, and

further processed by, these third-party service providers in connection with their performance of such functions.

By submitting a request for a professional development workshop, you agree:

1. To the [IB Website Terms & Conditions](#)
2. To the [IB Privacy Policy](#)
3. That you are above the age of legal majority in your country of residence;
4. That you understand and consent to the IB's processing, use, transfer and disclosure of your Personal Data, including without limitation any sensitive Personal Data (as may be defined under the laws of your country of residence) as described in the IB Privacy Policy and Event Participation Privacy Supplement, including the transfer of your Personal Data to third parties and/or other countries.

[Regional Terms & Conditions](#)

Please use the link below to review your region-specific T&C:

[AM](#)

[AEM](#)

[AP](#)

AM Requested Workshop Terms and Conditions

Workshop Schedule

Face-to-face

Requested Face-to-face workshops consist of **fifteen hours** of instruction across **two and a half consecutive days**.

Blended

Requested Blended workshops consist of **12 hours** of instruction across **two consecutive days**, with an **additional independent learning assignment**. This assignment must be completed and submitted within seven days of the conclusion of the face-to-face component of the workshop (Day 2). Please refer to the sample agenda below.

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	
	Training Continued (Session 5)
8:30-10:00	
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 instruction (Day 1 only) for the Introductory workshops 'Developing the MYP' and 'Developing the CP' (single school only).

Please refer to the IB Global Terms & Conditions for information on schedules for other modes of delivery (Online By Request and Requested Virtual).

Pricing:

Please refer to the table below for a side-by-side comparison of our different delivery modes:

Standard Workshops: All fees are USD per participant	Requested face-to-face/blended single school	Requested face-to-face/blended multi-school (7-149 participants)**	Requested face-to-face/blended multi-school (151+ participants)**	Requested Online single and multi-school	Requested Virtual single and multi-school
<i>North America</i>	\$550	\$595	\$585	\$270	\$290
<i>Latin America</i>	\$310	\$365	\$365	\$270	\$290

Introductory Workshops: One-day and one-week timetable	Requested face-to-face/blended single school only (7-50 participants)**	Requested face-to-face/blended single school only (51-100 participants)**	Requested face-to-face/blended single school only (101-150 participants)**	Requested virtual and requested online single school only (7-50 participants)**	Requested virtual and requested online single school only (51+ participants)**
<i>North America</i>	\$3,000* per workshop	\$6,000* per workshop	\$9,000* per workshop	\$75 per participant	\$60 per participant
<i>Latin America</i>	\$2,500* per workshop	\$5,000* per workshop	\$7,500* per workshop	\$75 per participant	\$60 per participant

**For introductory workshops only, 2-day options are available. Price doubles for 2-day delivery is selected.*

***Additional workshops will be scheduled if more than 25 participants need to be trained (regular workshops), or if more than 50 participants need to be trained (introductory workshops).*

Note: applicable taxes will be applied for events taking place in Canada and to virtual PD services delivered to participants from 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

Registration

Registrations for requested professional development are processed through the CVENT registration system. Once a workshop request is approved, single school or multi-school event coordinators will be provided with a link through which to access the system and register teachers for any relevant workshops. An automatic email will be sent to event coordinators once a registration has been approved.

Face-to-face (2.5 day) requested workshops adhere to a registration deadline of **15 days** before the workshop start date and blended (2 day face-to-face + remote learning component) requested workshops adhere to a registration deadline of **22 days** before the workshop start date.

Both requested face-to face and blended workshops require a minimum of **seven participants** per workshop. There is a maximum of 25 participants per Workshop Leader. In cases where more than 25 participants need be trained, the IB will suggest either a second iteration or invite another leader to co-lead.

Workshops which do not receive the minimum number of seven participants by the registration deadline will be cancelled and schools will be approached to discuss alternative options.

Staffing policy

Requested Face-to-face, blended, and virtual workshops are facilitated by educators (Workshop Leaders) who are approved to deliver workshops by the IB educator network (IBEN).

Requested online workshops are facilitated by educators (Online Facilitators) who are approved to deliver workshops by the Online PD network.

A school may request a workshop leader and, while the IB will take into consideration these requests, they cannot be guaranteed.

Field Representative for events

If a face-to-face, blended event has five or more workshops or a virtual event has three 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.

School responsibilities (where applicable)

- Designation of an event coordinator
- Participant registration and (for multi-school events) registration support to participating schools
- Hotel recommendations for Workshop Leaders and Field Representatives
- Ensure that participants are aware of their transportation and parking options before the workshop
- Ensure that each workshop room contains the supplies requested by the IB and workshop leaders
- Prepare name badges for workshop leaders and participants

- Prepare daily sign-in sheets for participant verification
- Provision event signage
- 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 (multi-school events with five or more workshops only)
- Encouraging participants to complete post event surveys
- Making payment on the invoice within 30 days of its receipt

Contract Considerations

Before submitting your application, determine if your school or district has any contractual requirements. Any contracts that require a signature from an IB representative, as well as any requests associated with insurance certifications and/or vendor registration requests must be submitted to the IB at least 5 weeks prior to the planned start date.

Contractual limitations regarding length of the workday must be considered immediately. The IB cannot accept changes to the workshop agenda that prevent the IB from delivering ten 90-minute learning sessions (with two 15-minute breaks) during a 2.5 day event or eight 90-minute learning sessions (with two 15-minute breaks) during a 2-day/blended event.

IB responsibilities (where applicable)

- Support from a PD Delivery team member throughout the planning process and remotely during delivery
- Assignment of a qualified Workshop Leader, Online Facilitator and Field Representative (where necessary)
- Arranging Workshop Leader and Field Representative travel and accommodation
- Management of the workshop registration process through CVENT
- Financial reconciliation and distribution of certificates of completion upon event completion

Further information:

If you would like to speak to a member of the Professional Development Delivery team, please send any queries through [IB Answers](#).

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AEM Requested Workshop Terms and Conditions

Workshop Schedule

Face-to-face

Requested Face-to-face workshops consist of fifteen hours of instruction across two consecutive days. Any requested modifications to the proposed schedule require written approval by the IBAEM PD Delivery team.

Day 1			Day 2		
08:30	10:00	Session 1	08:30	10:00	Session 6
10:00	10:15	Coffee break	10:00	10:15	Coffee break
10:15	11:45	Session 2	10:15	11:45	Session 7
11:45	12:45	Lunch	11:45	12:45	Lunch
12:45	14:15	Session 3	12:45	14:15	Session 8
14:15	14:30	Coffee break	14:15	14:30	Coffee break
14:30	16:00	Session 4	14:30	16:00	Session 9
16:00	16:15	Coffee break	16:00	16:15	Coffee break
16:15	17:45	Session 5	16:15	17:45	Session 10

There is a reduced timetable consisting of six hours training across one day for 'Developing the MYP/CP' (single school only) and 'Extended Essay in Focus: A one-day intensive'.

Please refer to the IB Global Terms & Conditions for information on schedules for other modes of delivery.

Pricing:

To compare the costs of all requested delivery modes in AEM, please see the table below:

Standard timetable	Requested face-to-face single school	Requested face-to-face multi-school (host school)*	Requested face-to-face multi-school (participating schools)	Requested Online single and multi-school	Requested virtual single and multi-school
EUR	€299	€399	€429	€230	€250
GBP	£261	£349	£375	£200	£210
CHF	Fr303	Fr416	Fr450	Fr250	Fr270

One-day and one-week timetable (requested online only)	Requested face-to-face single school	Requested face-to-face multi-school (host school)	Requested face-to-face multi-school (participating schools)	Requested virtual and requested online single & multi-school (7-50 pax)**	Requested virtual and requested online single & multi-school (51+ pax)**
EUR	€149	€199	€214	€65	€50

GBP	£142	£174	£187	£55	£45
CHF	Fr151	Fr208	Fr225	Fr70	Fr55

* To support with catering and other costs associated with hosting a multi-school face-to-face event, host schools will receive one free registration per 25 participants for a maximum of 3 free registrations per event.

**For Developing the MYP and Developing the CP only. For single school and multi-school events, schools will be billed in the currency determined by the event host location. Please note that for events taking place within the Netherlands, a 21% VAT charge will be added to the final invoice. For events taking place within Switzerland, a 7.7% VAT charge will apply.

Additional costs (where applicable):

- Local transportation costs for Workshop Leaders and Field Representatives including transportation to and from the designated airport (or port of entry) and all required journeys between the host school and hotel
- Catering costs including participants from other schools (for multi-school face-to-face events)
- Stationery and other necessary workshop materials
- Limited on-site printing/copying for Workshop Leaders and Field Representatives

Costs covered by the IB:

- International travel costs for Workshop Leaders and Field Representatives, including visa fees
- Accommodation for Workshop Leaders and Field Representatives
- Workshop Leader and Field Representative honorarium
- Expenses for Workshop Leaders and Field Representatives outside of workshop hours

Registration

Registrations for requested professional development are processed through the CVENT registration system. Once a workshop request is approved, school coordinators will be provided with a link through which to access the system and register teachers for any relevant workshops. An automatic email will be sent to coordinators once a registration has been approved.

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

Both single and multi-school events require a minimum of **seven participants** per workshop. For multi-school events, at least one participant per workshop must be from the host school. There is a maximum of 25 participants per Workshop Leader.

For face-to-face workshops where numbers exceed 25, the IB will suggest either a second iteration or invite another leader to co-lead.

Workshops which do not receive the minimum number of seven participants by the registration deadline will be cancelled and schools will be approached to discuss alternative options.

Staffing policy

All professional development is facilitated by educators who are approved to lead workshops through either the IB educator network (IBEN) or through the Online PD network. These are called Workshop Leaders or, in the case of Requested online workshops, Online Facilitators.

Once a Workshop Leader or Online Facilitator has been assigned, we refer to these workshops as ‘staffed’.

The IB is responsible for assigning Workshop Leaders and Online Facilitators, and has final say on all staffing. A school is welcome to provide recommendations for consideration and the IB will attempt to carry out these requests where possible, but they are not guaranteed. *

**Please note that priority is given to locally based Workshop Leaders for all face-to-face events.*

Field Representative for Face-to-face & Virtual events

A Field Representative will be provided for requested face-to-face events with 5 or more workshops and for requested virtual workshops, a Field Representative will be provided for a minimum of 3 workshops.

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.

School responsibilities (where applicable)

- Designation of an event coordinator
- Participant registration and (for multi-school events) registration support to participating schools
- Workshop Leader and Field Representative support *
- Hotel recommendations for Workshop Leaders and Field Representatives
- Provision of catering for the duration of the event
- 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
- Encouraging participants to complete post event surveys

**to include assistance obtaining any necessary visas such as letters of support or other documents*

IB responsibilities (where applicable)

- Support from a PDD team member throughout the planning process and remotely during delivery
- Assignment of a qualified Workshop Leader, Online Facilitator and Field Representative (where necessary)
- Arranging Workshop Leader and Field Representative travel and accommodation
- Management of the workshop registration process through CVENT
- Financial reconciliation and distribution of attendance certificates upon event completion

Further information:

If you would like to speak to a member of the professional development delivery team, please send any queries through [IB Answers](#).

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AP Requested Workshop Terms and Conditions

Workshop schedule

Face-to-Face or Virtual workshops are typically run over 2 consecutive student-free days (i.e. teachers from the programme will have no student contact on these professional development days). Schools may request to run the Single-School face-to face workshop over 3 consecutive days if they feel this would be more beneficial. In addition, face-to-face workshops can now be run as Workshops over time (e.g. over 2 Saturdays).

A typical **workshop schedule** is 10 x 1.5 hr sessions (over a minimum of 2 days) with 3 coffee/tea breaks each day, with one morning and two afternoon breaks (15-30 min each) and Lunch (1 hour). The day starts at 8.30 and concludes at 17.45. In negotiation with workshops leaders, school may adjust start and finish times by up to 1 hour.

Day 1			Day 2		
08:30	10:00	Session 1	08:30	10:00	Session 6
10:00	10:15	Coffee break	10:00	10:15	Coffee break
10:15	11:45	Session 2	10:15	11:45	Session 7
11:45	12:45	Lunch	11:45	12:45	Lunch
12:45	14:15	Session 3	12:45	14:15	Session 8
14:15	14:30	Coffee break	14:15	14:30	Coffee break
14:30	16:00	Session 4	14:30	16:00	Session 9
16:00	16:15	Coffee break	16:00	16:15	Coffee break
16:15	17:45	Session 5	16:15	17:45	Session 10

There is a reduced timetable consisting of six hours training across one day for ‘Developing the MYP/CP’ (single school only) and ‘Extended Essay in Focus: A one-day intensive’.

Please refer to the IB Global Terms & Conditions for information on schedules for other modes of delivery.

Pricing

The table below shows a comparison in the price for all delivery modes in the Asia Pacific.

Requested face-to-face Single School and Multi School Workshops (Fee each participant)	Requested Virtual Single and Multi-School Workshops (Fee for each participant)	Requested Online Single and Multi-School Workshops (Fee for each participant)
SGD\$100 Developing the MYP and Developing the CP	SGD\$400 (2-day standard price)	SGD\$380 (4-week standard price)

SGD\$145 (1-day DP Extended essay in focus: A one-day intensive)	
SGD\$195 (Keystone Workshops)	
SGD\$288 (Other Workshops)	

Developing the MYP & Developing the CP	Price per participant
Workshop type	SGD
For events < 51 participants (7-50 pax)	
Virtual (one day)	SGD\$100
Virtual (two days)	SGD\$200
Online (one week)	SGD\$100
For events > 51 participants (50+pax)	
Virtual (one day)	SGD\$80
Virtual (two days)	SGD\$160
Online (one week)	SGD\$80

Change of date

If the workshop has been confirmed and a workshop leader has booked travel for a face-to-face workshop, then the school can only change the date if the allocated workshop leader agrees to the new date. The host school will be charged for any penalty incurred for a change in the date to the Workshop Leader's air ticket. If an additional workshop leader is required for a workshop, then it will be considered a new request and will require at least 12 weeks' notice before the desired start date.

Registration

Registrations for requested professional development are processed through the CVENT registration system. Once a workshop request is approved, school coordinators will be provided with a link through which to access the system and register teachers for any relevant workshops. An automatic email will be sent to coordinators once a registration has been approved.

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

Both single and multi-school events require a minimum of **seven participants** per workshop. For multi-school events, at least one participant per workshop must be from the host school. The workshop will not exceed the **participant-workshop leader ratio** of 1 workshop leader per 25 participants (1:25). For face-to-face workshops where numbers exceed 25, the IB will suggest either a second iteration or invite another leader to co-lead. Workshops which do not receive the minimum number of seven participants by the registration deadline will be cancelled and schools will be approached to discuss alternative options.

Host School responsibilities

- Designation of an event coordinator
- Participant registration and (for multi-school events) registration support to participating schools
- Workshop Leader and Field Representative support *
- Hotel recommendations for Workshop Leaders and Field Representatives
- Provision of catering for the duration of the event
- 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
- Encouraging participants to complete post event surveys

**to include assistance obtaining any necessary visas such as letters of support or other documents*

IB responsibilities

- Support from a PDD team member throughout the planning process and remotely during delivery
- Assignment of a qualified Workshop Leader, Online Facilitator and Field Representative (where necessary)
- Arranging Workshop Leader and Field Representative travel and accommodation
- Management of the workshop registration process through CVENT
- Financial reconciliation and distribution of attendance certificates upon event completion

Certification

The Certificate of Attendance will then be enabled, and an official invoice generated to schools upon completion of the workshop. Participants should attend all workshop sessions to receive an IB certificate.

Quality assurance

The quality of our workshops is assured through a rigorous **Quality Assurance** Framework process based on extensive and carefully analyzed data collected from participants and workshop leaders. Participants will be sent an online survey to complete after the workshop.

Workshop leader allocation

All professional development is facilitated by educators who are approved to lead workshops through either the IB educator network (IBEN) or through the Online PD network. They are known as Workshop Leaders or, in the case of Virtual Requested workshops, Online Facilitators.

The IB is responsible for assigning Workshop Leaders and Online Facilitators, and has final say on all staffing. A school is welcome to provide recommendations for consideration and the IB will attempt to carry out these requests where possible, but they are not guaranteed. *

**Please note that priority is given to locally based Workshop Leaders for all face-to-face events.*

Field Representative for Face-to-face & Virtual events

A Field Representative will be provided for requested face-to-face events with 5 or more workshops and for requested virtual workshops, a Field Representative will be provided for a minimum of 3 workshops.

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.

Workshop leader expenses

The host school agrees to pay workshop leader(s) a per day honorarium. The Workshop Leader will book his/her air travel through the IB Travel Management Company. Essentially this involves booking the lowest cost ticket available that offers reasonable routing in the given circumstances. If the flight cost exceeds USD1500 (Intra-continental and Inter-continental Travel) or USD600 (for Domestic Travel), the IB Professional Development team will seek written approval from the school. Both the honorarium and air travel costs will be billed to the school by the IB.

The school agrees to pay the following expenses incurred by workshop leader(s) directly to the workshop leader: meals, accommodation, workshop materials, taxis, visa (if not handled by IB travel agency), airport taxes (if not handled by IB Travel agency), one safe-arrival phone call home, internet access, and other reasonable incidental expenses. Expenses must be paid directly to the workshop leader(s) immediately upon completion of the workshop and on provision of expense receipts. Workshop leaders should be paid their expenses in full. Schools are responsible for meeting any prevailing tax conditions which might otherwise reduce this amount and should budget accordingly.

Schools are responsible for booking and paying for Workshop Leader accommodation, using a business standard hotel (usually at least 3 stars), with a standard room inclusive of internet access and daily breakfast.

Covid-19 Related Expenses

In case of Covid-19 lockdown or restrictions in either the host school's country/state or the Workshop Leader's country/state, host schools are responsible for any COVID-19 related expenses including but not limited to workshop leader quarantine and/or testing required by local/state/national/school guidelines, as well as costs incurred resulting from flight cancellations due to local/state/national/school guidelines imposed on a rolling basis. This is also applicable to host schools that wish to switch a confirmed face-to-face workshop to virtual mode of delivery.

The IB may cover costs of a Covid-19 test submitted via a claim expense form. Workshop Leaders or the host school can contact the IB in advance of the workshop to request a reimbursement.

Traveling to and from an IB event

In the case of an emergency situation during the workshop at our face-to-face events, your school is responsible for any logistics and costs that may arise to ensure that you arrive home safely. For these reasons we encourage you to consider purchasing travel insurance which covers such eventualities.

Any questions

If you would like to speak to a member of the professional development delivery team, please send any queries through [IB Answers](#). You can also email us directly at pd-inschool.ap@ibo.org for queries related to Single school and Multi-school workshops.

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