

IB Asia Pacific In-school Workshops: PYP, MYP and DP

IB Asia Pacific in-school workshops provide schools with the opportunity to train their entire IB programme staff on their own school premises, and to focus upon select programme issues and strategies. These workshops are recognized for school authorization and evaluation purposes. While they are useful in addressing particular school needs, it is understood that they form only a part of the school's broader IB professional development portfolio, including participation in regional workshop training, on-line workshop training, and conferences.

Please follow these steps to ensure that your in-school workshop runs smoothly.

SELECT THE WORKSHOP

Most IB workshops are now available as in-school workshops. To review the range of in-school workshops available and select the one that suits your school needs. See the PD catalogue at: <http://ecatalogue.ibo.org/t/35963>. Please note that workshops are dependent upon Workshop Leader availability and expertise.

REGISTER YOUR IN-SCHOOL WORKSHOP

To submit your in-school workshop request, please log into our workshop registration system through IBIS (<https://ibis.ibo.org/>), to find the tab "Workshop registration." Please complete the form, and if you have any special requests, include them in the "Comments" section. This includes requests such as: registration under our Small Schools Policy, Resident Workshop Leaders, specific Workshop Leaders (provide complete names), Workshop Leaders from out of region (note that our standard practice is to source Workshop Leaders within your country/sub-region for cost-effectiveness), and any budget constraints.

Please provide 5 months notice for February to December workshops and 6 months for January workshops.

CONFIRMATION OF REGISTRATION

Within **14 days**, you will receive an e-mail confirming receipt of the in-school workshop request. If there are any queries regarding dates, workshop etc, we will contact you within this 14 day window to resolve the matter.

CONFIRMATION OF WORKSHOP LEADER

Around 3 months prior to the event, you will receive an email with the Workshop Leader (s) details and contact e-mail. This finalises your workshop.

BRIEFING YOUR WORKSHOP LEADER

Clear and candid correspondence with your assigned Workshop Leader ensures the best results for your school. Please brief the Workshop Leader in writing on the requirements of the school and staff, and use the discussion questions provided in the IB memos. The programme Coordinator is responsible for communicating with the Workshop Leader to confirm logistics: travel (air travel booked by IB Travel Agent, see Travel Policy above), accommodation, materials, printing of workbooks, visa request support (if necessary), etc.

Please register the participants in REGIS before the workshop by including the name and individual e-mail address of each participant.

HOSTING THE WORKSHOP

The Co-ordinator is ultimately responsible for the smooth running of the workshop.

SETTING UP THE ROOM

Setting up your classroom for an in-school workshop is very important. Please ensure that the room is quiet, has adequate fresh air and access to drinking water. Tea and lunch breaks should be as close as possible to the room, in a comfortable environment. It is best if the in-school workshop is away from normal school activities so that teachers can immerse themselves in the learning.

UPON COMPLETION OF WORKSHOP

Upon completion of the workshop, the Co-ordinator has 3 days to finalise the participant list on REGIS. After 3 days the workshop will be closed on REGIS. (Please note: Workshop Leader does NOT send lists to IB any longer). Please ensure that the workshop leader has been reimbursed for his/her incidental expenses.

DOWNLOADING INVOICE AND CERTIFICATES

Once workshop is closed, the Workshop Invoice can be downloaded from REGIS by the co-ordinator. If the Workshop Leader required air travel, that amount will be invoiced to the school separately together with the workshop leader/s honorarium (both resident and external). In addition, participants will be able to download their "Certificates of Attendance" directly from REGIS.

QUALITY ASSURANCE SURVEY

A survey will be sent to all participants following the workshop for the on-going quality assurance of all IB Professional Development workshops.