

In-school (duo) workshop

An in-school workshop can be requested by schools with similar school contexts that do not have the staffing levels to meet the minimum requirement of 12 participants for a regular in-school workshop. The hosting school can extend the invitation to one other school in order to meet this requirement.

Participants:

- We can accept a minimum of 12 participants and a maximum of 25 participants in the workshop. In the event that registration levels are over 25, a second workshop leader will be assigned.

Registration:

- Registration for this type of workshop is to be done in the same manner as other in-school workshops. The steps to registration can be found [here](#). With the approval of the PD Manager, please submit your request through Regis, and in the comments field include: “This is an in-school (duo) workshop. Approved by PD Manager on <enter date.> Participating schools include: <name schools; and how many teachers from each.>”
- Registration of teachers from both schools must be done by the hosting school coordinator.

Format:

- The format of the in-school (duo) workshop will also be the same as the regular in-school workshops, in that it will be tailored to the needs of the teachers in the school (s). The coordinators from both schools are responsible for summarizing these needs and communicating the needs to the assigned workshop leader.

Summary of responsibilities of the hosting school coordinator:

- Submitting the in-school workshop request with all of the necessary details using your IBIS ID.
- Keeping the coordinator at the other participating school informed of all IB communications (i.e. forwarding memos etc.)
- Discussing the teachers’ needs of both schools with the assigned workshop leader for planning purposes.
- Registering all teachers (from both schools) in Regis within 3 days after the workshop.
- Downloading and providing the IB certificates to the participating school.
- Making all of the necessary billing arrangements with the participating school. (i.e. sharing the cost of the WSL honorarium; billing for each of their participants etc.).

Fees:

- The hosting school coordinator must manage all fees related to the workshop. For example, the hosting school is responsible for arranging and paying for the workshop leaders accommodation and incidental expenses. The IB will bill the hosting school for the workshop leader honorarium and flights, as well as the costs per participant. The hosting school coordinator must have the ability to cross-bill the other participating school and conduct this in an equitable manner, for example, by deciding if the workshop leader fees will be split evenly or divided according to participation levels at each school.