

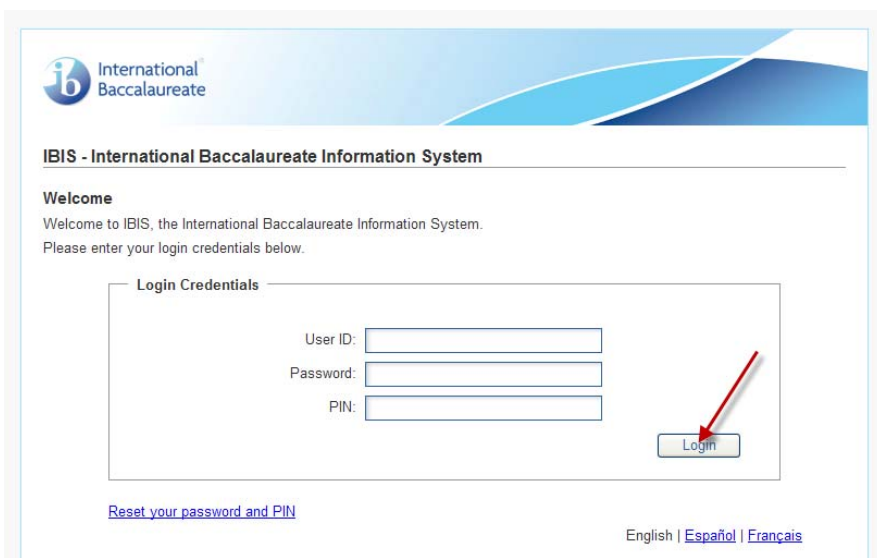
How to request an In-School workshop

Thank you for your interest in organizing an In-school workshop at your school. To request an In-School workshop please follow the steps below.

If you have any questions please do not hesitate to contact us at: ibapd@ibo.org

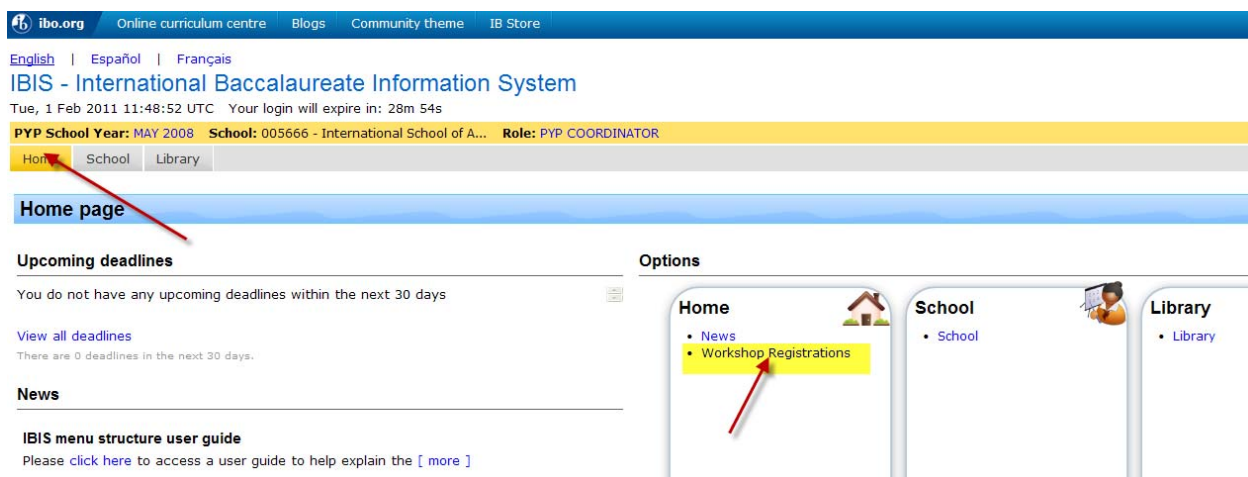
Step 1: Login to IBIS

Login to IBIS (<https://ibis.ibo.org/>) in your role as coordinator and enter your credentials



The screenshot shows the login page for the International Baccalaureate Information System (IBIS). At the top left is the IBO logo and the text "International Baccalaureate". Below this is the title "IBIS - International Baccalaureate Information System". A "Welcome" message follows, stating "Welcome to IBIS, the International Baccalaureate Information System. Please enter your login credentials below." The main area contains a "Login Credentials" form with three input fields: "User ID:", "Password:", and "PIN:". To the right of these fields is a "Login" button, which is highlighted with a red arrow. Below the form is a link for "Reset your password and PIN". At the bottom right, there are language options: "English | Español | Français".

Step 2: Click on Workshop Registrations button



The screenshot shows the user interface of the IBIS system. At the top is a navigation bar with links for "ibo.org", "Online curriculum centre", "Blogs", "Community theme", and "IB Store". Below this is a language selector: "English | Español | Français". The main header reads "IBIS - International Baccalaureate Information System" and includes a timestamp: "Tue, 1 Feb 2011 11:48:52 UTC" and a login expiration notice: "Your login will expire in: 28m 54s". A yellow banner displays user information: "PYP School Year: MAY 2008 School: 005666 - International School of A... Role: PYP COORDINATOR". Below the banner are tabs for "Home", "School", and "Library". The "Home" tab is selected and highlighted with a red arrow. The "Options" section on the right contains three columns: "Home" with links for "News" and "Workshop Registrations" (highlighted with a red arrow), "School" with a link for "School", and "Library" with a link for "Library". The "Upcoming deadlines" section on the left states "You do not have any upcoming deadlines within the next 30 days" and includes a link for "View all deadlines". The "News" section includes a link for "IBIS menu structure user guide".

Step 3: Click on the In-School workshop tab

International Baccalaureate

ibo events

- events
- In-school workshops**
- logout

PLEASE SELECT AN EVENT

Event Name	Start	End	Type	Description
IBA- Honolulu, HI	Dec. 03, 2010	Dec. 06, 2010		Teacher Training in English
IBA- Cincinnati, OH	Dec. 10, 2010	Dec. 13, 2010		Teacher Training in English
In-school PYP International School of Artegis 2010	Dec. 24, 2010	Dec. 25, 2010		Template inschool WS
IBA – Diploma talleres categorias 1, 2 y 3, Monterrey	Jan. 13, 2011	Jan. 14, 2011		Talleres de capacitación docente
IBA – Diploma talleres categorias 1, 2 y 3, México DF	Jan. 17, 2011	Jan. 18, 2011		Talleres de capacitación docente
IB Asia Pacific PYP Category 1, 2 and 3 Workshops, Adelaide, Australia, 18 - 20 January 2011	Jan. 18, 2011	Jan. 20, 2011		PYP Regional Workshops
IB Asia Pacific MYP Category 1 and 2 Workshops, Adelaide	Jan. 18	Jan. 20		

Step 4: Click on the “New In-School workshop” tab

In this next window you can also view the list of In-School workshops you have already requested and/or held at your school.

International Baccalaureate

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- logout

In-school workshops **new In-school workshop**

IN-SCHOOL WORKSHOPS

In-school workshops: The data have been successfully saved

Email sent

▶ new In-school workshop

Event in gray are under review

Event name	Start	End	Topics	Coordinator	Email	Id	Program	School	City	Country	Id
In-school PYP International School of Artegis 2011	13-Jan-2011	15-Jan-2011		Suter Julie	julie.suter@ibo.org	268466	PYP	International School of Artegis		GB	1005
In-school PYP International School of Artegis 2010	24-Dec-2010	25-Dec-2010		Suter Julie	julie.suter@ibo.org	268466	PYP	International School of Artegis		GB	1005 ▶ access
In-school PYP International School of Artegis 2010	10-Dec-2010	11-Dec-2010		Suter Julie	julie.suter@ibo.org	268466	PYP	International School of Artegis		GB	1005 ▶ access
In-school PYP International School of Artegis 2010	12-Nov-2010	13-Nov-2010		Suter Julie	julie.suter@ibo.org	268466	PYP	International School of Artegis		GB	1005 ▶ access

In-school workshops : 4

Event in green means that we have reviewed and registered your request.

Event in green have been reviewed and registered

Click here to request a new In-school workshop

Step 5: Complete the request form



ibo events

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- logout

In-school workshops new In-school workshop

NEW_EVENT_REQUEST

Coordinator Julie Suter, International School of Artegis PYP	Artegis House Artegis Road CF99 9YZ GB 02929999999
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Preferred dates:
from: to: (dd/mm/yyyy)

Other possible dates:
from: to: (dd/mm/yyyy)

topics*:

program*: PYP

projected number of staff who will participate in the training*:

Language of instruction*:

language of the training*:

comments:

N.B: For PYP workshops, all PYP staff must attend the workshop for full duration

I have read the guidelines and consent to terms and conditions:

submit

Your details will show at the top of the form

Fill in the workshop details as required
***Make sure to include the nearest airport to your school and 2 hotel recommendations for the workshop leaders in the comments field.**

Click on the text to read the guidelines and T&C

When you are ready click on SUBMIT

Note: Before you submit an application for an In-School workshop, please review the guidelines on the request form page.

IB Americas will provide confirmation of the workshop 45 days after the application deadline.