



Guide for organising IB workshops in Africa, Europe, Middle East

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Section 1: Applying for a Cooperation and License Agreement

1. Why apply?

We recognize the need to expand the number of workshops available in the region and to make them more accessible and more economical to constituents. We therefore accept applications from Associations of IB World Schools and other groups, IB World Schools, colleges and universities, and governments with such experience to organize and deliver IB-approved workshops. Interested groups must complete and submit an application to the IB Geneva office. Approved groups will be given a limited right to offer IBAEM-approved workshops..

2. What qualifies as a Workshop?

The structure and content of this type of workshop are familiar to many who have attended IBAEM workshops in the past. While the designs of such workshops may vary, they **must** provide a minimum of 12 hours of instruction for Level 1 (beginners) and 2 (intermediate) workshops. The workshop focuses on the content of the IB subject curriculum and, if appropriate to the programme, its assessment.

3. Who may apply for an agreement?

IB places a high priority on quality service. All IB Workshops must meet the highest standards of workshop quality. We are therefore looking for Providers with significant and successful experience in organizing and offering IB Workshops or closely related activities. Preference will be given to applications that come from one of the following groups: formally constituted IB Associations of IB World Schools, experienced IB World Schools, colleges and universities, governmental agencies, and not for-profit organisations. IB reserves the right to deny the application of any individual or group.

4. What types of agreements are available?

All Workshop Provider Agreements are for a specific number and specific levels of workshops. These numbers and levels are stipulated in each contract.

5. Completing and Filing the Application

Once your group has decided to apply to organize an IB approved Provider Workshop, complete the application form for a Provider Workshop. In addition, submit the documents that are described in this section of the **Agreement Guide**. To assist you in organizing your application, a checklist summarizing the documents that must be submitted with your application appears at the end of this guide.

All applications for new providers must be filed with the IB regional office **by January for the next academic year (Sept-July)**. This deadline will allow IB the necessary time to process the application and issue an agreement.

The lead-time will also allow us to include your proposed workshop in the general IB workshop calendar and to coordinate it with IB workshop offerings.

Once the completed application has been received by IB, the Regional Director and the Head of Professional Development will read it. Final decisions will be made by the Regional Director. Successful applicants will be issued a Workshop Provider Agreement that must be signed by the approved group's representative. IB reserves the right to deny the application of any individual or group.

Section Two: Workshop Guidelines and Expectations

1. The special IB logo

Once your group's application has been approved, you have the right to limited use of the special IB logo designed for all IB Workshop providers. This logo includes the words "In Cooperation with IB" and will be provided to you by the IB Communications Department. Your right to limited use of that logo lasts for the life of the approved agreement and denotes that this workshop carries IB approval.

When it appears on your promotional material, it is a sign of quality assurance for all prospective workshop participants.

2. The Workshop Director

A 'Workshop Director' must be appointed. This person will become the point of contact between IB and the group organizing the workshop. From IB's perspective, this person assumes total responsibility for the organization, development, delivery and quality of the Provider workshop. Only agreement applications with a named director will be considered. Any compensation for that position is the responsibility of the sponsoring group.

3. The IB-approved workshop leader list

All approved IB workshops may only employ workshop leaders from the IB list of approved workshop leaders. Information concerning approved leaders may be obtained from the IB office. Only subject sessions with an approved leader may be offered to help IB in maintaining quality assurance and fair rotation of workshop leaders.

IB will send out a full calendar offering to all workshop leaders in the region inviting the workshop leaders to select the workshops they have interest in leading for a complete academic year.

Final selection of workshop leaders will be made by IB in collaboration with providers.

4. Leader-participant ratio

All approved IB workshop agreements must adhere to the following leader-to-participant ratio minimum for each subject session unless specific permission in writing is given by IB:

- For DP and MYP 25 participants = 1 leader
- For PYP 36 participants = 2 leaders

Maximum enrolment per iteration is 40 participants for PYP and 28 for both MYP and Diploma Programme.

5. Enrolment maximums per school

In the PYP, the maximum number to be enrolled from one school in any one session is 8 participants.

6. Required instructional hours

Each subject session in an approved Provider workshop must contain a minimum of 12 hours of instruction. A sample workshop format is provided at the end of this guide to assist you in your planning.

7. Required workshop materials

Leaders' core workbooks are to be created on the Online Curriculum Centre and printed by the workshop provider. Workbooks should have the IB logo and are required to have the following phrase "For use at an IB approved workshop only".

8. Workshop Evaluation

All approved IB workshops may be monitored and evaluated by IB. (See *Section 3*) One or more IB appointed representatives may attend part of your workshop and meet with you. Three additional elements in IB' evaluation of your workshop are the evaluations and observations of your workshop participants, workshop leaders, and your own self-evaluation. Although the evaluation of a workshop will help the IB in determining the potential success of future workshop agreements, the primary goal is to assist you in strengthening the quality of your workshops and ensuring that your workshop adheres to the IB Quality Assurance Framework for all IB workshops.

IB will provide online evaluations of all workshops, for both participants and workshop leaders.

9. Promotional Literature

Only after your application has been approved and an agreement has been issued may you distribute any promotional literature about your Provider Workshop. Once your group's application has been approved, the materials you develop may include only the use of the special IB logo designed for approved agreements. (See *Section Two; item 1, above.*)

10. Vendors

IB does not endorse any particular educational products. If a request is explicitly made by a workshop provider it will be reviewed by the IB for suitability in accordance with internal IB policies.

Section Three: Workshop Finances

1. Agreement Fee

Once your application has been approved, your group will be charged the stipulated *Per Capita* fee (see current contract for fee, which is reviewed and revised yearly), based upon the number of registered participants at your workshop. Your group will also be responsible for reasonable travel and accommodation costs for the appointed IB monitor.

Your group must provide IB, in the templates devised and distributed by IB in Microsoft Excel format, with a complete session and participant list for each workshop, including address, e-mail address, school affiliation, and phone number. This list must be submitted within one month of the completion of the workshop.

2. Honoraria paid to workshop leaders and field representatives

All approved IB workshop agreements are expected to pay their workshop leaders and field representatives an honorarium of no less than US \$220 (or the equivalent) per day, plus reimbursement of workshop expenses.

3. Reimbursing expenses of workshop leaders and field representatives

All approved IB workshop agreements must have a clearly defined policy for expense reimbursements to workshop leaders and should include but are not limited to the following items: transportation, housing, meals, beverages, photocopying, typing, shipping of materials, telephone, entertainment, and additional nights on site.

4. Registration Fees

Your application must state the registration fee that you are planning to charge for workshop participants.

5. Financial Responsibility

The financial responsibility for all IB approved workshops resides entirely with the provider. If authorized to offer IB approved workshops, your institution or organization will be completely responsible for the financing of the workshop.

Section Four: IB Services Available to All Approved Providers

The IB regional office is available for consultation for all groups that have approved Provider Workshop agreements. In addition, IB will provide the following services to enhance the quality of your Provider Workshop.

1. Workshop promotions:

IB will include your workshop information in its professional development calendar for the region, provided that such information reaches IB by the deadline date for publishing this calendar (usually January prior to next academic calendar). Information on your workshop will be published in all media (e.g., websites, newsletters, mailings) used by IB worldwide to inform schools about workshops. This does not include advertisement in *IB World* – an independent publication.

In addition to workshop information provided in Annexe A, IB will require event names, aims and objectives per level, as well as public contact details. These will be advertised on the IB conference/workshop pages.

2. Monitoring and evaluating:

At least one IB representative may attend a portion of your Provider Workshop and meet with your workshop director. In addition, IB will review the evaluation of your workshop and provide a report back to you if it is indicated by the evaluation.

3. Workshop leader training:

IB will continue to train future workshop leaders in order to expand the number of qualified and available leaders in the region.

4. Maintenance and dissemination of the IB-approved workshop leader list:

IB will provide a current and comprehensive workshop leader list to all authorized workshop providers. This information is confidential and must not be used by other people or for other purposes.

Section Five: IB Agreement Application Checklist

Completed Application Form (for new providers only)

- Contact names and information
- Description of past workshop experience

Supplemental Documents (for approved and new workshop providers)

- Proposal for Provider Workshop (dates, subjects) - Annex A
- Authorized signatures (for new providers only)
- Draft workshop schedule and agenda
- Draft list of faculty
- Draft promotional literature
- Event names, aims & objectives per level, public contact information (website and/or contact details)

Section Six: Sample workshop schedule

Day	Start Time	Morning coffee break	Lunch	Afternoon coffee break	End Time
1	08.30	10.00-10.30	12.30-13.30	15.00-15.30	17.00
2	08.30	10.00-10.30	12.30-13.30	15.00-15.30	17.00
3	08.00	10.00-10.30	12.00-13.00	14.30-14.50	15.30