



International Baccalaureate®
Baccalauréat International
Bachillerato Internacional

IB Professional Development Delivery 2019 Cluster Workshop Information and Application



Cluster Workshop Information and Application

I. Application submission:

Applications for district workshops will be accepted on a rolling basis, however, preference will be given to applications submitted at least six months before the planned start date of the event.

IB PD Delivery cannot guarantee delivery of an event taking place within six months of application submission.

Completed applications should be submitted to IB Professional Development Delivery at iba.pd@ibo.org.

II. Application review:

Please allow up to three weeks for application review. Upon application acceptance, an IB staff member will notify the designated host school coordinator and will organize a conference call to discuss initial event logistics.

III. Contact information and IB programme information

Cluster Workshop Coordinator Name:

Cluster Workshop Coordinator Role:

Cluster Workshop Coordinator Email Address:

Cluster Workshop Coordinator Phone Number:

IV. Names and school codes of participating authorized IB World Schools and candidate IB schools:

School name (Legal name)	School code (IBIS Code)	Associated Programme (PYP, MYP, DP, CP)	Programme Status (Authorized, Candidate)



V. Cluster workshop details

All workshops are two and a half days, or 15 hours of instruction, not including lunch and refreshment breaks. Workshops include ten sessions of face-to-face instruction; each session should be 90 minutes in length.

Provide three potential cluster workshop dates below:

Date proposals

Date proposals must reflect three consecutive dates

Choice 1: _____

Choice 2: _____



Choice 3:

Confirm the name and location of the venue where the proposed cluster workshop event will take place:

Name of venue: _____

Mailing address: _____

Provide two hotel recommendations for workshop leaders, including address and contact details. Hotel accommodation should be near restaurants:

1.

2.

Provide details regarding meals and refreshments – how meals will be provided for participants and workshop leaders:



VI. Cluster workshop offerings

Review the IB Services and Workshops 2019 Catalogue; please ensure all requested workshops are available in the preferred language of delivery. Cluster workshop availability is subject to workshop leader availability and IB curriculum review cycles. All requested workshops will be confirmed upon application approval.

Please indicate your selections in the chart below:

Proposed Workshop Offerings

Programme (PYP/MYP/DP/CP)	Workshop Title	Category	Language	Expected # of participants



VII. Cluster workshop leader and field representative fees*

A fee of \$2,000 per workshop leader shall be paid to IB in accordance with section 7 of the Cluster Workshop Terms and Conditions.

A fee of \$2,000 per field representative shall be paid to IB in accordance with section 7 of the Cluster Workshop Terms and Conditions.

VIII. Cluster workshop participant minimums and fees*

A cluster workshop event requires a minimum of 55 participants. Should fewer than 55 participants attend, IB will still charge for the 55-participant minimum.

For cluster events:

With 55 - 74 participants, a rate of \$300 per participant is offered.

With 75 or more participants, a rate of \$265 per participant is offered.

Each individual workshop must have a minimum of eight participants, and no more than 36. Exceptions include MYP Arts, Design, and Physical and health education – these workshops must have a minimum of six participants.

IB reserves the right to cancel individual workshops or the cluster workshop event due to low enrollment.

** These fees reflect the pricing for 2019 and are subject to change*

IX. Cluster workshop leader ratios

The participant to workshop leader ratio for each cluster workshop is as follows:

8 to 25 participants – 1 workshop leader.

26 to 36 participants – 2 workshop leaders.



X. Estimated cluster workshop expenses

Item/Activity	Amount
1. Per capita registration fees \$265 (75+ participants) \$300 (55-74 participants)	<hr/> Total estimated per capita fees <hr/> Total estimated participant fees
2. Leader expenses 8 to 25 participants – 1 workshop leader 26 to 36 participants – 2 workshop leaders # of leaders x \$2,000 = total leader expense Total number of PYP leaders _____ Total number of MYP leaders _____ Total number of DP leaders _____ Total number of CP leaders _____	<hr/> Total PYP leader expenses <hr/> Total MYP leader expenses <hr/> Total DP leader expenses <hr/> Total CP leader expenses
3. IB field representative(s) expenses 1 Field rep is required for events with 4+ workshops 2 Field reps are required for 14+ workshops # of field reps x \$2,000 = total field rep expense Total number of PYP field reps _____ Total number of MYP field reps _____ Total number of DP field reps _____ Total number of CP field reps _____	<hr/> Total PYP field rep expenses <hr/> Total MYP field rep expenses <hr/> Total DP field rep expenses <hr/> Total CP field rep expenses
4. Other related expenses On-site meals, lunch, refreshment breaks Audio-visual/technology Transportation to and from workshop venue for leaders and field representatives Workshop supplies (chart paper, markers, etc.)	<hr/> Total (Other)
Total on-site expenses estimate	<hr/> Total



XI. Final requirements to submit application

The Organization

- has read and completed this application, submitted the necessary supporting documents by the appropriate deadline and found the information provided to be accurate
- has designated a host school workshop coordinator to facilitate communication between the Organization and the IB
- will provide communication and access to cluster and student achievement data to measure the impact of the IB programmes
- agrees to abide by the following requirements of all IB-approved cluster workshops:
 - use the special IB logo in accordance with prescribed guidelines
 - pay workshop leader and field representative fees
 - pay the IB the cluster workshop event per capita fee
 - agree to adhere to IB payment and copyright policies
 - facilitate participation in post-workshop event online evaluation
- has submitted the following supplemental documents:
 - estimated cluster workshop expenses, including total proposed number of participants, workshop leaders and field representative(s)
 - proposed workshop offerings

XII. Acceptance of application

The Organization shall receive a written confirmation if the application is accepted. By signing below, you agree to the terms and conditions found at the end of this document.

Please note that any contract with contradicts, omits or modifies any aspect of the terms and conditions must be submitted to the IB at least 90 days before the planned start date of this cluster event.

Any contract must be fully executed at least 60 days before the planned start date of this cluster event.



Name of Governing Head

Title

Signature

Date

Name of Host School coordinator

Title

Signature

Date