

# IB Americas Professional Development

Single school and multi-school requested workshop guidelines

## What is IB professional development?

IB professional development (PD) workshops and resources are essential tools to develop both educators and your school programmes, however far along your school is on its authorization journey. With face-to-face, blended, and online training available, IB professional development offers flexibility, affordability, and opportunities for collaboration across school communities.

## Who can request a workshop?

Any current IB World School or candidate school can request a workshop, and submissions will be reviewed on a case by case basis.

## What are the options for face-to-face, blended, and online PD at my school?

### The single school model

Single school workshops deliver IB training to meet one school's professional development needs.

### The multi-school model

Multi-school workshops deliver IB training to meet the professional development needs of two or more schools.

Single school and multi-school workshops are hosted at schools or in an online learning environment in the case of our blended delivery model. These workshops provide a collaborative learning environment for teachers and staff, while eliminating or greatly reducing travel costs.

## What workshops are available?

Reference the [IB Workshops and Services Catalogue](#) to see what workshops are currently being offered. Workshops are available for online delivery if the wi-fi symbol is present.

## What category of workshop should I choose?

All IB workshops fall under one of three categories:

Category 1 – A focus on IB philosophy and implementation. Category 1 and Introductory workshops include titles mandatory for authorization.

Category 2 – A focus on delivery of the four IB programmes of education.

Category 3 – Recommended for all educators, IB coordinators and school leaders or decision-makers at any point in their journey as life-long learners.

There are also two Introductory category workshops: 'Developing the MYP' and 'Developing the CP'.

## What is the face-to-face/blended schedule?

- Single and multi-school face-to-face workshops consist of fifteen hours of mandatory instruction across two and a half consecutive days.
- Single and multi-school blended workshops consist of 12 hours of mandatory instruction across two consecutive days with the remaining three hours of mandatory learning taking place online.
  - The remote learning component for single school blended workshops must be completed **prior to** the face-to-face component of the workshop (prior to Day 1)
  - The remote learning component for multi-school blended workshops must be completed **after the** face-to-face component of the workshop (after Day 2)

### Day 1

8:00 - 08:30	Introductions
08:30 - 10:00	Session 1
10:00 - 10:15	Snack/Break
10:15 - 11:45	Session 2
11:45 - 12:45	Snack/Break
12:45 - 02:15	Session 3
02:15 - 02:30	Snack/Break
02:30 - 04:00	Session 4

### Day 2

08:30 - 10:00	Session 5
10:00 - 10:15	Snack/Break
10:15 - 11:45	Session 6
11:45 - 12:45	Snack/Break
12:45 - 02:15	Session 7
02:15 - 02:30	Snack/Break
02:30 - 04:00	Session 8

### Day 3

08:30 - 10:00	Session 9
10:00 - 10:15	Snack/Break
10:15 - 11:45	Session 10

**Note:** There is a reduced timetable consisting of six hours of face-to-face instruction (Day 1 only) for the Introductory workshops 'Developing the MYP' and 'Developing the CP' (single school only).

## Is there an online only option?

Yes. Single school and multi-school Online by request (OBR) workshops consist of sixteen hours of online facilitated, asynchronous instruction across four weeks. For more information about this delivery model, please visit our OBR [website](#).

**Note:** There is a reduced timetable consisting of six hours of online instruction across one week for the Introductory workshops 'Developing the MYP' and 'Developing the CP' (single school only).

## What are the costs?

Region	Single school Introductory (face-to-face)	Single school (face-to-face/blended)	Multi-school (face-to-face/blended)	Single school or Multi-school (Online by request)
NA	USD \$3,000 per workshop (Each workshop is capped at 50 participants)*	USD \$550 per participant (Workshop participant minimum = 7)	USD \$595 per participant (7-149 participants) USD \$585 per participant (events of 150+ participants)	USD \$3,000 per workshop (7-25 participants)**
LA	USD \$2,500 per workshop (Each workshop is capped at 50 participants)*	USD \$310 per participant (Workshop participant minimum = 7)	USD \$365 per participant (Workshop participant minimum = 7)	USD \$3,000 per workshop (7-25 participants)**

\*Additional workshops will be scheduled for schools that need to train more than 50 participants.

\*\*Pricing valid through the end of June 2021.

**Note:** applicable taxes will be applied for events taking place in Canada.

### Costs covered by the school/district/Ministry of Education (for models with an on-site component):

- Local transportation costs for Workshop Leaders and Field Representatives including journeys between the host school and hotel
- Catering costs
- Stationery and other necessary workshop materials
- Limited on-site printing/copying for Workshop Leaders

### Costs covered by the IB (for models with an on-site component):

- International travel costs for Workshop Leaders and Field Representatives
- Accommodation for Workshop Leaders and Field Representatives
- Workshop Leader and Field Representative honorarium (applicable to all PD models)
- Expenses for Workshop Leaders and Field Representatives outside of workshop hours

## Cancellation policy

Should the school elect to cancel a scheduled in-school workshop, written notice will be provided to the IB at least 22 days before the workshop. The school must pay the IB for any costs incurred.

## How many participants are needed to run a workshop?

Both single school and multi-school events require a minimum of seven participants per workshop. There is a maximum of 25 participants per Workshop Leader, above which we will suggest either a second iteration or invite another leader to co-lead. This also applies to all online workshops by request.

**Note:** The Introductory 'Developing the MYP' and 'Developing the CP' workshops are the only workshops that have different workshop participant maximums. For these Introductory workshops, there is a maximum of 50 participants per Workshop Leader, above which we will offer a second workshop iteration.

## How far in advance do I need to request a workshop or event?

We ask that schools submit any requests for professional development as early as possible. Requests for face-to-face events must be received at least 12 weeks prior to the preferred start date.

Online By Request (OBR) workshops must be submitted five weeks prior to the scheduled start date.

Note: Any contracts that require a signature from an IB representative, as well as any requests associated with insurance certifications and vendor registration requests must be submitted to the IB at least 90 days prior to the planned start date.

## How do I request a face-to-face workshop or event?

### Single school workshops (Face-to-face or blended)

If you are interested in a single school workshop, please submit your request via the IB Information System (IBIS). To do so, log into IBIS and complete the request form. For further information on the requesting process, please refer to our [step-by-step guide](#).

### Multi-school workshops (Face-to-face or blended)

Requests for multi-school workshops or events can be submitted via our [Interest indicator form](#). Once you have completed the form and submitted your request, a member of IB's PD Delivery team will follow-up to confirm receipt of your request, and will share a formal application (outlining multi-school event details, fees and terms and conditions).

### Single school or Multi-school workshops (Online)

Our Online by request (OBR) delivery model allows your school, district or Ministry of Education to run an online workshop as a closed group. Please review the [Online By Request \(OBR\) FAQs](#) for additional information.

## Who will conduct my workshop?

All professional development is facilitated by educators (referred to as Workshop Leaders or Online Facilitators) who are approved to lead workshops through the IB educator network (IBEN).

## What are the responsibilities of a host school, district or Ministry of Education?

- Designation of an event coordinator
- Participant registration and (for multi-school events) registration support to participating schools
- Workshop Leader and Field Representative support (on-site only)
- Hotel recommendations for Workshop Leaders and Field Representatives (on-site only)
- Provision of catering for the duration of the event (on-site only)
- Provision of stationery, event signage, name badges and other workshop materials (on-site only)
- Provision of limited on-site printing/copying for Workshop Leaders (on-site only)
- A suitable venue with appropriately sized rooms for workshops (on-site only)
- A suitable room for the pre-event faculty meeting (on-site only)
- Encouraging participants to complete post event surveys

## What are the IB's responsibilities?

- Support from a PD Delivery team member throughout the planning process and remotely during delivery
- Assignment of a qualified Workshop Leader/Online Facilitator and Field Representative (where necessary)
- Arranging Workshop Leader and Field Representative travel and accommodation (on-site only)
- Financial reconciliation and distribution of attendance certificates upon event completion

## What else do I need to consider?

- Whether your school is sufficiently motivated and organized to host training events.
- That you are up to date with our latest [privacy policy](#) and understand how the IB uses personal data.
- That you are familiar with IB policy on [copyright and the use of intellectual property](#).
- That your school will comply with regulations against the [audiovisual recording](#) of PD events.

## What if I have questions?

If you would like to speak to a member of the professional development delivery team, please send any queries through [IB Support](#). You can also email us directly at [iba.pd@ibo.org](mailto:iba.pd@ibo.org).