

In-School Workshop Guidelines

Effective: July 1, 2019 – June 30, 2020

IBAEM PD Delivery

What is an In-School Workshop?

In-school workshops are on-demand, face-to-face IB training events that organized to meet one school's professional development needs. These events support schools in meeting requirements and provide a collaborative environment for teachers and staff, while eliminating or greatly reducing travel costs. In-school workshops can be requested by candidate and authorised schools as well as interested schools with IBIS access. Interested school must reasonably believe that they will be granted candidacy by the start date of the workshop. All applications must be submitted **5 months** prior to the desired start date.

Which workshops are available?

[Any face-to-face workshop title offered through the IB](#) can be requested for consideration, however, delivery of all training is subject to workshop leader availability. The IBAEM PD Delivery team will advise the school as early as possible if there are problems sourcing workshop leaders. Workshops are available in any of the IB's three official languages (English, French or Spanish).

Requests for workshops in other languages will be considered on a case by case basis. If a bilingual workshop leader is found, please note that not all aspects, including workshop materials, of the workshop may be available in the requested language. If it is not possible to deliver a workshop in the host school's preferred language, the host school can opt to have the workshop delivered in English with translation. In such cases, the host school is responsible for arranging professional translation services and covering any associated costs.

In-School Workshop Requirements

- ✓ **Minimum number of participants: 10 - only from one school**
- ✓ **Complete application submitted 5 months prior to start date**
- ✓ **Two consecutive dates, allowing for 15 hours of instruction**

In-school workshops consist of fifteen (15) hours of mandatory instruction across two consecutive days. Any modifications to the standard schedule requires written approval by the IB and must be requested at the time of application.

Launching the MYP, Launching the CP, and Extended essay in focus: A one-day intensive are designed for one day of instruction require six hours (4x90minute sessions) of face to face training. All other titles require two days and 15 hours of instruction.

Standard Schedule

Day 1			Day 2		
08:30	10:00	Session 1	08:30	10:00	Session 6
10:00	10:15	Coffee break	10:00	10:15	Coffee break
10:15	11:45	Session 2	10:15	11:45	Session 7
11:45	12:45	Lunch	11:45	12:45	Lunch
12:45	14:15	Session 3	12:45	14:15	Session 8
14:15	14:30	Coffee break	14:15	14:30	Coffee break
14:30	16:00	Session 4	14:30	16:00	Session 9
16:00	16:15	Coffee break	16:00	16:15	Coffee break
16:15	17:45	Session 5	16:15	17:45	Session 10

How much does an In-school workshop cost?

1. Registration fees

In-School workshop fees per participant (** Effective on and after July 1, 2019 – June 30, 2020)

	2-day workshop				1-day workshop			
	Euro (€)	USD (\$)	GBP (£)	CHF (7.7%VAT)	Euro (€)	USD (\$)	GBP (£)	CHF (7.7%VAT)
Standard Fee	299	344	261	356	149	172	130	178

2. Other Costs for Schools

- a. Reserving and paying for workshop leader and FR hotel. The number of nights required is based on the IB approved travel itinerary.
- b. Organizing and paying for ground transportation (taxis, public transportation, car service) for workshop leader(s) to and from the airport and school. Additional support may be required in areas where safety may be compromised.
- c. Organizing and paying for catering (lunches and coffee breaks) for workshop leader(s) and participants, during workshop delivery

- d. Printing and provision of any required workshop material or workbook
- e. If applicable, schools must provide timely support for the issuance of visas. If a visa is rejected or not issued in time for the scheduled workshop, the school is liable for all costs incurred by the IB. This includes any non-refundable travel arrangements.
- f. If the school wishes to engage a translator, all logistics and costs are the responsibility of the school

Application Process & Event Timeline

1. Please read through the In-school workshop guidelines in full.
2. Log into IBIS, click on “workshop registration” and submit a request via the system at least **5 months** before the desired workshop start date.
 - a. All fields in the form must be correctly filled in for a request to be considered.
 - b. For requests of the same workshop title delivered in more than one language, a separate request needs to be submitted for each language.
 - c. All special requests, including leader preferences, are indicated in the form’s comment section.
3. The Professional Development (PD) department team will review the request according to the criteria and procedure described in this document. The school will be informed that the application is:
 - a. **APPROVED, PENDING CONFIRMATION:** if the request is complete and in compliance with the IB In-school workshop policy, the PD team will approve the request via **Memo 1**.
 - b. **INCOMPLETE:** the regional office may ask for clarification or corrections to be made before a request can be considered as complete. School’s failure to communicate with regional office on timely manner in case clarifications are asked can cause cancellation of workshop request.
 - c. **DECLINED:** if a request does not fit with the criteria for In-school workshops, the workshop request may be declined, this includes any requests made less than 5 months before the workshop start date.
4. Once an application is approved via Memo 1, the IB Educator Network team will begin the process of leader assignment. After a leader is selected, the school will receive **Memo 2**. The event is now confirmed and cannot be cancelled or changed without penalty.
5. After Memo 2, the school must register all participants in the system. All participants must be registered by 21 days prior to the workshop start. Workshops with no participants registered at 21 days prior to the event may be cancelled and the school will be invoiced for all costs incurred or the cancellation fee, whichever is higher.

6. If the assigned workshop leader requires a visa, the school must assist the leader in this process.
7. One month prior to the start of the event, the school coordinator will receive **Memo 3**. This is to remind the coordinator of all last minute logistical details.
8. After the workshop, the workshop leader will submit the participant list. Participant will receive a survey approximately two weeks after the completion of the workshop.
9. Coordinators will be able to download certificates from the registration system approximately three to four weeks after the completion of the workshop. Participants will also receive an email with their certificate.
10. An invoice will be issued after the workshop.

Important In-school workshop Policies

Participant & Registration Policies

1. Only staff from the requestor school can attend an In-school workshop. Any entity with a different coordinator and/or IBIS code is considered a separate school. If you want to organize a workshop for several schools, you may consider requesting a Cluster Workshop. You will find information about Cluster workshops on IB website www.ibo.org/pd
2. Workshops are designed specifically for each programme and category; therefore, it is important for the school coordinator to ensure that participants have the relevant IB experience.
3. Participants are required to attend all session of their workshop to receive a certificate of attendance.
4. For the Launching the MYP and Launching the CP workshops, the school must ensure that all staff working with programme students can participate for the full duration of the workshop.
5. Workshop leaders are assigned based on the number of participants indicated in the request. Any changes in enrolment must be immediately communicated to the IB and may result in the school being liable for costs incurred.

Minimum number of participants: 10

- a) Schools may have fewer but will be billed for 10 participants

Maximum number of participants for one workshop leader: 25

- a) For workshops with 25 – 36 participants, 2 workshop leaders are required. Schools must indicate if they would prefer 2 separate groups or one large group co-led by the both leaders.
- b) If the number of participant registrations exceeds 36, participants will be divided into smaller groups, each not exceeding 25 participants.

Workshop leader(s) Policies

1. **The AEM Regional Office is solely responsible for the staffing of all In-school workshops.** Schools may provide leader recommendations at the time of application in the form's comment field, but should understand that the IB has final approval on all leader assignments, and cannot guarantee that such requests will be honoured. Only workshop leaders, including resident leaders, that apply via the IB Educator Network (IBEN Central) portal will be considered.

Once a workshop leader has been confirmed, the leader's contact details will be available in the registration system.

2. The number of required workshop leaders is determined by the number of participants in the initial application.
3. All workshop leader requirements (gender, nationality, language) must be submitted at the time of request. Any costs incurred due to leader changes caused by these requirements that were not indicated at the time of request will be the responsibility of the school.
4. If the school is running multiple In-school workshops totalling over 100 participants, a Programme Field Representative (PFR) will be required to attend to support the quality assurance delivery of the workshops.
5. If the school is running multiple In-school workshops on the same dates, the coordinator should introduce all workshop leaders to each other via email during the workshop preparation phase.

Cancellation/Change policy

If a workshop leader cannot be found, the IB will notify the school of the cancellation as soon as possible.

Once a request is approved, if a school cancels, postpones or changes any aspect of the workshop (including dates or titles) the following applies:

- a. **Cancellation/Change Before** official workshop confirmation – when workshop leader is not yet allocated for the assignment - workshops may be cancelled or amended without charges
- b. **Change After** official workshop confirmation (Memo 2) – When workshop leader has been assigned – the school will be liable for any workshop leader related costs already incurred.
- c. **Cancellation After** official workshop confirmation (Memo 2) – when workshop leader has been assigned – In addition to Change Fees, the school will be charged a mandatory cancellation fee of EUR 870.

Participants Cancellation & Additions

All participants must be registered by 21 days prior to the workshop start. Workshops with no participants registered at 21 days prior to the event may be cancelled and the school will be invoiced for all costs incurred or the cancellation fee, whichever is higher.

Additions to the participant list after this deadline will be accepted, but any reduction in the list or participants who do not attend the workshop will not be credited.

Other policies

1. Security policy

The IB's primary concern is the safety and security of our workshop leaders and participants. We recommend workshop leaders follow the travel advice of their consulates, which could lead to a postponement or cancellation of a workshop. If leaders are advised not to travel, the school will bear no financial responsibility in such circumstances.

In the case of an emergency during the workshop, the host must, to the extent possible, ensure the safety of the workshop leader and participants.

2. Audio-visual Recording Policy:

The audio and/or videotaping of IB professional development workshops is strictly prohibited. Anyone in breach of this policy may be asked to leave without refund of participation fees. The International Baccalaureate sometimes requests a photographic, digital, video, or film record of its conferences, workshops and other events. Whenever it chooses to make such records it will only ever make use of them for its own legitimate business purposes. By registering for and attending an IB event, participants are deemed to accept that they may be included in such a recording. If the participant becomes aware of his/her image being used in a way with which he/she is uncomfortable, he/she should make representations to the event organizers who will be able to contact the relevant IB department.

3. Safety Policy:

Neither the IB nor its directors, officers or agents are responsible or liable for the safety and property of participants or their companions, nor for any financial losses incurred if events are cancelled due to reasons beyond the IB's control. Travelling to and from an IB event shall take place under the participants' sole responsibility.

4. Liability and Governing Law:

Any dispute, controversy or claim arising out of, or in relation to, this Agreement, including the interpretation, validity, breach or termination thereof, shall be finally resolved by arbitration in accordance with the Swiss Rules of International Arbitration of the Swiss Chambers' Arbitration Institution (the "Rules") in force on the date when the notice of arbitration is submitted in accordance with such Rules. The number of arbitrators shall be one, the seat of the arbitration shall be Geneva and the arbitral proceedings shall be conducted in English. The Parties hereby agree to use information technology systems and electronic communications to the extent permitted in conducting any arbitral proceedings and to treat the arbitral proceedings as Confidential Information