

IB AEM Professional Development

Face-to-face single school and multi-school 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 both face-to-face 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. Please note that for billing purposes, your school will require an existing IBIS code to request a workshop.

What are the options for face-to-face PD at my school?

The single school model

A single school workshop delivers on-demand, face-to-face IB training organized to meet one school's professional development needs. These workshops support schools in meeting requirements and provide a collaborative environment for teachers and staff, while eliminating or greatly reducing travel costs.

The multi-school model

Multi-school events are on-demand, face-to-face training events that consist of one or more workshops organized to meet the professional development needs of two or more schools located within the same region. Multi-school events are designed to address training needs that cannot otherwise be met through existing events organized by the IB or its approved providers, and to provide collaboration and networking opportunities for educators.

Both single school and multi-school workshops are hosted at schools and organized collaboratively with IB coordinators.

What if we would like to attend a workshop online?

If you are looking for online professional development options for your school, please visit the [website](#) for more information. There are options for both regularly scheduled online workshops and [requested online workshops](#).

What workshops are available?

[Any face-to-face workshop title offered through the IB](#) can be requested as a single school or multi-school workshop. Additional titles may be available as online options only. However, delivery of all training is subject to Workshop Leader availability.

Workshops are available in any of the IB's three official languages (English, French or Spanish) for both online and face-to-face workshops.

We can also offer many of our workshop titles in other languages. If it is not possible to deliver a workshop in the preferred language, schools may need to hire and pay for a local translator. Please note that only one language of delivery is possible per workshop iteration.

For workshops delivered in these additional languages, not all provided materials will be translated and may be in English.

What category of workshop should I choose?

All IB workshops fall under one of three categories:

Category 1 or Introductory – 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.

What is the schedule?

Our single and multi-school face-to-face workshops consist of fifteen hours of mandatory instruction across two consecutive days. Any requested modifications to the proposed schedule require written approval by the IBAEM PD Delivery team.

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

There is a reduced timetable consisting of six hours training across one day for 'Developing the MYP/CP' (single school only) and 'Extended Essay in Focus: A one-day intensive'.

What are the costs?

Costs for face-to-face professional development are calculated per participant. To compare the costs of all our professional development models, please see the table below:

Standard timetable	Online	Single school	Multi-school (host school)	Multi-school (participating schools)	Regional
EUR		€299	€399/€429 *	€429/€459	€860
GBP		£261	£349/£375	£375/£419	£752
CHF		Fr303	Fr416/Fr450	Fr450/Fr501	Fr893
USD	\$450				

One-day timetable **	Single school	Multi-school (host school)	Multi-school (participating schools)
EUR	€149	€199/€214*	€214/€229*
GBP	£142	£174/£187*	£187/£200*
CHF	Fr151	Fr208/Fr225*	Fr225/Fr242*

*The per participant fee for multi-school events includes a late fee applied 21 days prior to the delivery date.

**The one-day timetable applies only to the following workshop titles: 'Developing the MYP/CP' (single school only) and 'Extended Essay in Focus: A one-day intensive'.

For single school and multi-school events, schools will be billed in the currency determined by the event host location. Please note that for events taking place within the Netherlands, a 21% VAT charge will be added to the final invoice. For events taking place within Switzerland, a 7.7% VAT charge will apply.

Additional costs:

- Local transportation costs for Workshop Leaders and Field Representatives including to and from the designated airport (or port of entry) and all required journeys between the host school and hotel
- Catering costs including participants from other schools (for multi-school events)
- Stationery and other necessary workshop materials
- Limited on-site printing/copying for Workshop Leaders and Field Representatives

Costs covered by the IB:

- International travel costs for Workshop Leaders and Field Representatives, including visa fees
- Accommodation for Workshop Leaders and Field Representatives *
- Workshop Leader and Field Representative honorarium
- Expenses for Workshop Leaders and Field Representatives outside of workshop hours

*With the single school model, this applies to workshops taking place from November 1 2020 onwards.

Cancellation policy

Further information on cancellation will be provided after your request is submitted and approved; via Memo 1 for single school workshops, and with the confirmation document for multi-school workshops.

How many participants are needed to run a workshop?

Both single school and multi-school events require a minimum of seven participants per workshop. For multi-school events, at least one participant per workshop must be from the host school. 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.

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 must be received at least 12 weeks prior to the preferred start date. While we endeavor to provide the event on the requested date there are several factors that may affect or delay delivery.

Standard timeline:	Factors that may delay delivery:
Your school is a current IB World School	Your school has not yet submitted an Application for Candidacy
Your school has submitted an Application for Candidacy	Your school does not yet have an IBIS code
Your school has an active IBIS code	The language of delivery for your workshop has a small leader pool
The language of delivery for your workshop is English, French or Spanish	You have requested five or more workshops, requiring a Field Representative
You have requested fewer than five workshops	We cannot source suitable local Workshop Leaders for your event
We can source suitable local Workshop Leaders for your event	International Workshop Leaders and/or Field Representatives will require a visa.*
International Workshop Leaders do not require a visa	

**Further to this, we have identified some countries with stringent visa requirements or logistical challenges which may cause delays in the delivery of a face-to-face event: Democratic Republic of the Congo, Kuwait, Mozambique, Nigeria, Oman, Qatar, Russia, Saudi Arabia.*

How do I request a workshop or event? *

Single school

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

Requests for multi-school workshops or events can be submitted via an [online form](#). Once you have completed the form and submitted your request, our multi-school events team will follow-up with any queries related to your workshop or event.

Once a request is approved, the host school will receive a confirmation outlining the multi-school event details, fees, and terms and conditions.

**While recognising the vital role associations, chapters and other organizations play in serving their school communities, the IB must work directly with schools in the organization and delivery of single school and multi-school events.*

Who will conduct my workshop?

All professional development is facilitated by educators who are approved to lead workshops through the IB educator network (IBEN). These are called Workshop Leaders.

Once IBEN has found a Workshop Leader, we refer to these workshops as 'staffed'.

The IBEN team is responsible for assigning Workshop Leaders and always has final say on all staffing. A host school is welcome to provide Workshop Leader recommendations for consideration and IBEN will attempt to carry out these requests where possible, but they are not guaranteed. *

**Please note that priority is given to locally based Workshop Leaders for all single school and multi-school events.*

Field Representative for events with five or more workshops

If an event has five or more workshops a Field Representative will be provided. The Field Representative is automatically assigned by IBEN and provides additional support and quality assurance oversight. Whenever a Field Representative is assigned to an event, their costs are covered by the IB.

What are our responsibilities as a host school?

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

**to include assistance obtaining any necessary visas such as letters of support or other documents*

What are the IB's responsibilities?

- Support from a PDD team member throughout the planning process and remotely during delivery
- Assignment of a qualified Workshop Leader and Field Representative (where necessary)
- Arranging Workshop Leader and Field Representative travel and accommodation
- Management of the workshop registration process through IBIS/Regis
- Financial reconciliation and distribution of attendance certificates upon event completion

An example timeline:

Weeks to event	Single school	Multi-school
12+ weeks	Request is submitted via IBIS	Request is submitted via Jotform
	Request is reviewed by the PDD team	Request is reviewed by the PDD team
	Request is approved (Memo 1) or more information required	Request is approved or more information required
	After approval, event staffing begins	Confirmation document sent for signature
10+ weeks	Event is staffed	Event staffing begins after confirmation returned
	Schools receive Memo 2	Event is staffed
	Schools begin registering participants	Schools begin registering participants
One month	Schools receive Memo 3 with final logistical information	Workshop Leader and event confirmed when minimum registrations reached.
3 weeks	Registration deadline	Registration deadline
	Event may be cancelled if minimum registrations not reached	Event may be cancelled if minimum registrations not reached
0 weeks	Event delivery	Event delivery
1-week post-event	Post-event survey	Post-event survey
	Workshop Leaders submit attendance and email lists	Workshop Leaders submit attendance and email lists
3-4 weeks post-event	Certificates available for download and emailed to participants	Certificates available for download and emailed to participants

What else do I need to consider?

- Whether your school is sufficiently motivated and organized to host training events
- If there are any access/security issues that prevent the IB from delivering this training in your country. For more information please read through our [safety policy](#).
- You are up to date with our latest [privacy policy](#) and understand how the IB uses personal data.
- You are familiar with IB policy on [copyright and the use of intellectual property](#).
- Your school will comply with regulations against the [audiovisual recording](#) of PD events.

What if I have questions?

If you have any questions regarding professional development in the AEM region, please visit our [website](#).

If you would like to speak to a member of the professional development delivery team, please send any queries through [IB Answers](#). You can also email us directly at pd.inschool.aem@ibo.org (single school queries) or PDIBAEMCluster@ibo.org (multi-school queries).