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IBAEM Cluster Events

Phase 1: Application Guide

A guide for the preparation and submission of
cluster event requests

IBAEM EVENTS

2017

What is a cluster event?

Cluster events are on-demand training events that consist of one or more workshops organized to meet the professional development needs of two or more schools within a defined geographic network or community. Cluster events are designed to ensure that specific regional training needs can be met, and provide collaborative and networking opportunities for educators, while eliminating or greatly reducing the travel costs associated with participation in existing IBAEM PD events. Cluster events are hosted at a venue provided by the applicant (host school) and managed by the IBAEM regional office.

Who can apply?

IB World Schools, associations, chapters, networks or universities who have identified an unmet training need may submit their application for consideration via ibo.org at least five months in advance of their desired training dates. The application portal can be found [here](#).

How much does a cluster event cost?

Cluster events are a cost-effective way to train teachers. The registration fees for 15 hours of training (per participant) are as follows:

Host school registration fee	€399.00
Partner school registration fee	€429.00

Please note the following:

- A catering subsidy of €11.00 per person is applied to all registrations (host school and partner schools).
- An additional discount of €18.00 per person is applied to host school registrations whenever a cluster event enrolls 50 or more participants.
- Late registration fees apply to participants registering within 21 days of the event start date.

Upon approval of a cluster application, a full proposal outlining fees, discounts, subsidies, refundable costs, payment and cancellation terms will be provided.

What is the criteria for IB acceptance of an application?

The IB will review requests based on the following criteria:

- Overlap/clashes with existing workshops on offer at IB regional events.
- Motivation of host school and level of prior engagement with partner schools.
- Local/regional access challenges.
- Workshop leader availability.
- Specific language needs.
- Volume of teachers to be trained.

Please note: The IB reserves the right to decline a cluster request if it doesn't meet the criteria guidelines.

What subjects are available?

Any workshop title offered through the IB can be requested for consideration, however, delivery of all training is subject to workshop leader availability. The IBAEM regional office will advise host schools as early as possible if there are problems sourcing workshop leaders.

Workshops are available in any of the three IB 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 of the workshop may be available in the requested language.

Event host responsibilities

The event host assumes the primary responsibility for hosting and organizing the cluster event. A dedicated event coordinator must be provided. This person will support all aspects of event planning and is the key contact for communication with the IB, with partnering schools participating in the event, and with workshop leaders. This person must be contactable and responsive before, during and after the event. Upon acceptance of the cluster application, more detailed information about the tasks assigned to the event host will be given.

Duration

A cluster event workshop consists of fifteen hours of mandatory instruction across two consecutive days. Any requested modifications to the proposed schedule requires written approval by the IB.

Proposed time schedule (15 hours training):

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

Participants

Each workshop requires a minimum of 10 participants from at least two different schools. If the cluster event enrolment exceeds 50 participants, the event host will receive additional discounts for their participants.

All schools participating in the cluster event must be indicated at the time of application.

Registration is restricted to only these schools. Any requests to include additional schools must receive written approval from the IB.

All IB schools must register their own participants via IBIS/Regis for the cluster event. **The event host may not register participants on behalf of other schools.**

Non-IB schools indicated during the application process are eligible to register participants with a credit card payment.

IMPORTANT: It is the responsibility of the host school to engage all partner schools and communicate effectively with them prior to the cluster event taking place. This includes the following:

- Initial consultation to agree on workshop titles, expected participant numbers, and viable dates.
- Promotion of the event, once confirmed.
- Sharing all workshop details, sending registration reminders, and responding to queries.

The IB communicates only with the host school coordinator, and relies upon them to ensure that event information is shared with partner schools in a timely manner.

Workshop leader(s)

The IBAEM regional office is solely responsible for the staffing of cluster events. Applicants may provide leader recommendations for consideration. The IB will inform the host school coordinator of the contact details for the workshop leader(s).

The host may recommend an in-house, IBEN certified workshop leader to support their cluster event. If confirmed, the in-house workshop leader will receive full honorarium for their services.

Leader-to-participant ratio (per workshop room):

10-25 participants	One Workshop Leader
26-36 participants	Two Workshop Leaders

Out of region workshop leader

If the event host requests and the IB confirms a workshop leader from outside the AEM region, the minimum number of participants increases to 15 for that workshop.

Program Field Representative(s)

A Programme Field Representative (PFR) is required for cluster events with over 100 participants or over four workshops from the same programme. The PFR is assigned by the IBAEM regional office, and provides additional support and quality assurance oversight.

Program field representative ratio:

0-4 workshops	No Programme Field Representative required
4-12 workshops (100+ delegates)	One Programme Field Representative required
12+ workshops (200+ delegates)	Two Programme Field Representatives required

Application process

1. Read through the cluster event guidelines in full
2. Complete the online application
 - All applications must be submitted at least **five months** prior to the proposed event
 - Applications must be submitted via the [online application](#), for applications from groups of schools, associations, chapters, and universities, please contact PDIBAEMcluster@ibo.org

Review process

Upon receipt of a cluster event application, the host school will be contacted by the IBAEM regional office to schedule an introductory call. During this call, the host school's request is reviewed in detail, and any logistical challenges are discussed.

After an introductory call has taken place, the IBAEM PD Delivery team carries out a formal assessment of the application, taking into consideration the criteria previously outlined. The IB will aim to notify the host school within a period of four weeks whether the cluster event request has been approved or declined.

Please note that if there is already suitable PD on offer through the IBAEM PD calendar, on or close to the dates of the requested cluster workshop(s), approval will not be granted.

Approval & confirmation

If an application is approved, the host school will receive a proposal and acceptance statement, which outlines the cluster event details and fees. In order to confirm the event, the host school must sign and return this document, agreeing to the cluster event terms and conditions, within 10 days of receipt. Additionally, the host school is required to complete a pre-commitment list, providing estimated participant numbers for all workshops.

Upon receipt of the signed acceptance statement and pre-commitment list, the IBAEM PD Delivery team will confirm the event, handing over management to the contracts and events team, who will review the **cluster event checklist** with the host school coordinator, and commence the registration and event preparation process.

Registration & event preparation

The IBAEM PD team will administer the registration process through the IBIS/Regis system, and will inform the host school coordinator of when the registration period starts and ends. Please note that all registrations (host school and partner schools) must be complete prior to the registration deadline (21 days prior to event start date).

The IBAEM PD team, in conjunction with the IBEN team, will identify workshop leader(s), and will notify the host school coordinator once assignments have been confirmed. The IB will arrange travel for the workshop leader(s).

Other tasks, as outlined in the cluster event checklist will be completed by the host school coordinator in the months leading up to the cluster event. These include arranging accommodation for the workshop leader(s), managing communication with partner schools, printing workbooks, arranging catering, stationery, venue signage, and badges.

Questions

For any queries related to cluster events, please contact the IBAEM PD team at PDIBAEMcluster@ibo.org