How to request a single school workshop

Step 1: Login to IBIS

Login to IBIS (https://ibis.ibo.org/) in your role as coordinator and enter your credentials.

Step 2: Click on Workshop Registrations button
Step 3: Click on the In-School workshop tab

Step 4: Click on the “New In-school workshop” tab
In this next window you can also view the list of single school workshops you have already requested and/or held at your school.
Step 5: Complete the request form
Before applying for a single school workshop, please review the guidelines (terms and conditions) on the request form page.

If approved, IB will provide confirmation of the workshop within a week of receipt.

Contact pd.inschool.aem@ibo.org should you require additional assistance in submitting a single school workshop request.