

# IB AEM Professional Development

## 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 professional learning journey. With multiple delivery modes available, IB professional development offers flexibility, affordability, and opportunities for collaboration across school communities.

### Who can request a workshop?

Any current IB World School, candidate, or 'interested' 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 access to 'MySchool' to request a workshop.

### What are the options for requested professional development?

#### Our two models:

##### Single school

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

##### Multi-school

Multi-school 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 located within close geographic proximity. Multi-school events are designed to address training needs that cannot otherwise be met through existing events organized by the IB, and to provide collaboration and networking opportunities for educators.

Multi-school events are not designed nor intended to substitute and/or replace IB Scheduled events.

#### Requested workshop delivery modes:

##### Requested Face-to-face

Requested face-to-face workshops are delivered in person to an individual school or school cohort. They are hosted on a school's premises or suitable venue chosen by the requesting or "host" school and are organized collaboratively with IB coordinators.

##### Requested Online

Requested online workshops provide educators from the same school or group of schools with an exclusive, primarily asynchronous, online workshop offering for their own staff. These workshops delivered to one school cohort allow closer interaction with online facilitators and therefore offer a more personalised experience. Online workshops always begin on the first Wednesday of the month and last for four consecutive weeks.

## Requested Virtual

Requested virtual workshops allow schools to engage in synchronous learning through a dedicated online platform or ‘virtual classroom’, without the need to attend training at a school facility. Within the virtual classroom, participants engage with the same content and achieve the same learning outcomes as our face-to-face events, in a format optimised for virtual delivery.

## What workshops are available?

[Any workshop title offered through the IB](#) can be requested as a single school or multi-school workshop, although some titles may not be available in all delivery modes.

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

Delivery of all training is subject to workshop leader or Online Facilitator availability.

## 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 needed 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.

*\*Our Introductory workshops include: Developing the MYP, Developing the CP and Introduction to the DP*

## How do I request a workshop or event? \*

You can submit a request for a professional development workshop through our dedicated requestor portal, accessible via the “My School” section of My IB. Through the portal, you will be able to submit a request for a single workshop or for multiple workshops.

Due to the complexity of multi-school event requirements, please make sure to fill in this [survey](#) to determine whether your event necessitates any further consultation, before submitting the workshop request.

Please refer to our [step-by-step guide](#) for further assistance with the requesting process.

Requests with incomplete information will be sent back to the sender and cannot be approved while incomplete. Please note that workshop requests which have been sent back will need to honour the request and registration deadline for the date in which the request is re-submitted.

*\*While recognizing 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 the delivery of single school and multi-school events.*

## 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. For requested face-to-face workshops, schools must submit a request **12 weeks** before the desired start date.\* For requested virtual workshops, there is an **8-week** request deadline.

Requested online workshops are delivered during pre-scheduled sessions throughout the year, on the first Wednesday of each month. Schools must submit their request for an online workshop at least **5 weeks** before the desired session start date.

*\*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 many participants are needed to run a workshop?

Both requested single school and multi-school events require a minimum of seven (7) 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, depending on the delivery mode requested.

## Where will my workshop take place?

### Requested face-to-face

All requested face-to-face workshops are held at a venue chosen by the requesting or 'host' school. Workshops are most commonly delivered on a school's own premises or different campuses within the school community. External venues can also be used at the school's expense, subject to suitability and approval from the IB.

As there are greater logistical challenges in hosting a requested face-to-face workshop, there are additional responsibilities for schools to consider before submitting a request:

- Workshop leader and field representative support (including any necessary supporting documentation)
- A suitable venue with appropriately sized rooms for workshops
- A suitable room for the pre-event faculty meeting
- Covering all costs associated with the provision of the following services
  - Provision of catering for the duration of the event (coffee breaks & lunch for all registered participants, WSLs and FRs)
  - Provision of stationery, event signage, name badges and other workshop materials
  - Provision of limited on-site printing/copying for workshop leaders and Field Representatives

Host schools may review the CVENT landing page for their respective events to get a list of all relevant materials required and plan accordingly.

### Requested Virtual

Requested virtual workshops are delivered through the online platform Zoom. Participants can access the platform remotely from their personal computers and engage in sessions regardless of their physical location.

### Requested Online

Requested online workshops are primarily asynchronous courses broken down into modules hosted on an e-learning platform and accessible via participants' personal computers. Some requested online

workshops also include a synchronous call hosted on a web conferencing platform, arranged with online facilitators during the course.

## Who will conduct my workshop?

### Workshop Leaders

Both requested face-to-face/virtual workshops are facilitated by educators approved to lead workshops through the IB educator network (IBEN). These are called workshop leaders.

The IBEN team is responsible for assigning workshop leaders and 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 face-to-face events.*

### Field Representatives

#### Requested Face-to-Face & Virtual Events

A Field Representative will be provided for requested face-to-face and virtual events with 5 or more workshops. These Field Representatives are automatically assigned by IBEN to provide additional support and quality assurance oversight. Whenever a Field Representative is assigned to an event, their costs are covered by the IB.

### Online Facilitators

Online facilitators are experienced educators who have been upskilled to deliver online training and are assigned by the Online PD team. Online facilitators are used exclusively for Online by Request workshops.

## What is the schedule of training?

### Requested face-to-face

Requested face-to-face workshops consist of **15 hours instruction** over **2 consecutive days**. Please refer to the sample agenda below:

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** over **one day** for 'Developing the MYP/CP' (single school only) and 'Extended Essay in Focus: A one-day intensive'.

### Requested Virtual

Requested virtual classroom workshops consist of **12 hours instruction** over **two consecutive days**, with an additional **independent work assignment**.

### Requested Online

Requested Online workshops consist of one module per week of primarily asynchronous learning, for a total of **four modules over four weeks**. Participants are expected to dedicate at least four hours per week in order to complete the relevant learning engagements.

## How do I register participants?

You will receive a registration link from your designated point of contact once your request has been processed by the IB. Additional instructions for how to amend any registration details or to make substitutions will be provided in your acknowledgment email.

Please refer to our [step-by-step guide](#) on how to register participants into your event.

We strongly advise schools and those registering participants to double check all details are correct before the registration deadline **22 days before delivery**. If changes are required after the registration deadline, please email your point of contact on the IB Professional Development team.

## What are the requirements for completion?

### Requested Face-to-face & Virtual

In order to fulfil the criteria for completion, participants must attend all workshop sessions, as confirmed by attendance lists submitted to the IB post-event.

### Requested Online

Participants are encouraged to log in at least three times per week and commit to at least four hours a week engaging with learning activities. Participants must also complete all relevant assignments to be eligible for a certificate.

For further information please read through [the completion requirements](#) available on the professional development pages of the IB website.

## What are the costs?

Please refer to the table below for a side-by-side comparison of the per-person cost of our different delivery modes:

Standard timetable	Requested face-to-face	Requested virtual	Requested online
EUR	€279	€250	€230
GBP	£255	£210	£200
CHF	Fr305	Fr270	Fr250

One-day and one-week timetable (requested online only)	Requested face-to-face (Extended Essay in Focus Cat.3)	Requested virtual (Extended Essay in Focus Cat.3)	Requested face-to-face (7-50 pax)**	Requested face-to-face (50+ pax)**	Requested virtual and requested online (7-50 pax)**	Requested virtual and requested online (51+ pax)**
EUR	€139	€119	€89	€69	€65	€50
GBP	£130	£105	£80	£65	£55	£45
CHF	Fr150	Fr125	Fr95	Fr75	Fr70	Fr55

\* \* For Developing the MYP and Developing the CP Introductory workshops only

## Costs covered by the IB for requested face-to-face delivery:

- 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

## What is the billing process?

IB World schools, candidate schools and interested schools with access to “MySchool” will receive a final invoice within two weeks upon conclusion of the event. Events with multiple payers cannot make payment via credit card. All invoices must be paid within 30 days of receipt.

## Cancellation policy

The host school may request a cancellation up to 22 days prior to the first day of the workshop, free of any costs.

If the school or group of schools cancels a workshop, or fails to meet the required participant enrollment, after it has been confirmed, the school or group of schools will be responsible for all costs incurred by the IB. Costs incurred may include fees related to: Travel and Hotel Accommodation, including all applicable taxes. Costs incurred will be based on the circumstances surrounding the cancellation.

We recognize that many participants must travel to attend IB workshops. The IB expects registrants to make every reasonable effort to report to the workshop for which they are registered. Please be aware if the workshop is held, no refunds or credits will be issued for difficulties encountered in transit. Participants are encouraged to purchase a travel insurance plan designed to protect the traveler from losses that may result from sudden and unexpected conditions or events.

The IB reserves the right to cancel a workshop due to unforeseen circumstances. We will make every effort to give participants as much advance notice as possible of any changes to their enrollment. Please note that the IB does not reimburse participant travel expenses.

## What else do I need to consider?

- We ask that schools are sufficiently motivated and organized to host training events or to take part in professional development opportunities before submitting a request.
- Please ensure that you’ve read the IB’s [Global PD Terms & Conditions](#) as well as the Terms & Conditions for your region before submitting a request.

## What if I have questions?

If you have any questions, please visit our professional development pages on the [IB website](#), which contain information on all our professional development offers, along with FAQs and support in making a request. If you have additional questions, please refer to the site for information on how to submit a query.