

IB Americas 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 authorization 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. IB Groups of Schools and IB World School Associations may request multi-school workshops on behalf of their member schools.

What are the options for requested professional development?

Our two models:

Single school

Single school workshops deliver requested IB workshops organized to meet one school’s professional development needs. These workshops 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 workshops deliver requested IB workshops organized to meet the professional development needs of two or more schools located within a 50 mile radius. These workshops support groups of schools in meeting authorization and evaluation requirements and provide a collaborative environment for teachers and staff, while eliminating or greatly reducing travel costs.

Requested workshop delivery modes:

Requested Face-to-face

Requested Face-to-face workshops consist of fifteen hours of instruction delivered in person to educators from the same school or group of schools over two and a half consecutive days. They are hosted on a school's premises or suitable venue chosen by the requestor and are organized collaboratively with IB coordinators.

Requested Blended

Requested Blended workshops consist of 12 hours of instruction across two consecutive days, with an additional independent learning assignment. This assignment must be completed within seven days **after the** face-to-face component of the workshop.

Requested Online

Requested online workshops provide educators from the same school or group of schools with a facilitated, asynchronous online workshop over four weeks. These workshops allow closer interaction with online facilitators and a more personalised online learning experience.

Requested Virtual

Requested Virtual workshops allow schools or groups of schools to engage in 12 hours of primarily synchronous learning via a dedicated online platform or 'virtual classroom' over the course of two days, without the need to attend training at a school facility. An additional independent learning assignment is completed between Day 1 and Day 2 of the virtual workshop. 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 be available as either face-to-face/blended/virtual or online options only. Check the [IB Workshops and services catalogue](#) to see which languages workshops are available in. 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.

** There are two Introductory category workshops: 'Developing the MYP' and 'Developing the CP'.*

How do I request a workshop or event? *

You request professional development workshops through our dedicated requestor portal, accessible via the "My School" section of My IB.

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

**IB Associations, IB Districts, and Ministries of Education must work directly with schools in the organization and delivery of single school and multi-school events. These entities must contact iba.pd@ibo.org to indicate their interest to request a workshop as they do not have access to MyIB.*

How far in advance do I need to request a workshop or event?

We ask that schools submit any requests for IB professional development as early as possible.

Requested Face-to-face & Blended workshops

Requested face-to-face and blended workshops must be received via the Requestor Portal at least **12 weeks** prior to the preferred start date.

Requested Virtual workshops

Requested Virtual workshops must be received via the Requestor Portal at least **8 weeks** prior to the preferred start date.

Requested Online workshops

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.

Note: Any contracts that require a signature from an IB representative, as well as any requests associated with insurance certifications and vendor registration requests must be submitted to the IB at least 5 weeks prior to the planned start date.

How many participants are needed to run a workshop?

Both requested single school and multi-school workshops require a minimum of seven participants. There is a maximum of 25 participants per Workshop Leader, above which we will suggest either a second iteration of the workshop or invite a second leader to co-lead the workshop. This also applies to all online workshops by request.

Note: The Introductory 'Developing the MYP' and 'Developing the CP' workshops are the only workshops that have different workshop participant maximums. For these Introductory workshops, there is a maximum of 50 participants per Workshop Leader, above which we will offer a second workshop iteration or assign a co-leader.

Where will my workshop take place?

Requested face-to-face & Blended workshops

All requested face-to-face and blended workshops are held at a venue chosen by the requestor. Workshops are most commonly delivered on a school's own premises.

Because there are more planning and delivery logistics associated with hosting a requested face-to-face or blended workshop, there are additional responsibilities for schools to consider before submitting a request:

- Workshop Leader and Field Representative support on-site
- Provision of catering for the duration of the event for Workshop Leaders and Field Representatives (highly recommended for participants as well)
- 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

Note: A portion of blended workshops takes place remotely, during which time the participant completes an independent learning assignment that must be submitted within seven days of the conclusion of the face-to-face component of the workshop.

Requested Virtual workshops

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

Please note that IT technical support is not provided via Zoom or the IB. You will need to designate an IT support tech from your school during the training. A participant guide will be provided to familiarize your support tech with the platform.

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

Requested face-to-face, blended, and virtual workshops are facilitated by educators who are approved to lead workshops through the IB educator network (IBEN). These are called Workshop Leaders.

Our IB Educator Network (IBEN) team is responsible for assigning Workshop Leaders. A school may request a workshop leader and, while the IB will take into consideration these requests, they cannot be guaranteed.

Field Representatives

If your requested face-to-face has five or more workshops or requested virtual event has three 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.

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 requested online workshops.

Workshop Schedule

Requested Face-to-face workshops

Requested face-to-face workshops consist of **fifteen hours** of instruction across **two and a half consecutive days** according to the schedule below.

Requested Blended Workshops

Requested blended workshops consist of **12 hours** of instruction across **two consecutive days** according to the schedule below, with an **additional independent/remote learning assignment**. This assignment must be completed and submitted within seven days **after the** face-to-face component of the workshop (Day 2). Please refer to sample agenda below:

Day 1	
8:00-8:30	Registration
8:30-10:00	Workshop Begins (Session 1)
10:00-10:15	<i>Break</i>
10:15-11:45	Training Continued (Session 2)
11:45-12:45	<i>Lunch</i>
12:45-2:15	Training Continued (Session 3)
2:15-2:30	<i>Break</i>
2:30-4:00	Training Continued (Session 4)
Day 2	
8:30-10:00	Training Continued (Session 5)
10:00-10:15	<i>Break</i>
10:15-11:45	Training Continued (Session 6)
11:45-12:45	<i>Lunch</i>
12:45-2:15	Training Continued (Session 7)
2:15-2:30	<i>Break</i>
2:30-4:00	Training Continued (Session 8)
Day 3*	
8:30-10:00	Training Continued (Session 9)
10:00-10:15	<i>Break</i>
10:15-11:45	Training Concludes (Session 10)

**If 2-day blended workshop, disregard Day 3*

Note: There is a reduced timetable consisting of six hours of face-to-face or virtual instruction for the Introductory workshops ‘Developing the MYP’ and ‘Developing the CP’ (single school only).

Requested Virtual workshops

Requested virtual workshops consist of **12 hours mandatory instruction** over **two consecutive days**, with an additional **independent learning assignment**. Given the dynamic nature of virtual delivery, a standardized agenda is not available, Participants should expect six hours of both synchronous and asynchronous activities between the tentative hours of 9am and 4pm. Participants will also be given an independent assignment for completion outside of workshop delivery hours. This independent assignment will vary by workshop and may require up to 3 hours. Two - three weeks before the start of the workshop, the workshop leader will provide participants with a detailed agenda.

Note: There is a reduced timetable consisting of six hours of virtual instruction for the Introductory workshops 'Developing the MYP' and 'Developing the CP' (single school only)

Requested Online Workshops

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.

Note: There is a reduced timetable consisting of six hours of online instruction across one week for the Introductory workshops 'Developing the MYP' and 'Developing the CP' (single school only).

How do I register participants?

You will receive a registration link from your IB designated point of contact once your request has been processed. Additional instructions on how to amend any registration details or make substitutions will also be provided.

We strongly advise schools and those registering participants to double check all details are correct before the registration deadline

- The registration deadline for **Requested Blended** workshops and **Requested Online** workshops is **22 days before the workshop start date**.
 - Registration changes for these workshop models cannot be made after the registration deadline.
- The registration deadline for **Requested Face-to-face** and **Requested Virtual** workshops is **15 days before the workshop start date**.
 - 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 & Requested Virtual workshops

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 Blended workshops

In order to fulfil the criteria for completion, participants must attend all workshop sessions, and submit an independent learning assignment within seven days of the conclusion of the face-to-face portion of the workshop, as confirmed by attendance lists submitted to the IB post-event.

Requested Online workshops

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 [Completion Requirements webpage](#).

What are the costs?

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

Standard Workshops: All fees are USD per participant	Requested face-to-face/blended single school	Requested face-to-face/blended multi-school (7-149 participants)**	Requested face-to-face/blended multi-school (150+ participants)**	Requested Online single and multi-school	Requested Virtual single and multi-school
North America & Latin America	\$350	\$350	\$350	\$270	\$290

Introductory Workshops: One-day and one-week timetable	Requested face-to-face/blended single school only (7-50 participants)**	Requested face-to-face/blended single school only (51-100 participants)**	Requested face-to-face/blended single school only (101-150 participants)**	Requested virtual and requested online single school only (7-50 participants)**	Requested virtual and requested online single school only (51+ participants)**
North America & Latin America	\$110 per participant	\$85 per participant	\$85 per participant	\$75 per participant	\$60 per participant

**For introductory workshops only, 2-day options are available. Price doubles for 2-day delivery if selected.*

***Additional workshops will be scheduled when more than 25 participants need to be trained (regular workshops), or 50 participants need to be trained (introductory workshops).*

****Please note that PD requested by Associations may result in schools incurring an additional charge of \$50 on top of the standard or discounted registration fees. Associations who request PD on behalf of their schools may charge an additional \$50 for workshop need, identification, registration compilation across schools, and if food and beverages are provided for participants during the workshop. To avoid this upcharge, schools and districts may submit their request for PD directly to the IB.*

Note: *applicable taxes will be applied for events taking place in Canada and to virtual PD services delivered to participants from Canada.*

Additional costs to be covered by the requestor (where applicable):

- Transportation costs for Workshop Leaders and Field Representatives between the host school and hotel
- Catering costs for participants, workshop leaders, and Field Representative
- Stationery and other necessary workshop materials
- Limited on-site printing/copying for Workshop Leaders and Field Representatives

Costs covered by the IB:

- Air travel costs for Workshop Leaders and Field Representatives
- Transportation costs for Workshop Leaders and Field Representatives between the airport and hotel
- Accommodation for Workshop Leaders and Field Representatives

- Workshop Leader and Field Representative honorarium
- Food and beverage 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. Payment by credit card is not accepted. All invoices must be paid within 30 days of receipt.

Cancellation policy

If the school or group of schools cancels a workshop after a workshop has been confirmed, the school or group of schools will be responsible for all costs incurred by the IBO. Costs incurred may include fees related to: Travel and Hotel Accommodations, including all applicable taxes. Any additional costs incurred will be based on the circumstances surrounding the cancellation.

The IB reserves the right to cancel a workshop due to low enrollment or unforeseen circumstances. In the unlikely event that the IB must cancel a workshop, we will refund any paid registration fees to your school account, which can be used toward other IB invoices or workshops. Credit card payments will be refunded to the card used at time of registration.

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?

Click [here](#) to access our Virtual requested workshop FAQs.

Click [here](#) to access our Requested Online workshop FAQs.

If you would like to speak to a member of the professional development delivery team, email us directly at iba.pd@ibo.org.