

INTERNATIONAL BACCALAUREATE ASIA PACIFIC

APPLICATION FORM TO HOST IB ASIA PACIFIC REGIONAL EVENTS

We welcome your expression of interest in hosting IB Asia Pacific Regional Workshops at your school in the future.

The IB Global Centre, Singapore appreciates the support that schools have made over the years by opening their doors to regional workshops. As the professional development demands have grown over the years, so have the scale of regional professional development events and the associated demands of hosting them. Considering these increased demands, we ask schools to review 4 major areas of consideration prior to offering their services as host venues: **accessibility, facilities, resources** and **scheduling**.

Accessibility

A host school venue must be in proximity to an international airport and have at least two suitable hotels within 30 minutes driving distance. As you can appreciate, an extra domestic flight or a long drive after an international voyage is an additional physical and financial challenge for workshop participants.

Facilities

Schools wishing to host workshops should consider whether they could offer the following:

- Suitable gym/theatre/function hall for welcoming and addressing a group of 300 - 500 participants.
- Suitable canteen/hall/cafeteria for catering and serving teas and lunch to a group of 300 - 500 participants.
- Classrooms for maximum 25 participants to work comfortably in small groups of 4 - 6 pax (see table below - a minimum of 45sqm is required).

Workshop Size	Area (sq ft)	Area (sq m)
10	323	30
15	375	35
20	485	45
25	485	45
30	645	60
35	810	75
40	970	90

- Suitable facilities/resources for specialized subject area workshops are required. (e.g.: PE, Arts, Sciences, Science Labs, Music room, etc)

Resources

Schools wishing to host workshops should consider whether they have, and they can provide the following:

- School IT and audio-visual equipment for workshop delivery such as LCD projectors, speakers etc.
- School must be Wi-Fi to support all the participants attending the event, especially as the workbooks may be digital. This means internet speed must be relatively smooth.
- Sufficient extension cords for each room (to charge their laptops).
- Stationery supplies provided by school according to the list of standard stationery in the IB kit.
- Photocopying and binding resources to produce workbooks where required (electronic versions are preferred).

Schools should also consider whether they are able to offer the human resources necessary to support an event of this size:

- A Workshop Liaison - a staff member capable of coordinating the considerable logistical, administrative and financial responsibilities associated with the event.
- Adequate support personnel during the event for IT support, catering, cleaning, manning an information desk for booking of taxi etc.

Scheduling

Finally, schools should consider whether they are able to accommodate the schedule requirements of workshops on school grounds without undue disruption to the school community. Traditionally, regional workshops:

- Run for 2.5 days – with 4 sessions on day 1 and 2, 2 sessions on day 3, including morning tea, lunch and afternoon tea.
- Are scheduled over a weekend, from Friday to Sunday or Saturday to Monday.
- Require afternoon set-up time by Workshop Leaders on the eve of day 1.

FINANCIAL ARRANGEMENTS

Host School completes an IB budget planner and confirms forecasted expenditure in consultation with the Events team, at least 6 months prior to the event. All expenses incurred by the Host School, in accordance with the budget planner, will be reimbursed by the Global Office upon receipt of the IB Asia Pacific Expense Claims Form with accompanied invoices and receipts. Reimbursement for expenditure beyond the approved budget planner is not guaranteed.

Costs of the following items will be incurred by the Host School as part of hosting the event:

- Manpower costs for sourcing and packing stationery supplies according to the standard IB stationery kit.
- Standard internet access and VPN (if necessary). Extra bandwidth payment by negotiation.
- Extension cords.

- Purchase of flip chart stands.
- LCD projectors (existing ones within the school) and speakers.
- Tech support (required for setup afternoon and over the 3 days of the event; about 2 staff per day) on the weekdays. (Host Schools usually charge the IB only for their time on weekend as weekdays are considered a normal workday for admin support staff)

PLEASE NOTE:

- As a gesture of appreciation, IB Global Centre Singapore will provide hosting schools with “workshop vouchers”, allowing hosting school staff to attend regional workshops free of charge. The number of credit vouchers will correlate with the number of workshops hosted.
- For practical purposes, the IB Global Centre Singapore must retain autonomy in determining the nature of the workshops to be scheduled at the host site.

After considering the above requirements, if your school community is able and willing to host IB Asia Pacific Regional Workshops, please fill in the application form below

[Application form to host IB Asia Pacific Regional Workshops](#)

Your details will be entered into our database for future consideration.

Thank you for your interest and support.