

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 travel costs.

Multi-school

Multi-school events are on-demand training events consisting of one or more workshops organized to meet the professional development needs of two or more schools located within geographic proximity*.

Multi-school events are appropriate when at least two schools have a combined minimum of 7 participants in need of the same training.

*In most cases, geographic proximity refers to schools situated within the same country that are easily accessible to each other, enabling practical, cost-effective collaboration, with reduced travel impact. However, this definition may vary based on the location of a school, the size of the country, and the overall concentration and distribution of IB World Schools within the country. Exceptions for schools not located within geographic proximity may be considered in the following situations:

- Schools are clustered across an international border.
- Formal IB associations or networks comprise of schools in contiguous nations.
- School groups with schools in multiple countries
- Financial or grant regulations requiring cross-border collaboration

All requests for exceptions will be evaluated on a case-by-case basis.

The IB takes the existing schedule of workshops into consideration when approving multi-school event requests. In some cases, flexibility with dates may be required to avoid clashes.

Requested workshop delivery modes:

Face-to-face

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

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.

Requested Online

Requested online workshops provide schools or groups 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.

What workshops are available?

Any workshop offered by 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. In addition, a selection of workshop titles are available in other languages.

If a workshop cannot be delivered in the preferred language, schools may choose to provide and fund a local translator. Please note that each workshop can only be offered in one language. For workshops offered in languages other than English, French, or Spanish, some materials may only be available in English.

Please also note that the delivery of all training is subject to the availability of a workshop leader or online facilitator.

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? *

You can submit a request for a 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.

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

Requests that are missing information will be sent back to the sender and cannot be approved until completed. Once a request is returned, it must be completed and resubmitted before the deadline for the specific workshop delivery mode. (See ‘How far in advance do I need to request’ below).

**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?

We ask that schools submit any requests for professional development as early as possible. For face-to-face workshops, schools must submit a request **12 weeks** before the desired start date.* For virtual workshops, there is an **8-week** request deadline.

Online workshops are delivered during pre-scheduled sessions throughout the year, starting 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, certain countries present strict visa requirements, logistical difficulties, or travel challenges that may delay or impede the delivery of face-to-face events. The specific countries affected may vary depending on factors such as travel insurance coverage and regional circumstances.*

How many participants are needed to run a workshop?

Both single school and multi-school workshops 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?

Face-to-face

All 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 face-to-face workshop, there are additional responsibilities for schools to consider before submitting a request:

- Workshop leader (WSL) and field representative (FR) support (including any necessary supporting documentation)
- A suitable venue with appropriately sized rooms for workshops
- A suitable room for the pre-event faculty meeting (if necessary)
- Covering all costs associated with the provision of the following services
 - Catering for the duration of the event (coffee breaks & lunch for all registered participants, WSLs and FRs)
 - Stationery, event signage, name badges and other workshop materials

- Limited on-site printing/copying for workshop leaders and Field Representatives
- Local transportation (arranging and covering expenses for local transportation between point of arrival, hotel, and school) for WSLs and FRs.

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

Virtual

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.

Online

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 face-to-face and virtual workshops are facilitated by educators approved to lead workshops through the IB Educator Network (IBEN). These educators are known as workshop leaders.

The IBEN team is responsible for selecting and assigning workshop leaders. A host school can provide workshop leader preferences for consideration and the IBEN team will attempt to honor these requests where possible, but they are not guaranteed. Preferences should be noted in the original request under "additional comments." *

**Please note that priority is given to locally based workshop leaders for all face-to-face events.*

Field Representatives

Face-to-Face & Virtual Events

A Field Representative will be provided for face-to-face and virtual events with 5 or more workshops. These Field Representatives are automatically assigned by the IBEN team to provide additional support and quality assurance oversight.

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 workshops.

What is the schedule of training?

Face-to-face

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)

Virtual

Virtual workshops consist of **12 hours instruction** over **2 consecutive days**, with an additional **independent learning assignment**, comprising 3 hours of asynchronous engagement**

Day 1			Day 2		
08:30	10:00	Session 1	08:30	10:00	Session 5
10:00	10:15	Coffee break	10:00	10:15	Coffee break
10:15	11:45	Session 2	10:15	11:45	Session 6
11:45	12:45	Lunch	11:45	12:45	Lunch
12:45	14:15	Session 3	12:45	14:15	Session 7
14:15	14:30	Coffee break	14:15	14:30	Coffee break
14:30	16:00	Session 4	14:30	16:00	Session 8

** The workshop leader will assign independent learning to cover the 3 hours of required asynchronous engagement between Day 1 and Day 2 **

Online

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 for 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?

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.

Online

Participants are expected 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 (7-50 participants)**	Requested face-to-face (50+ participants)**	Requested virtual and requested online (7-50 participants)**	Requested virtual and requested online (51+ participants)**
EUR	€89	€69	€65	€50
GBP	£80	£65	£55	£45
CHF	Fr95	Fr75	Fr70	Fr55

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

For the Developing the MYP: Two-Day Option, the per-person cost is double that of the one-day format, based on the same delivery type

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 does not reach the required number of participants after the cancellation deadline, the school or group of schools will be responsible for all costs the IB has already incurred. These costs may include fees for travel and hotel accommodation, including all applicable taxes. The final costs will depend on the circumstances of 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.