

Guidelines for In-school workshop in AEM

Parameters:

1. Requests should be submitted by the indicated deadlines. Schools applying for candidate status may send requests as soon as they are notified of their acceptance as candidate schools and at least 3 months before the verification visit.
2. An In-school workshop is a 2-days event (8x90 minutes sessions) without students. Except the “Introducing the MYP”, which is a 1-day event (4x90 minutes sessions).
3. Schools may request either of the following subjects:

MYP:

- Introductory workshop: Introducing the MYP (one day mandatory workshop for candidate schools)
- Category 3: AoI – Context of Learning
- Category 3: Personal Project

PYP:

- Schools may request any category of workshop providing that participants meet the prior experience criteria.

DP:

- Category 3: The role of the supervisor in Extended essays
- Category 3: A theoretical and practical approach to develop links between TOK and CAS
- Category 3: TOK for subject teachers

For further information on workshops please visit: <http://www.ibo.org/ibaem/workshops/>

4. The regional office will inform a school applying for an In-school workshop on how many leaders will be needed. The number of leader depends on number of participants and the IB recommends a ratio of 1 leader for 20 participants.
5. All In-school workshops require a minimum of **15 participants**. The IB workshops are about more than content delivery and model the inquiry pedagogy required in classrooms. For this reason, the minimum number is required to ensure that the workshop environment is authentic.
6. For PYP In-school workshop only: the school must ensure that the workshop is scheduled so that all teachers and pedagogical leaders working with PYP students can participate for the duration of the workshop.
7. Schools are encouraged to include teaching/classroom assistants in the In-school workshops.
8. Only staff from the school can attend the workshop.

- 9 The quality of our workshops is assured through a rigorous Quality Assurance Framework (<http://www.ibo.org/research/policy/qualityassurance/>) process based on extensive and carefully analyzed data collected from participants and workshop leaders.
- 10 In recognition that one workshop will not always meet whole school needs nor the needs of groups of teachers, schools are able to request more than one In-school workshop. Combinations of workshops may be run concurrently or at different times.
- 11 A school with one or more recognized workshop leaders on staff may request the regional office to recognize a workshop led by them. In the case of a small workshop requiring only one leader, that leader must be from outside of the school.
- 12 If the workshop is given in any other languages than English extra cost may incur for a translator or for travel cost of workshop leaders from out of region. Organisation of translator will be made by the school.
- 13 Cancellation on behalf of the school after the organization of the In-school workshop by the IB regional office will be subject to payment of a cancellation fee. The school will also be charged for any related cost incurred.

Logisitics:

1. The Coordinator completes an In-school workshop request via the online registration system REGIS. (<https://ibis.ibo.org/>)
2. The regional office review and confirm the request in compliance with the IB In-school policy and inform the school within 7 working days on the request status (MEMO1: REQUEST REGISTRATION email).
3. Your request will be integrated to the next available invitation to IB educators and as soon as leaders are identified for your workshop you will receive MEMO2: WORKSHOP CONFIRMATION email.

Invitations to IB educators to lead workshops/visits in AEM are made twice a year as follow:

- **March** for IBEN activities held for the next academic period (August to June)
 - **October** for IBEN activities held from January to June for the current academic year.
4. The Coordinator and the leader(s) finalize logistical arrangements. The leaders travel is organized by the Travel and Meeting Unit in Cardiff. The school is required to arrange and pay directly for the leaders' accommodation, meals and travel from/to airport, hotel and school.
 5. 2 weeks before the workshop the coordinator is prompt to confirm the list of participant (MEMO3: FINAL LOGISTICS INFORMATION email)
 6. A few days after the workshop, the participants and leader(s) receive a link to the online evaluation form. In-school workshops follow the IB Quality Assurance Framework (for more: <http://www.ibo.org/research/policy/qualityassurance/>)
 7. The school is invoiced according to the fee schedule for In-school workshop as published on the regional page of IB website <http://www.ibo.org/ibaem/workshops/>
 8. Certificate of attendance for participants will be available for download from the online registration system after the event, providing they have attended all sessions

Deadlines for submitting In-school request:

To submit requests for the next academic year:

- 1st March for all in-school workshops from 1st August to 30st June

Additional deadline:

- 1st October for all in-school workshops from 1st January to 30st June

Costs:

The school requesting an In-school workshop will have to cover all the following:

- An In-school workshop fee per participant per day. For the current fees structure please consult the following link: <http://www.ibo.org/ibaem/workshops/>
- Workshop leaders' travel, visa costs, accommodation, meals and expense flat rate.

Security policy

Few In-school workshops have had to be cancelled due to security reasons. However, in the present world situation, we have to think of protecting both the schools and the workshop leaders. We recommend to the workshop leaders that they follow the travel advice of their consulates, which could lead to a workshop being postponed or cancelled. **Workshop leaders shall be entitled to renounce travelling if they believe the travel risks are too high.** Please note that, in case of cancellation, the school is responsible for any expenses already incurred.

If under exceptional circumstances, scheduled, confirmed and purchased tickets are cancelled by the workshop leader after consultation and advice from the regional office, schools will be responsible for the costs incurred in this cancellation

In the case of an emergency situation during the workshop, the school will be held responsible for any logistics and costs that may arise and ensure the workshop leader arrives home again safely. For these reasons we encourage you to consider insurances which cover such eventualities.