

VIRTUAL IB PD WORKSHOPS

Thank you for registering with IBICUS Ltd for an official IB professional development workshop.

We look forward to seeing you and working with you on ZOOM.

Your IBICUS virtual workshop will take place over 3 consecutive days, on the dates shown on your booking acknowledgement.

WORKSHOP TIMINGS

All our workshops run to the following schedule unless agreed separately



Day 1	Welcome and set-up 5-minute break WORKSHOP (inc. 30 min breaks)	08:30-08:55 UK time 08:55-09:00 UK time 09:00-13:30 UK time
Day 2	WORKSHOP (inc. 30 min breaks)	09:00-13:30 UK time
Day 3	WORKSHOP (inc. 30 min breaks)	09:00-13:30 UK time

Please note these timings and CHECK THE START TIME where you are.

You may be asked by your workshop leader to complete additional pre- and post-workshop reading, preparation and/or other activities, and to do a small amount of homework between days of the workshop.

Your workshop will comprise 12 hours of LIVE INTERACTIVE VIRTUAL WORKSHOP on ZOOM and up to 3 additional hours of offline activity.

VIRTUAL WORKSHOP BASICS



How do I attend?

All IBICUS virtual workshops will be delivered using ZOOM. Sign up now for your free ZOOM BASIC account.

Access to virtual workshops will be by invitation link only. This link must not be shared with others.

The invitation link to your workshop will be sent to you by your workshop leader 2-3 days before your workshop starts. Please check your spam folder if you have not received the link. Otherwise please contact admin@ibicus.org.uk

Do I get a certificate?

These workshops are fully authorised and certified by the IBO and our virtual workshops are delivered by experts who are fully trained by the IB. You must attend all sessions to receive your certificate. Your certificate will be emailed to you after the workshop.

VIRTUAL WORKSHOP BASICS CONTINUED

What should I expect?

During the workshop there will be large group activity and discussion, small group activity and discussion (using the ZOOM Breakout Rooms feature where your workshop leader will “send” you to a virtual room with other participants for a short period of time) and individual activity. You may be required to prep and share work and you will be given access to resources throughout the workshop.

Your settings

We ask that you keep your video on throughout the workshop but your audio off unless you wish to speak. This avoids everyone hearing things going on in your background!

If you wish, you can change your background, adding a virtual background so that other participants cannot see the room that you are in. Please see the link below.

Will it be recorded?

No element of any virtual workshop may be recorded or captured in any way or shared with anyone outside of the workshop. The workshop leader will not share any recorded videos of the workshop with you.

SUPPORT THROUGHOUT YOUR WORKSHOP

In an IBICUS workshop you also have access to a highly experienced IB lead educator who is there to support you and your workshop leader and help answer any general questions that you might have. If they don't know the answer, they'll do their utmost to find out!

And if at any point you feel out of your depth or need extra time on a particular area, let us know and we'll do everything we can to get you up to speed and support you.



EVALUATION AND FEEDBACK

If you have any problems during the workshop, please contact admin@ibicus.org.uk immediately and we will do our best to help you. It's important that you contact us as soon as possible if things aren't quite right – that way we have the chance to do something about it.

Please provide any feedback on your workshop to your workshop leader and IBICUS as the organiser. We'd be delighted to hear from you. The more feedback you give us, the more we can improve the workshops and the service that we offer to you, our customer.

Following the workshop, the IBO will also send a link to an online survey which we ask you to complete.



WHAT YOU NEED TO DO

Please make sure you have access to ZOOM by signing up for a free [ZOOM basic account](#).



You may then wish to go to the ZOOM tutorials and watch some of the videos including [JOIN A MEETING](#) and [SHARING YOUR SCREEN](#).

Please also have a look at CHAT (how to send messages during the workshop) and REACTIONS (how to comment during the workshop) and RAISING YOUR HAND.

We ask that you keep your video on throughout the workshop but your audio off unless you wish to speak. This avoids everyone hearing things going on in your background!

If you wish, you can [blur your background](#) or add a [virtual background](#) so that other participants cannot see the room that you are in.

It is your responsibility to ensure that you have the required connectivity to join and participate in the workshops and that you know enough about how to use ZOOM to comfortably participate in each session.

Around a week before the workshop, your workshop leader will be in touch with you via the email address that you have registered with us to tell you more about the workshop, send you the agenda and find out a bit about you. They will also tell you about any Apps or websites that you may need to use during your workshop.

Please ensure that you have access to all platforms, Apps and websites that you will need to refer to during the workshop and, if necessary, download and sign up for any that you do not currently have.

FAQs



WHAT DO I NEED?

You will need a laptop or desktop computer sufficiently well connected to WIFI to run Zoom and a good internet connection throughout the workshop. The workshop will not be recorded and cannot be provided at a later stage if you are unable to connect during any or all of the workshop.

Please ensure that you have everything you need for the duration of each session before you start including your laptop charger, mobile phone (set to silent), pen and paper, water and anything else that you might need.



WILL I GET A TIMETABLE?

Your workshop leader will send you an Agenda with the schedule so that you know when the breaks are.



ARE THERE BREAKS IN THE WORKSHOP?

Yes, there will be 30 minutes of breaks during each daily session.



CAN I JOIN THE WORKSHOP WITHOUT VIDEO ON?

We ask that all participants always join the workshop with their video on. It's hard for participants to work in a group if they can't see some members of the group. However, if you want you can change your background to a virtual background (this protects from others seeing the people or location behind you), you can do so.



WHAT HAPPENS IF I CAN'T ATTEND THE WORKSHOP?

If you cannot attend the workshop and give us at least 48 hours' notice before the workshop, you can swap someone else in in your place at a cost of £50. If you (or your replacement) do not attend the workshop for any reason, we cannot offer a refund or deferred place on another workshop.



WHAT HAPPENS IF I LOSE CONNECTIVITY?

IBICUS cannot be held responsible for any loss of connectivity. We strongly advise participants to locate themselves in the most suitable place with the most reliable WIFI connection for the workshops. We also suggest that you should be able to hotspot to a mobile phone and/or have an alternative location e.g. your place of work or a local café or hotel with good WIFI connection.

CERTIFICATES

Certificates will be sent in pdf format via email following completion of the workshop.

Please note that certificates will only be sent out once your workshop invoice is fully paid and can only be issued to participants who have attended all sessions.



NETIQUETTE DURING YOUR WORKSHOP

If possible please:

- keep your video on
- keep your audio on mute when others are talking
- switch your phone to silent; decouple from laptop if you can!
- try to avoid distractions (tell others around you that you are joining a workshop and should not be disturbed)
- don't eat or smoke during the workshops
- try to take breaks only during the allocated breaks
- do not record the workshop