



# St. Mary's International School

## IB Workshop/Conference Attendance Application Form

Please refer to the SMIS IB Funding Criteria on the reverse side of this form.

Name of Applicant: \_\_\_\_\_

Applicant's email: \_\_\_\_\_

Proposed IB Workshop/Conference Title: \_\_\_\_\_

Workshop level (C1, C2 or C3): \_\_\_\_\_

Date of Workshop/Conference: \_\_\_\_\_ to \_\_\_\_\_

Anticipated number of school days missed: \_\_\_\_\_

Specific dates all school days missed: \_\_\_\_\_

Location: Country \_\_\_\_\_

City \_\_\_\_\_

Pertaining SMIS Course/Assignment: \_\_\_\_\_

Month/Year of previous IB Workshop/Conference attended, pertaining to same course/assignment (or insert N/A if not applicable): \_\_\_\_\_

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please return this form to the IB Coordinator upon completion of the above.**

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### For Office Use

IB Coordinator: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Approval (Principal): \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## Hotel Information

Name: \_\_\_\_\_ Info Attached

Location: \_\_\_\_\_ Info Attached

Cost: \_\_\_\_\_ Info Attached

Conference Fee: \_\_\_\_\_ Info Attached

Conference Schedule: \_\_\_\_\_ Info Attached

## Guidelines for Attending IB Conferences and Workshops

(From the SMIS Professional Development Fund (PDF) Guidelines)

### SMIS IB Funding:

1. The school encourages teachers to participate in the local Asia Pacific Regional IB Workshops in order to support networking with other regional international school teachers.
2. The school will allow one workshop every three years for a specific subject.
3. A teacher must attend the appropriate C1, C2, or C3 workshop based on his/her experience in the subject.

### **Levels of training offered for subject workshops and who should attend:**

**Category 1:** These are for teachers planning to teach IB subjects in the near future, or who have recently begun to do so. This level of workshop will provide participants with an overview of the structure, requirements, teaching methodologies, curriculum guides and assessment criteria for the subject.

**Category 2:** These are for teachers who are currently teaching an IB course and have at least two years' teaching experience in that subject. Ideally, teachers should have previously attended a Category 1 workshop, although there may be circumstances where this is not necessary. This workshop will build on experience to date and address curriculum and planning, teaching methodologies and assessment in greater depth.

**Category 3:** These are for experienced IB teachers, and may take the form of subject specific seminars. Attendance at a seminar is advisable to facilitate changes to the IB syllabus.

### Please note:

- I. The teacher should apply through the IB Coordinator well in advance in order to meet IB deadlines.
- II. The school encourages teachers to network with colleagues in area IB schools: Yokohama International School, Seisen International School, St. Maur International School, Osaka International School.
- III. Workshop information can be found on the IBO website ([www.ibo.org](http://www.ibo.org))

**For IB workshops within the Asia Pacific region, the school will provide:**

- 1) Workshop Fee
- 2) Airfare (least expensive economy fare)
- 3) Hotel accommodation
- 4) Per Diem (for travel and conference days)
- 5) Substitution for the teacher's classes for the days absent

**For IB Workshops outside the Asia Pacific Region:**

- 1) Workshops offered in Asia Pacific Region take priority over those offered in other regions.
- 2) The IB Fund pays for workshops in the Asia Pacific region as noted above.
- 3) In the event a particular workshop is not offered in the region when needed by an IB teacher, the decision of the school to send the teacher will be made on a case by case basis by the Principal.

Form #1