

## IBICUS IB TEACHER TRAINING

### **IBICUS LIVE**

## INTERACTIVE VIRTUAL IB PD WORKSHOPS



## PARTICIPANT INFORMATION PACK

**Thank you for registering with IBICUS for a virtual workshop.  
We look forward to seeing you on Zoom.**

### **When are the workshops?**

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

### **How long is a virtual workshop?**

The daily schedule for all workshops is

		<b>UK Time</b>	<b>GMT/UTC</b>
Day 1	Welcome and Set up	08:30-08:55	07:30-07:55
	5-minute break	08:55-09:00	07:55-08:00
	Workshop (inc 30 min breaks)	09:00-13:30	08:00-12:30
Day 2	Workshop (inc 30 min breaks)	09:00-13:30	08:00-12:30
Day 3	Workshop (inc 30 min breaks)	09:00-13:30	08:00-12:30

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

You may also be asked by your workshop leader to complete additional pre- and post-workshop reading, preparation and/or other activities, and may be asked 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

<p><b>How do I attend?</b></p>	<p>All IBICUS virtual workshops will be delivered using ZOOM <a href="https://zoom.us/">https://zoom.us/</a> Sign up now for your free ZOOM BASIC account.</p> <p>Access to virtual workshops will be by invitation link only. This link must not be shared with others.</p> <p>The invitation link to your workshop will be sent to you by your workshop leader 2-3 days before your workshop starts. You must check your spam folder if you have not received the link, before you contact <a href="mailto:admin@ibicus.org.uk">admin@ibicus.org.uk</a></p>
<p><b>Do I get a certificate?</b></p>	<p>All of our 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.</p>
<p><b>What should I expect?</b></p>	<p>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.</p>
<p><b>Your settings</b></p>	<p>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!</p> <p>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.</p>
<p><b>Will it be recorded?</b></p>	<p>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.</p>

## What you need to know

Sign up for a free Zoom basic account <https://zoom.us/>

Go to Zoom tutorials and watch some of the videos. [https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?\\_ga=2.130281295.1525291423.1597079154-1962892863.1585210061](https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?_ga=2.130281295.1525291423.1597079154-1962892863.1585210061)

### Make sure you - as a minimum - watch

JOIN A MEETING	<a href="https://www.youtube.com/embed/-s76QHshQnY?rel=0&amp;autoplay=1&amp;cc_load_policy=1">https://www.youtube.com/embed/-s76QHshQnY?rel=0&amp;autoplay=1&amp;cc_load_policy=1</a>
SHARING YOUR SCREEN	<a href="https://www.youtube.com/embed/YA6SGQIVmcA?rel=0&amp;autoplay=1&amp;cc_load_policy=1">https://www.youtube.com/embed/YA6SGQIVmcA?rel=0&amp;autoplay=1&amp;cc_load_policy=1</a>

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.

Please ensure that you schedule a Zoom meeting and join a Zoom meeting (try it out on a friend), a few days before the workshop starts so that you are familiar with how it works. While you are trying it out, look at the screen-sharing options, chat and reactions.

Here is how to schedule a Zoom meeting:

[https://www.youtube.com/embed/LE2w9tRpF4I?rel=0&autoplay=1&cc\\_load\\_policy=1](https://www.youtube.com/embed/LE2w9tRpF4I?rel=0&autoplay=1&cc_load_policy=1)

To invite someone to a Zoom meeting, you will have to copy the meeting invitation and send them the link. They can then access your meeting and you can together have a proper look around the Zoom platform.

You may also want to look at privacy settings including setting a virtual background <https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>

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.

It is your responsibility to 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.

## Evaluation

If you have any problems during the workshop, please contact [admin@ibicus.org.uk](mailto:admin@ibicus.org.uk) immediately and we will do our best to help you.

Please provide any feedback on your workshop to your workshop leader and IBICUS as the PD provider. We'd be delighted to hear from you. The more feedback you give us, the more we can improve the workshop offering 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.

## 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.

## FURTHER INFORMATION

### 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.

### What are the workshop timings?

		<b>UK Time</b>	<b>GMT/UTC</b>
Day 1	Welcome and Set up	08:30-08:55	07:30-07:55
	5-minute break	08:55-09:00	07:55-08:00
	Workshop*	09:00-13:30	08:00-12:30
Day 2	Workshop*	09:00-13:30	08:00-12:30
Day 3	Workshop*	09:00-13:30	08:00-12:30

\* including 30 minutes of breaks

Your workshop leader will send you a timetable with the schedule for each day so that you know when the breaks will fall

### **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 join the workshop with their video on at all times. 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.

## **NETIQUETTE DURING YOUR WORKSHOP**

Please:

- keep your video on
- keep your audio on mute
- 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

**Please spend some time familiarising yourself with the functionality of ZOOM and test it out with colleagues/friends. It's very easy to use but even easier if you have had some practice!**