**Networking: General Info**

In addition to quarterly Coordinator Meetings, the IBMA facilitates several additional resources to its members schools including:

* IBMA Bootcamp
* IBMA College Fair
* Quarterly financial awards for nominated IB staff
* Students Excellence Awards
* Quarterly Newsletters by Programme
* Mentoring
* Networking Meetings

**Networking Meetings**

Member schools can host networking meetings throughout the year for a variety of purposes. The goals of these meetings include facilitation of knowledge sharing, professional connections, and development opportunities within the IB community in the Mid-Atlantic region.

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| --- | --- |
| Informal Networking  *Casual meetups, intended for sharing experiences, challenges, and successes.* | Formal Networking  *Planned events with structured agendas and targeted outcomes, often involving guest speakers or roundtable discussions.* |
| * Up to 2 hours * Reimbursement up to $10 per capita * No honorarium | * 3+ hours * Reimbursement up to $20 per capita * $150 honorarium |
| Examples: Coffee mornings, lunch meetups, casual evening gatherings.  Expected Outcomes: Establish connections, share ideas and resources, support networking among coordinators and educators. | Examples: Targeted professional learning, panel discussions, themed group discussions, observations.  Expected Outcomes: Deeper discussions on specific topics, focused knowledge exchange, and potential follow-up collaborations. |

\*Ongoing Professional Learning: Events focused on ongoing IB professional leaning with presentations, workshops or trainings. Example would include book study might have an alternate funding source that can be applied for.

**Event Planning and Preparation**

Initial Planning Steps

1. Identify Objectives: Establish what the event should achieve (e.g., informal meeting, professional learning, resource sharing).
2. Set a Date and Venue: Most networking sessions take place at the host coordinator’s school. More informal and targeted meetings might occur at an alternate venue; consider virtual options as necessary.
3. Develop an Agenda (if applicable): Informal networking sessions might just include meeting minutes or an identified subject for discussion. More formal networking sessions should include time for introductions, main activities, and reflection.
4. Notify the VP: To streamline the networking process for coordinators, your programme VP will be responsible for the communication efforts about notifying membership and collecting RSVPs. This will include sending out the initial invite, as well as follow up reminders to membership, at key points leading up to the day of the event. And keeping the hosting coordinator informed of RSVPs.

Day of Event

1. Set Up Venue: Ensure all materials, seating arrangements, and refreshments (if applicable) are ready before guests arrive.
2. Welcome Attendees: Greet participants, provide name tags, and start with introductions if appropriate.
3. Facilitate Agenda: Ensure the agenda flows smoothly, keeping discussions on track and staying within time limits.
4. Feedback Collection: At the end of the event, distribute feedback forms (digital or physical) to gather insights.

Following the Event

* Step 1: Collect all receipts related to the event.
* Step 2: Complete the IBMA reimbursement form, detailing expenses and attaching receipts.
* Step 3: Submit the following to the to your programme VP within seven days post networking session:
* reimbursement form,
* receipts
* attendance list,
* meeting agenda and/or minutes,
* attendee feedback

Virtual Event Adjustments

* Use a reliable video conferencing platform.
* Send a meeting link and instructions in advance.
* Include troubleshooting support and ensure a staff member is available for technical assistance.

**Resources and Templates**

* Networking Event Proposal Document
* Reimbursement Form
* Sample Agendas/Minutes: Provide sample agendas for each type of event.
* Sign-In Sheet
* Sample Feedback Form

**Networking Event Proposal Document**

Title of Event**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Programme:

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| --- | --- | --- | --- |
| * DP | * CP | * MYP | * PYP |

Type of Networking:

|  |  |  |
| --- | --- | --- |
| * Informal | * Structured | * Other |

Date and Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Event Goals: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Hosting Coordinator Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date you need RSVPs by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Arrival information attendees should be aware of? (i.e parking, security procedures? Etc.) You might include a venue map with instructions.

IBMA Reimbursement Form

IBMA reimburses the hosting school/coordinator for the actual costs up to $20 per participant. A reimbursement check will be provided once this form and required documentation have been submitted to the Programme VP.

Hosting Expenses – please attach receipts:

|  |  |  |
| --- | --- | --- |
| Expense Description | Name and Address of Person to Be Reimbursed | Expense Cost |
|  |  |  |
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Number of Attendees (attach attendance sheet) \_\_\_\_\_\_\_\_\_\_\_\_

Email the Programme VP this form along with:

* Receipts
* Attendance Sheet
* Agenda/Minutes
* Feedback and
* Any digital resources to share

Please submit this form within one week of the Networking Session. Reimbursements will be made promptly once all documentation is received.

Sample Agendas/Minutes

Opening  
 Time

Topic   
 Time

Closing   
 Time

**IBMA Networking Session   
Sign-In Sheet**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- |
| **Attendee Name** | **School** | **Email** |
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Sample Feedback Form  
Your feedback helps us improve all future programming.

1. **Overall Satisfaction:**Please rate your overall satisfaction with this networking event:

1 2 3 4 5

Very Dissatisfied Very Satisfied

1. **Knowledge Gained:**What is one thing you gained from this session?
2. **Suggestions for Improvement**: What suggestions do you have to improve future IBMA Curriculum Conversations?