



Qatar Foundation in Cooperation with the IB IB Workshops (2026-2027)

Participant Welcome Package (Virtual IB Workshops)

Dear Participant,

Thank you for registering for one of the IB workshops organized by Qatar Foundation-Education Development Institute (EDI). We are excited to welcome you virtually this year. Please note that the workshop will **take place over three days, from Friday to Sunday.**

To help you prepare for your attendance, please review the following information:

Contact List:

Please feel free to contact us if you have any question

Marwa Bkerat	Associate Director- Academic Development	mbkairat@qf.org.qa	(+974) 4454-8238
Ayat Abdoun	Academic Programs Specialist	aabdoun@qf.org.qa	(+974) 4454-2020
Samira Ibrahim	Outreach and Partnership Coordinator	szibrahim@qf.org.qa	(+974) 4454-5624
QF (EDI) Team		eventsdpd@qf.org.qa	(+974) 4454-5624

Registration:

Registration is now open via the link <https://edi.qa/en/about-edi/ib/>. To register, create an account, log in, and then select the workshop you would like to attend.

*If your school is interested in **bulk registrations**, please contact our Outreach and Partnerships Coordinator at szibrahim@qf.org.qa, and we will be happy to assist you with the registration process.*



Requirements for your workshop:

The IB workshop leader will be contacting you in due course (prior to the workshop) to provide you with specific information. Please make sure you are aware of any resources or materials needed for your workshop.

Workshop Platform:

We will be using **Zoom Platform** for the workshops.

You will receive an invitation with a link to enter your workshop from your workshop leader a week before the starting date.

Workshop General Agenda:

Time followed: Qatar time (GMT+3)

The following agenda is generic, and you will be receiving the specific one from your workshop leader.

Day	Time	Item	Duration
Friday (Day 1)	10:00 - 11:00	Session 1	1 hour
	11:00 - 11:15	Break	
	11:15 - 12:15	Session 2	1 hour
	12:15 - 12:45	Lunch	
	12:45 - 13:45	Session 3	1 hour
	13:45 - 14:00	Break	
	14:00 - 15:00	Session 4	1 hour
	15:00 - 15:15	Break	
	Self-paced	*Independent work (Asynchronous)	Up to 2 hours
Saturday (Day 2)	10:00 - 11:00	Session 5	1 hour
	11:00 - 11:15	Break	
	11:15 - 12:15	Session 6	1 hour
	12:15 - 12:45	Lunch	
	12:45 - 13:45	Session 7	1 hour
	13:45 - 14:00	Break	
	14:00 - 15:00	Session 8	1 hour
	Self-paced	*Independent work (Asynchronous)	Up to 2 hours
Sunday (Day 3)	12:30 - 14:00	Session 9	1.5 hour
	14:00 - 14:15	Break	
	14:15-15:45	Session 10	1.5 hour



Attendance at all 10 sessions is **required** to receive the certificate of attendance.

All sessions listed above will be conducted **synchronously** via **Zoom**. Please make sure to join each session on time.

*The **asynchronous sessions** can be completed **at your convenience** and **may take up to 2 hours per day**, depending on the workshop leader. However, the **total time for asynchronous sessions should not exceed 4 hours**.

Upcoming IB Workshops Information

To learn more about all our virtual IB workshops taking place in 2026-2027, please visit <https://edi.qa/en/about-edi/ib/>

Certificate of attendance:

In order to get a certificate, you need to attend all sessions. EDI will send out the certificates of attendance via email within few days after the workshop.

General Guidelines:

- The Workshop Leader will share the **detailed agenda a week before the event**.
- You will **receive the Zoom link at least a week before the event**; use the same link for all workshop days. Please join the meeting promptly.
- Workshops **start on Friday at 10:00 AM Qatar time (GMT+3)**. Please adjust for your time zone.
- Ensure you **have all necessary materials** (readings, guide, charger, etc.) ready before the meeting.
- **Contact the EDI Team** if any applications shared by the leader do not open in your country.
- EDI team members will attend parts of the sessions to provide assistance and take promotional photos. IB field representatives will also be present to offer support if needed. Both will be available throughout the event to address any technical issues. Please refer to the contact list at the beginning of this manual.

Guidelines for Using Zoom:

The following videos offer guidance on joining a Zoom meeting and navigating basic in-meeting features.



How to join a Zoom meeting?

https://youtu.be/pAMDxH_H_Cs?si=5UlbTVmBRilUB9hK

Basic In-Meeting Navigation.

https://youtu.be/02UmBR4UK58?si=pXiBZV_bdLBbHVXm