



## **BEO Academic Administration**

For the BEO to run successfully, it is absolutely essential that everyone becomes fully involved in the programme. Your role as the accompanying leader over the course of the BEO will require you to be on the top of all communication channels, updates, and submissions.

To help you navigate through all the information here is a brief overview of the key sites, their function, and your responsibilities on these:

### **BEO FORUM**

The BEO Forum will be hosted on the BEO Guideline pages from mid-November.

<https://www.oxfordinternationaljuniors.com/beo-guidelines-2023/>



The Forum will host a series of posts to support you with preparation. Once a week we will collate all the incoming questions and we will post the answers to ensure that everyone is receiving the same information. The Forum will not be live, and you will not be able to post the question there directly, but you can send any request for clarification to **kdolejsi@oxfordinternational.com**

We will also share some practice material and past challenges with you via the Forum. It is your responsibility to log in and check the Forum regularly to ensure you are up to date with all the information pertaining to the competition.

## **BEO PORTAL**

BEO is an entirely separate site → <https://www.beoworldportal.com/>

You will receive your personalised log in details at a later stage this is to protect the personal information of your students. You will use this site to submit:

- your students' data (name, DOB, passport-size digital photo), which is essential for the competition IDs
- your song lyrics for the BEO Song Contest
- your drama script (optional submission!)

The submission date for all of these is 1st March 2023 but you will have your log in before the end of 2022 to ensure you have enough time to submit little by little and at your convenience.

**BEO World**  
MAKE YOUR DREAMS COME TRUE

A screenshot of the BEO World Portal Log In page. At the top is a circular logo with a Union Jack and the text "BEO World Portal". Below it is a white box with the title "Log In". Inside the box are two input fields: "Username" and "Password". A blue "Log In" button is located at the bottom right of the white box.