



## Information Pack

**Event's name:** DP Regional Workshops for Teachers New to the Programme

**Dates:** 02-04 July 2010

**Location:** London, UK

**Event ID n°:** W025A2

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## Online registration and payment information

Workshops should be carefully selected to ensure appropriateness for each individual's **present level of understanding** of the programme. Note should be taken of the level of experience of working with the programme.

All sessions will be conducted in English unless otherwise specified. Participants' command of the teaching language must be such as to allow for full and unaided participation.

### Registration

The IB online registration system is available:

- via IBIS (IB Information System): <https://ibis.ibo.org/>
- following the links available on the conference/workshop pages: [www.ibo.org/events](http://www.ibo.org/events)

N.B.: IBIS login credentials are required in both cases and for all schools whether interested, candidate or IB world schools. If you do not have an IBIS account, please contact [IBISadmin@ibo.org](mailto:IBISadmin@ibo.org).

### Confirmation of registration

- The IB coordinator and individual participants will receive an automatic acknowledgment of registration, followed by a formal confirmation of participation when the required number of participants has been received and the workshop can be opened. Please do not confuse the automatic acknowledgment with the confirmation of registration.
- IB Africa, Europe, Middle East reserves the right to cancel workshops that do not receive sufficient enrolment.
- All registrations are subject to space availability and are accepted on a first come, first serve basis. Registrations arriving on or before the workshop registration deadline are not guaranteed placement.
- Please do not purchase non-refundable airline tickets until you have received the formal confirmation of participation. The IB recommends the purchase of comprehensive travel insurance in cases where such reservations are unavoidable.

### Changes to registrations of confirmed participants

- A registered and confirmed participant who is unable to attend may be replaced in the workshop concerned by another teacher from the same school, provided the replacement has the required criteria for that workshop.
- Registration cannot be transferred from one subject workshop to another unless authorization has been requested, and written confirmation received, from the IB Africa, Europe, Middle East Events Unit. In cases where such authorization has not been given, the registration will be cancelled with no reimbursement of the fee.
- No on-site applications for changes of subject workshop will be accepted.

### Practical information for registering participants

- Participants' names on badges will appear as spelled in the online registration form.

- Avoid using accents and special characters, as these may not be recognized by our system.
- Ensure that the participant's email address is correct, for easy communication before and after the event.
- Accommodation information is available on the event web page of each workshop.
- Within a week after the event, coordinators will be notified by email that certificates of attendance can be downloaded from the IB online registration system.

## Invoice and payment

Payment should be made upon receipt of the registration acknowledgment e-mail issued automatically once the registration has been completed via our on-line registration system (i.e. prior to event start date and prior to final confirmation of event).

N.B. Payment of workshop does not imply that the workshop participation has been confirmed. Therefore we strongly recommend that participants NOT make travel booking before the workshop participation has been formally confirmed by IB.

In the event a workshop is undersubscribed and has to be cancelled or oversubscribed and registration cannot be confirmed, registration fees paid for this workshop will be refunded in full via credit notes.

If a final invoice is required to make the payment, a request can be sent to the IB Credit Control Office: [creditcontrol@ibo.org](mailto:creditcontrol@ibo.org). A postal address, to which Credit Control can send the original invoice, should be included.

Any registrations made past the registration deadline will incur an extra charge of USD 100.00 (GBP 49.00, CHF 112.00).

### ***These details are to be passed to your accounts department.***

Please inform your bank that all costs are to be met in advance and that the IB must receive the exact amount due.

#### **For authorized schools:**

Authorized IB schools must pay in their assigned currency.

#### **For interested / candidate schools:**

Payment must be in British pounds (GBP) unless your school is already authorized in a separate programme. In this case, schools must pay in the currency assigned to the authorized school. Payment made by schools in Switzerland may be made in Swiss francs (CHF).

Whatever your means of payment, please be sure to quote the relevant references: our invoice reference number where applicable, your IB code or school name and the name of the workshops:

#### **i.e. Programme (DP/MYP/PYP), city & date of the workshop.**

This enables us to record your payment correctly. \*For authorized schools, please quote both your IBIS code (if you have this) and your old code. For candidate schools, please use the code given to you to gain access to the OCC. For interested schools, please leave the code blank.

## Payment by bank transfer

Name of account: International Baccalaureate Organization

### **For GBP payments please transfer to:**

HSBC Bank Plc - Cardiff  
114 St. Mary Street  
Cardiff  
South Glamorgan, CF10 1 LF  
Account number: 61605410  
Sort code: 401618  
Swift Code: MIDLGB2110M  
IBAN number: GB67MIDL40161861605410

### **For USD and CHF payments:**

HSBC Bank Plc – Cardiff  
International Branch  
PO Box 181  
27-32 Poultry  
London EX2P 2BX  
USD Account number: 68221288  
USD Sort code: 400515  
USD Swift Code: MIDLGB22  
USD IBAN number: GB30MIDL40051568221288  
CHF Account number: 68221261  
CHF Sort code: 400515  
CHF Swift Code: MIDLGB22  
CHF IBAN number: GB80MIDL40051568221261

### **Payment by cheque:**

Cheques are to be made out to:  
International Baccalaureate Organization and mailed to:  
Finance Department  
Peterson House  
Malthouse Avenue  
Cardiff  
GB CF23 8GL  
Wales, UK

## IB cancellation and refund policy

IB Africa, Europe, Middle East regional office will apply the following cancellation policy for this workshop:

Once registrations have been confirmed, the following policy will apply. Cancellations received at least three weeks before the beginning of the event will be reimbursed at 80% of the registration fee. Cancellations received after this deadline and “no-shows” will be charged the full registration fee.

Cancellation policy will apply also in cases where a visa is refused.

## IB safety policy

Neither the IB nor its directors, officers or agents are responsible or liable for the safety and property of participants or their companions, nor for any financial losses incurred if events are cancelled due to reasons beyond the IB’s control. Travelling to and from an IB event shall take place under the participants’ sole responsibility.

Participants are advised to seek information on potential health and security risks incurred by themselves or their companions and to secure adequate insurance coverage, which includes reimbursement of any costs incurred should the event be cancelled.

Swiss law shall govern any legal issues relating to the enrolment and participation in IB workshops. Any disputes arising with respect to or in connection with the enrolment and participation in this event shall be finally settled by one arbitrator in accordance with the Rules of Arbitration of the Chamber of Commerce and Industry of Geneva.

## Information about visas

- Acquiring the necessary information on whether a visa is needed, and the length of the application process, is the sole responsibility of each participant. It is essential to check visa requirements with the appropriate embassy or consulate, or with a travel agency, before registering for the event.
- As a general rule, passports must be valid for at least six months after a stay in any given country.
- While the the IB makes every effort to ensure that visas are granted to all participants, the final decision of the Ministry of Foreign Affairs is beyond the IB’s control and the regional office is under no obligation to reimburse a registration fee in cases where a visa is not granted.
- IB Africa, Europe, Middle East Events Unit can provide a visa support letter, to be downloaded from [IB online registration system](#) by the IB coordinator; this facility is only available to participants whose registration has been confirmed by the Events Unit.

## Certificates of attendance

According to the IB Africa, Europe, Middle East regional office policy, certificates of attendance for workshops will be issued only to participants who attend all scheduled sessions. No certificates of attendance will be issued for conferences.

Within a week after the event, coordinators will be notified by email that certificates of attendance can be downloaded from the [IB online registration system](#). Instructions of how to download will be given in

the email. The certificates will be available for downloading for a three week period only after the event.

Unfortunately, duplicate copies of certificates cannot be issued after the three-week period, and we therefore recommend that participants save the document as a PDF file or make extra copies in case of loss of the original.

## Provisional Timetable

(Subject to changes per event – please check our website for confirmed details)

Day	Start Time	Morning coffee break	Lunch	Afternoon coffee break	End Time	Other
<b>1</b>	08.30	10.00-10.30	12.30-13.30	15.00-15.30	17.00	Evening welcome drink with all participants
<b>2</b>	08.30	10.00-10.30	12.30-13.30	15.00-15.30	17.00	Free evening
<b>3</b>	08.30	10.00-10.30	12.00-13.00	14.30-14.50	16.00	Participant departures from 16.00 (NB: certificates will only be delivered to participants having attended all sessions)

## About the country

### General

**Name of the country:** England

**Area:** 130,281 km

**Population:** 50.4 million

**Capital:** London, 7.5 million inhabitants

**Government:** Constitutional monarchy. The UK is a Member of the European Union since 1973.

**Geography:** Much of the countryside is relatively flat, consisting of fertile plains and gentle hills. Mountains, moors and steeper hills are found mainly in the north and the west; the Lake District and the northwest are divided from the Yorkshire Dales, and the northeast, by the high-rising Pennines, 'the backbone of England'. The eastern part of the country, particularly East Anglia, is the lowest lying. The coastline is varied, and ranges from long stretches of sandy beaches to steep cliffs and isolated rocky coves.

**Language:** English. There are many local dialects throughout the country, influenced by class, and town and country accents.

**Time:** GMT (GMT +1 between the last Sunday in March and the last Sunday in October)

**Religion:** Predominantly Christian (Church of England, Roman Catholic, Presbyterian, Methodist), sizeable Muslim, Sikh, Jewish and Hindu minorities.

**Electricity:** 230 volts, 50Hz. Flat three-pin plugs are standard.

### Money

**Currency:** Pound (GBP; symbol £) = 100 pence. Notes are in denominations of £50, 20, 10 and 5. Coins are in denominations of £2 and 1, and 50, 20, 10, 5, 2 and 1 pence.

**Exchange Rate Indicators:**

CHF 1.00 = GB£ 0.5917

USD 1.00 = GB£ 0.6188

EUR 1.00 = GB£ 0.8708

At exchange rates' date 26 January 2010

**Credit cards:** American Express, MasterCard and Visa are all widely accepted. Cash can be obtained from a multitude of ATMs.

**Banking hours:** Mon-Fri 0930-1630 (there may be some variations in closing times).

**Tipping:** A service charge (usually 10-12.5%) might be included in the prices stated on the menu but it is more likely to be added to the bill at the end. This is technically an optional charge. Where 'service is not included', a tip of at least 10% is expected.

## International travel

### Main Airports

[Heathrow](#) (LHR) is 24km west of central London. To/from the airport: The [London Underground](#) stops at Heathrow journey time to city centre: 45 minutes. [Heathrow Express](#) runs from London Paddington station, journey time: 15 minutes. A shuttle service to London hotels is also available from [dot2dot](#) . Taxis are available outside each terminal.

[Gatwick](#) (LGW) is 45km south of central London. To/from the airport: [Gatwick Express](#) connects the airport with London Victoria station, journey time: 30 minutes. There is also a shuttle service to London hotels with [dot2dot](#) (website: [www.dot2.com](http://www.dot2.com)). Taxis are available outside the terminal.

[London City Airport](#) (LCY) is 10km east of the City of London. To/from the airport: Docklands Light Railway services run to the airport. The nearest Underground station is Canning Town. Local buses stop at the terminal. There is a taxi rank outside the terminal.

[Stansted](#) (STN) is 48km northeast of central London. To/from the airport: The [Stansted Express](#) runs from London Liverpool Street, journey time: 45 minutes. Local buses run to surrounding towns. Taxis are available, journey time: 1h30 to central London.

[Luton](#) (LTN) is 51km northeast of London. To/from the airport: Trains and coaches run to London and other cities. [Greenline](#) bus 757 runs to Luton and on to central London. [EasyBus](#) ([easybus.co.uk](http://easybus.co.uk)) runs an express minibus to central London. Local buses run from the airport to Luton bus and rail stations. Taxis can be hired outside the terminal building.

[Birmingham](#) (BHX) is 13km southeast of the city centre. To/from the airport: Taxis are available from outside passenger terminals. Buses to the city centre and surrounds can be caught opposite Terminal 2 at the Bus and Coach Terminus. Bus 900 travels to the city centre from stand K. Trains run from Birmingham International to Birmingham New Street Station and vice versa during the day but are less frequent in the evenings and on weekends.

[Manchester](#) (MAN) is 17km southwest of the city centre. To/from the airport: Manchester Airport train station links to Manchester city centre, journey time: 20 minutes. Trains also connect to all parts of the country. A [local bus](#) runs frequently to the city centre. There are taxis available; journey time to city centre: 25 minutes.

## Passport/Visas

A valid passport for at least three months beyond length of stay required by all nationals from Australia, Canada and USA except EU nationals holding a valid national ID card.

EU nationals are only required to produce evidence of their EU nationality and identity in order to be admitted to any EU Member State. This evidence can take the form of a valid national passport or national identity.

If a visa is not required, travelers should hold a return or onward ticket, or proof of funds for the duration of stay. Passports must be valid for the period of intended stay in the UK; nationals of the EU require a passport valid on arrival.

Note: Passport and visa requirements are liable to change at short notice. Travelers are advised to check their entry requirements with their embassy, consulate or [UK Border Agency](#).

## Venue

Please check the [IB website](#).

## Hotel Booking Form

A certain number of hotel rooms have been reserved at the venue. Please use the [hotel reservation form](#) posted on our website. Participants are responsible for their own travel to and from the event.

## Health & Safety

**Health Care:** There are no specific health risks associated with travel to the UK and food and water can be considered safe. Emergency treatment is free to visitors, but charges are made for routine medical care. A number of countries have reciprocal health agreements with the UK including Australia, New Zealand and EU countries. Visitors from other countries (including Canada, South Africa and the US) are advised to take out good medical insurance.

## Climate

The climate is temperate with warm wet summers and cool wet winters. Weather varies from day to day and throughout the country as a whole. The west coast and mountainous areas receive the most rain; the east coast, particularly in the north, is colder and windier. The southeast is sunnier than the north with less rain and a climate approaching the continental. The southwest has the mildest climate overall.

## Communication and Internet access

### Telephone:

The international country dialing code for UK is +44; +44 905 for Birmingham. The outgoing code is 00, followed by the relevant country code.

### Emergency Calls:

999 Police, Fire and Ambulance

## Useful links

- Home Office, UK Border Agency  
<http://www.ukvisas.gov.uk/en/>

- Britain's official travel and tourism guide:  
<http://www.visitbritain.com/>