



→ 2009

OVERVIEW OF IB PROFESSIONAL DEVELOPMENT ACTIVITIES

LATIN AMERICA



Dear colleagues,

We are pleased to send you the Overview of IB Latin America professional development activities for 2009.

We are aware of the importance of teachers' professional development in the implementation of the programmes. Therefore, we try to offer a variety of workshops to cover all your needs and interests.

In the process of planning this proposal, the schools in the region have collaborated with us by sending their suggestions and choices.

We hope that you find this document useful. If you have any queries, do not hesitate to contact us at:

IB Buenos Aires

San Vladimiro 3056, piso 2

B1642GMB, San Isidro

Buenos Aires. ARGENTINA

Telephone: +54 11 4766-3900

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iblaworkshopspyp@ibo.org (Primary Years Programme)

iblaworkshopsmyp@ibo.org (Middle Years Programme)

iblaworkshopsdp@ibo.org (Diploma Programme)

Sincerely,

Susana Fernández

Professional Development Manager

IB Buenos Aires

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Description of workshop categories

Category 1 workshops provide information and assistance to new teachers in the implementation of the Programme (MYP, DP) and teachers from schools considering implementation of the Programme (PYP). Category 1 workshops are the only required training for the Application and Authorization process.

Category 2 workshops enhance understanding of the Programme and implementation of the standards and practices. Category 2 workshops are for candidate and authorized schools and are a requirement for authorization.

Category 3 workshops cover an extensive range of subjects and topics for teachers who have a clear understanding of the IB philosophy and the curriculum model. Category 3 workshops are for candidate and authorized schools and do to cover the application process.

January 2009

Enrolment forms will be available as from October 2008

Diploma - MEXICO

Date and venue	Deadline for enrolment	Workshops	Language	Aimed at	Code	Fees per participant (USD)						
						Authorized schools	Candidate schools	Interested schools				
JANUARY 2009	12-13 <i>UDEM</i> Monterrey	History	English	Experienced teachers*	DPMTY09HIST	260	380	-----				
		Teoría del Conocimiento	Spanish		DPMTY09TDC							
		Entrando en detalles en literatura mundial**			DPMTY09ENTR				390	390	390	
		Monografía Grupo 4 (Biología, Química y Física)		DPMTY09MONG4	260	380	-----					
		El portafolios en Matemáticas NM y NS**		DPMTY09PORT	390	390	390					
		La autoevaluación: un proceso para la mejora		DPMTY09AUT	260	380	-----					
	14-15 <i>EBC</i> México DF	7 November 2008		Historia	Spanish	Beginners	DPMEX09HIST	260	380	380		
			Coordinación	DPMEX09IBC								
	15-16-17 <i>EBC</i> México DF		Español A1	DPMEX09ESPA1			390				570	570
			Estudios Matemáticos	DPMEX09EST								
			Empresa y Gestión	DPMEX09EYG								
			Teatro	DPMEX09TEA								
	16-17 <i>EBC</i> México DF	Introdutorio	Heads and future coordinators	DPMEX09INT	-----	390	390					
		Monografía Grupo 3 (Historia y Geografía)	Beginners and experienced teachers	DPMEX09MONG3	260	380	-----					
Evaluation in Arts**		DPMEX09EVA		390	390	390						

*Experienced Diploma teachers are those who have been teaching the programme for two years and have attended workshops for beginners

** A workshop with a thematic approach is one that focuses on an in-depth study of a topic and/or aspect of a Diploma Programme subject. For experienced and beginner teachers who have already attended one workshop on the subject aimed at beginners.

January 2009

Enrolment forms will be available as from October 2008

Diploma - COSTA RICA

Dante and venue	Deadline for enrolment	Workshops	Language	Aimed at	Code	Fees per participant (USD)					
						Authorized schools	Candidate schools	Interested schools			
JANUARY 2009	21-22-23 <i>Lincoln</i> San José	Español A1	Spanish	Beginners	DPSJO09ESPA1	555	585	585			
		Maths Studies	English		DPSJO09MAT						
	22-23 <i>Lincoln</i> San José	Self-study: a process for improvement		English	Experienced teachers*	DPSJO09SELF	370	390	-----		
		Español A1	DPSJO09ESPA1E								
		Maths Studies	DPSJO09MATE								
		Evaluation in Arts**	DPSJO09EVA			390				390	390
		Extended Essay Group 4 (Biology, Chemistry, Physics)	DPSJO09EEG4			370				390	390
		Extended Essay Group 2									

* Experienced Diploma teachers are those who have been teaching the programme for two years and have attended workshops for beginners.

** A workshop with a thematic approach is one that focuses on an in-depth study of a topic and/or aspect of a Diploma Programme subject. For experienced and beginner teachers who have already attended one workshop on the subject aimed at beginners.

January 2009

Enrolment forms will be available as from October 2008

Diploma - COLOMBIA

	Date and venue	Deadline for enrolment	Workshops	Language	Aimed at	Code	Fees per participant (USD)		
							Authorized schools	Candidate schools	Interested schools
JANUARY 2009	26-27 <i>Victoria School</i> Bogotá	21 November 2008	English B	English	Beginners	DPBOG09ENGB	260	380	380
			Economía	Spanish		DPBOG09ECO			
			Biología			DPBOG09BIO			
			Artes Visuales			DPBOG09ART			
			CAS			DPBOG09CAS			
			Monografía Grupo 3 (Historia y Geografía)		Beginners and experienced teachers*	DPBOG09MONG3			
			Teatro	Beginners	DPBOG09TEA				
	29-30 <i>CIEDI</i> Bogotá		English B	English	Experienced teachers*	DPMED09ENGBE			-----
			Economía	Spanish		DPMED09ECOE			
			Biología			DPMED09BIOE			
			Artes Visuales			DPMED09ARTE			
			CAS			DPMED09CASE			
			Teatro			DPBOG09TEAE			

* Experienced Diploma teachers are those who have been teaching the programme for two years and have attended workshops for beginners.

April 2009

Enrolment forms will be available as from February 2009

Diploma - BUENOS AIRES

	Date and venue	Deadline for enrolment	Workshops	Language	Category	Code	Fees per participant (USD)		
							Authorized schools	Candidate schools	Interested schools
APRIL 2009	27-28 St. George's College North Buenos Aires	20 March 2009	Introdutorio	Spanish	Category 1 (Heads and future coordinators)	DPBUE09INT	390		
	Español A1		Category 1			DPBUEB09ESPA1	280	390	
	English B			English	DPBUEB09ENGB				
	Historia			Spanish	DPBUEB09HIS				
	Biología				DPBUEB09BIO				
	Matemática NM				DPBUEB09MAT				
	Artes visuales				DPBUEB09ART				
	TOK				DPBUEB09TDC				
	CAS				DPBUEB09CAS				
	Coordinación				DPBUEB09IBC				

August 2009

Enrolment forms will be available as from May 2009

Diploma - BUENOS AIRES

Date and venue	Deadline for enrolment	Workshops	Language	Category	Code	Fees per participant (USD)			
						Authorized schools	Candidate schools	Interested schools	
AUGUST 2009	14 - 15 <i>Palermo Chico</i> Buenos Aires	30 June 2009	Monografía Grupo 4 (Biología, Física y Química)	Spanish	Category 3	DPBUE09MON	300	390	
			English B	English	Category 2				DPBUE09ENGB
			Teoría del Conocimiento y CAS: construyendo identidad ética	Spanish	Category 3				DPBUE09IDE
			Historia		Category 2				DPBUE09HIS
			Español A1						DPBUE09ESPA1
			El impacto de la tecnología en el aula de Matemática		Category 3				DPBUE09MAT

August 2009

Enrolment forms will be available as from May 2009

Diploma - Santiago de Chile

Date and venue	Deadline for enrolment	Workshops	Language	Category	Code	Fees per participant (USD)		
						Authorized schools	Candidate schools	Interested schools
AUGUST 2009	20 - 21 - 22 <i>Venue to be confirmed</i>	Matemática NM	Spanish	Category 1	DPSCCL09MAT	450	585	
		Teoría del Conocimiento			DPSCCL09TDC			
		English A2			DPSCCL09ENGA2			
	21- 22 <i>Venue to be confirmed</i>	30 June 2009	Matemática NM	Spanish	Category 2	DPSCCL09MATE	300	390
			Teoría del Conocimiento			DPSCCL09ETDCE		
			English A2			DPSCCL09ENGA2E		
			Evaluación en Arte	Spanish	Category 3	DPSCCL09EVA		
			El impacto de la revolución cubana en la intelectualidad latinoamericana			DPSCCL09REV		
			Tecnología aplicada a la Física			DPSCCL09FIS		

August 2009

Enrolment forms will be available as from May 2009

Diploma - Brazil

Date and venue	Deadline for enrolment	Workshops	Language	Category	Code	Fees per participant (USD)		
						Authorized schools	Candidate schools	Interested schools
AUGUST 2009	30 June 2009	24-25 Graded School Sao Paulo	Extended Essay Group 4	English	Category 3	DPSAO09EE4	300	390
		24 – 25 - 26 Graded School Sao Paulo	History		Category 1	DPSAO09HIS	450	585
			Maths Studies	DPSAO09MAT				
			Visual Arts	DPSAO09ART				
		25- 26 Graded School Sao Paulo	Portuguese A1	Portuguese	DPSAO09PORA1	300	390	
			History	English	DPSAO09HISE			
			Maths Studies		DPSAO09MATE			
			Visual Arts		DPSAO09ARTE			
				Portuguese A1	Portuguese	DPSAO09PORA1E		

September 2009

Enrolment forms will be available as from June 2009

Diploma - Lima

Date and venue	Deadline for enrolment	Workshops	Language	Category	Code	Fees per participant (USD)		
						Authorized schools	Candidate schools	Interested schools
SEPTEMBER 2009	9-10-11 <i>Liceo N.A. Guise Lima</i>	Química	Spanish	Category 1	DPLIM09QUI	450	585	
	10-11 <i>Liceo N.A. Guise Lima</i>			Category 2	DPLIM09QUIE			300
	10-11-12 <i>Liceo N. A. Guise Lima</i>	7 August 2009	Matemática NM	French	Category 1	DPLIM09MAT	450	585
			Francés B			DPLIM09FRB		
			Psychology (Only with a minimum of 10 participants)			DPLIM09PSY		
			Historia			DPLIM09HIS		
	11-12 <i>Liceo N. A. Guise Lima</i>	7 August 2009	Matemática NM	Spanish	Category 2	DPLIM09MATE	300	390
			Francés B			DPLIM09FRBE		
			Psychology (Only with a minimum of 10 participants)			DPLIM09PSYE		
			Historia			DPLIM09HISE		
			Entrando en detalles : Literatura mundial	DPLIM09ENT				
			Teoría del Conocimiento y CAS: construyendo identidad ética	DPLIM09IDE				
			La autoevaluación: un proceso para la mejora	DPLIM09AUT				

September 2009

Enrolment forms will be available as from June 2009

Diploma - Quito

Date and venue	Deadline for enrolment	Workshops	Language	Category	Code	Fees per participant (USD)		
						Authorized schools	Candidate schools	Interested schools
SEPTEMBER 2009	14-15-16 <i>Unidad Educativa Experimental A. Einstein Quito</i>	English B	English	Category 1	DPUIO09ENGB	450	585	
		Theory of Knowledge (Only with a minimum of 10 participants)			DPUIO09TOK			
		Teoría del conocimiento	Spanish		DPUIO09TDC			
		TISG			DPUIO09TISG			
		CAS			DPUIO09CAS			
	15-16 <i>Unidad Educativa Experimental A. Einstein Quito</i>	7 August 2009	English B	English	Category 2	DPUIO09ENGBE	300	390
			Theory of Knowledge (Only with a minimum of 10 participants)			DPUIO09TOKE		
			Teoría del conocimiento	Spanish		DPUIO09TDCE		
			TISG			DPUIO09TISGE		
			CAS			DPUIO09CASE		
			La autoevaluación: un proceso para la mejora			DPUIO09AUT		
			El impacto de la tecnología en el aula de Matemáticas			Category 3		

January 2009

Enrolment forms will be available as from October 2008

MYP - MEXICO

Date and venue	Deadline for enrolment	Workshops	Language	Aimed at	Code	Fees per participant (USD)		
						Authorized schools	Candidate schools	Interested schools
JANUARY 2009 19-20 EBC México DF	7 November 2008	Introducctorio	Spanish	Heads and administrators	PAIMEX09INT	390	390	390
		Coordinación		Coordinators	PAIMEX09IBC	280	390	390
		Artes (nueva guía)		Beginners and experienced teachers*	PAIMEX09LENA			
					PAIMEX09ART			
		Lengua A		Beginners	PAIMEX09MAT			
		Matemáticas			PAIMEX09HUM			
		Humanidades			PAIMEX09LANB			
		Educación Física	PAIMEX09EF					
		Language B	English					
		Planificación en Ciencias**	Spanish	Beginners and experienced teachers*	PAIMEX09PLAN	390	390	390
Proyecto personal	PAIMEX09PP	280			390	390		
Enseñar con tecnologías en el PAI**	PAIMEX09TEC	390			390	390		
21-22 EBC México DF								

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** A workshop with a thematic approach is one that focuses on an in-depth study of a topic and/or aspect of a MYP subject. For experienced and beginner teachers who have already attended one workshop on the subject aimed at beginners.

April 2009

Enrolment forms will be available as from February 2009

MYP - BUENOS AIRES

	Date and venue	Deadline for enrolment	Workshops	Language	Category	Code	Fees per participant (USD)		
							Authorized schools	Candidate schools	Interested schools
APRIL 2009	27-28 St. George's College North Buenos Aires	20 March 2009	Introducctorio	Spanish	Category 1 (Heads and future coordinators)	PAIBUE09INT	390		
	27-28-29 St. George's College North Buenos Aires		Las áreas de interacción como organizadores de la enseñanza y el aprendizaje		Category 3	PAIBUE09PRIN	420	585	
			Lengua A (New guide)		Category 1	PAIBUE09LENA			
			Matemáticas			PAIBUE09MAT			
			Lengua A (New guide)		Category 2	PAIBUE09LENAE			
	Matemáticas		PAIBUE09MATE						
28-29 St. George's College North Buenos Aires						280	390		

September 2009

Enrolment forms will be available as from June 2009

MYP - MEXICO

Date and venue	Deadline for enrolment	Workshops	Language	Category	Code	Fees per participant (USD)			
						Authorized schools	Candidate schools	Interested schools	
SEPTEMBER 2009	17-18 <i>EBC</i> México DF	Lengua A (New guide)	Spanish	Category 2	PAIMEXAG09LENA	300	390		
		Lengua B	French & Spanish		PAIMEXAG09LANB				
		Tecnología	Spanish	Category 1	PAIMEXAG09TEC				
		Ciencias			PAIMEXAG09CIE				
		17-18-19 <i>EBC</i> México DF	The MYP in action	English	PAIMEXAG09ACT			450	585
			El PAI en acción	Spanish	PAIMEXAG09ACC				
	Enfoque interdisciplinario		Category 3		PAIMEXAG09ENF	300	390		

October 2009

Enrolment forms will be available as from May 2009

MYP - Bogota

Date and venue	Deadline for enrolment	Workshops	Language	Category	Code	Fees per participant (USD)		
						Authorized schools	Candidate schools	Interested schools
OCTOBER 2009	6 – 7 - 8 CIEDI Bogotá	Lengua A (New guide)	Spanish	Category 1	PAIBOG09LANA	450	585	
		Language B	English		PAIBOG09LANB			
		Humanidades	Spanish		PAIBOG09HUM			
		Artes			PAIBOG09ART			
	7-8 CIEDI Bogotá	28 August 2009	Lengua A(New guide)	English B	Category 2	PAIBOG09ARE	300	390
			Language B					
			Humanidades					
	6 – 7 - 8 CIEDI Bogotá	28 August 2009	Las áreas de interacción como organizadores de la enseñanza y el aprendizaje	Spanish	Category 3	PAIBOG09ARE	450	585
			Artes					
	6-7 CIEDI Bogotá	28 August 2009	Introdutorio	Spanish	Category 1	PAIBOG09INT	300	390

January 2009

Enrolment forms will be available as from October 2008

PYP - MEXICO

Date and venue	Deadline for enrolment	Workshops	Language	Aimed at	Code	Fees per participant (USD)		
						Authorized schools	Candidate schools	Interested schools
ENERO 2009	26-27 <i>EBC</i> Mexico DF	Una introducción general al PEP	Spanish	Interested schools only	PEPMEX09INT	-----	-----	390
		La planificación colaborativa en el PEP		Authorized and candidate schools	PEPMEX09COL			
		The role of science and social studies in the PYP	English	Authorized and candidate schools	PEPMEX09SCI			
		Promoting international mindedness in the PYP		Authorized and candidate schools	PEPMEX09PROM	280	390	
		The PYP exhibition		Authorized and candidate schools	PEPMEX09EXH			
		La acción en el PEP	Spanish	Authorized and candidate schools	PEPMEX09ACC			-----
	26-27-28 <i>EBC</i> Mexico DF	El rol de la Lengua en el PEP	Spanish	Authorized and candidate schools	PEPMEX09LEN			
		The written curriculum in the PYP	English	Authorized and candidate schools	PEPMEX09WRI	360	585	
		La enseñanza y el aprendizaje en el PEP	Spanish	Authorized and candidate schools	PEPMEX09ENS			
		28-29-30 <i>EBC</i> Mexico DF	Making the PYP happen in the classroom	English	Authorized and candidate schools	PEPMEX09MAK	360	585
	La evaluación en el PEP		Spanish	Authorized and candidate schools	PEPMEX09EVA			

Date and venue	Deadline for enrolment	Workshops	Language	Aimed at	Code	Fees per participant (USD)		
						Authorized schools	Candidate schools	Interested schools
JANUARY 2009	29-30 <i>EBC</i> México DF	El rol de las Cs. Naturales y las Cs. Sociales en el PEP	Spanish	Authorized and candidate schools	PEPMEX09NAT	280	390	-----
		The role of mathematics in the PYP	English		PEPMEX09MAT			
		Cómo promover una mentalidad internacional en el PEP	Spanish		PEPMEX09PRO			
		La exposición en el PEP			PEPMEX09EXP			
		Action in the PYP	English		PEPMEX09ACT			
		El liderazgo pedagógico en el PEP*	Spanish		PEPMEX09LID			
	El currículo escrito en el PEP	PEPMEX09CUR			360	585	-----	
29-30-31 <i>EBC</i> México DF								

*Pedagogical leadership teams from candidate schools

May 2009

Enrolment forms will be available as from February 2009

PYP - SANTIAGO DE CHILE

Date and venue	Deadline for enrolment	Workshops	Language	Category	Code	Fees per participant (USD)		
						Authorized schools	Candidate schools	Interested schools
MAY 2009 Santiago College Santiago de Chile	27 March 2009	Una introducción general al PEP	Spanish	Category 1	PEPSAN09INT	----	----	390
		La exposición del PEP		Category 3	PEPSAN09EXP	280	390	
		The written curriculum in the PYP CANCEL	English	Category 2	PEPSAN09WRI	420	585	
		Teaching and learning in the PYP			PEPSAN09TEA			
		La acción en el PEP	Spanish	PEPSAN09ACC	280	390		
		La evaluación en el PEP	English	PEPSAN09EVA	420	585		

August 2009

Enrolment forms will be available as from May 2009

PYP - Monterrey

Date and venue	Deadline for enrolment	Workshops	Language	Category	Code	Fees per participant (USD)		
						Authorized schools	Candidate schools	Interested schools
AUGUST 2009	5- 6 - 7 <i>Instituto Anglo Británico</i> Monterrey	Cómo hacer realidad el PEP en el aula	Spanish	Category 2	PEPMTY09REA	450	585	----
		La enseñanza y el aprendizaje en el PEP			PEPMTY09ENS			
		El currículo escrito en el PEP			PEPMTY09CUR			
	6 - 7 <i>Instituto Anglo Británico</i> Monterrey	La exposición del PEP	Category 3	PEPMTY09EXP	300	390		
		3 to 5 year olds in the PYP		English			PEPMTY09YEA	

October 2009

Enrolment forms will be available as from July 2009

PYP - Lima

	Date and venue	Deadline for enrolment	Workshops	Language	Category	Code	Fees per participant (USD)		
							Authorized schools	Interested schools	Candidate schools
OCTOBER 2009	5-6 <i>Hiram Bingham School</i> Lima	28 August 2009	Una introducción general al PEP	Spanish	Category 1	PEPLIM09INT	----		390
	5-6-7 <i>Hiram Bingham School</i> Lima		Cómo hacer realidad el PEP en el aula		Category 2	PEPLIM09REA	450	585	
	5-6 <i>Hiram Bingham School</i> Lima		El liderazgo pedagógico en el PEP			PEPLIM09LID	300	390	
	8-9 <i>Hiram Bingham School</i> Lima		Promoting international mindedness in the PYP	English	PEPLIM09PRO	----			
	7-8-9 <i>Hiram Bingham School</i> Lima		The role of mathematics in the PYP		Category 3	PEPLIM09ROL	450	585	
			Reading and writing through inquiry			PEPLIM09REA			



STEPS THAT SCHOOLS MUST FOLLOW TO ENROL THEIR PARTICIPANTS



1. Request an enrolment form from IB Buenos Aires

If you have not received the correct enrolment form, please contact:

Diploma Programme workshops: iblaworkshopsdp@ibo.org

Middle Years Programme workshops: iblaworkshopsmyp@ibo.org

Primary Years Programme workshops: iblaworkshopsyp@ibo.org



2. Complete the enrolment form

Once you have chosen the workshops that your participants will attend, please complete one enrolment form per programme (PYP, MYP or Diploma)

Please make sure you have provided the following information in the enrolment form before you continue with the process:

- School name and code, name or person responsible for the enrolment, his/her telephone and email contact information.
- Participants' name and surname that the participant wants on the certificate. Please make sure that this information is complete and accurate. Complete ALL DETAILS clearly in BLOCK CAPITALS to avoid mistakes in the certificates of attendance.
- Participants' email address.
- Code of workshop that each participant will attend.
- Please complete with the fees according to the date of the payment.



3. Make the payment

Payment can be made in two ways:

- **Bank transfer:**

Branch: HSBC Bank plc - Cardiff

Account name: International Baccalaureate Organization

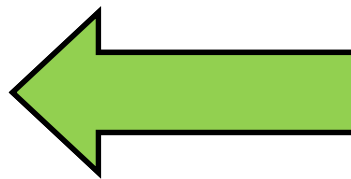
Sort Code: 40-05-15

IBAN: GB30MIDL40051568221288

Swift code: MIDLGB22

Account Number: 400515-68221288

Referencia: programa, lugar, mes y año (p.e. DIPMEX09)



- **Cheque:**

In US Dollars, issued to the order of International Baccalaureate, preferably from an US bank.

Cheques should be sent with a copy of the registration form to:

International Baccalaureate Organization

Attn. Credit Controller

Peterson House, Malthouse Avenue, Cardiff Gate

Cardiff, Wales GB CF23 8GL, UK

Cash to cover IB fees will not be accepted under any circumstances



4. Send the enrolment form and the evidence of payment to IB Buenos Aires

Please send the following documents to IB Buenos Aires:

- **Enrolment form**
- **Evidence of payment**

- 1) Evidence of bank transfer
- 2) Photocopy of cheque sent to Cardiff

Please send both documents by email or by fax to (5411) 4766-3900 ext. 101.



Please take into account:

- After the deadline, all enrolments must be authorized by the regional office. If they are accepted, there will be a surcharge of USD 80 per participant.
- Registrations will not be processed until the correct completed enrolment form and the evidence of payment are received.
- Registration forms with no evidence of payment attached, or incomplete or containing incorrect information will delay processing. Schools will be notified in these cases. Places cannot be reserved unless all enrolment documents are filled in correctly.
- Cash to cover IB fees will not be accepted under any circumstances.
- Neither travellers' cheques nor credit cards will be accepted.
- In some cases, workshops may reach their limit before the deadline. If this happens, IB Buenos Aires will publish it on the public web page. Therefore, we encourage schools to register their participants as early as possible.
- IB Buenos Aires will send confirmation of the enrolments after receiving the enrolment form together with the evidence of payment.
- We invite MYP and Diploma Programmes teachers to send their suggestions for the agendas.
- Recording or videotaping the workshop is not allowed.

Cancellation policy

- Cancellations made 30 days before the workshop: the amount received will be refunded as a credit note to the school's IB account.
- Cancellations made less than 30 days before the workshops: the amount will not be refunded.
- IB reserves the right to cancel workshops that do not have sufficient enrolments.
- If the school sends the payment after the workshop is closed, the fee will be refunded as a credit note to the school's IB account.

Visas

- Participants are responsible for meeting visa requirements for the country in which the event will take place. Please check visa requirements with your travel agent and/or the embassy/consulate in your country of origin **before enrolment**. IB Buenos Aires is willing to support applications by providing a letter stating the participant has been enrolled to the event.

Health

- Participants are recommended to check the health regulations and advice for the country concerned.

Materials

- Participants should bring the necessary official documents to the workshop. Official documents will not be provided at the workshops nor will it be possible to make photocopies on site. All IB official documents can be obtained through <http://store.ibo.org>.

Accommodation and local transport

- Schools/participants are responsible for making their own accommodation and transport arrangements. For more information, please visit: www.hotels.com

IBO cancellation and safety policies

Neither the IBO nor its directors, officers or agents are responsible or liable for the safety and property of participants or their companions during the IB workshops or any excursions related thereto. Travelling to and from the IB workshop venue 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 at the IB workshops and to secure adequate insurance coverage. Swiss law shall govern any legal issues relating to the enrolment and participation in the IB workshops. Any disputes arising with respect to or in connection with the enrolment and participation in the IB workshops shall be finally settle by one arbitrator in accordance with the Rules of Arbitration of the Chamber of Commerce and Industry of Geneva.