



## Information Pack

**Event's name:** MYP Category 1 & 2 Workshops

**Dates:** 19-21 November 2010

**Location:** Seville, Spain

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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:

- when logged in 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)

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).

N.B.: Once logged in IBIS, please choose the "Workshop Registrations" button (left hand side menu of your screen).

Please check that your pop up window blocker is enabled on your web browser.

### 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 after 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.

### 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 without written confirmation from the IB Africa, Europe, Middle East professional development team. In cases where such confirmation has not been given, the registration will be cancelled and the IB cancellation policy will apply.

- 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 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.
- A proforma invoice can be downloaded from the IB online registration system; a final invoice will be issued subsequently.

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).

**Please pass these details 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 IB world 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 IBIS code, 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.

**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  
in CHF drawn on a bank in Switzerland  
in USD drawn on a US\$ account  
in GBP drawn on a bank in the United Kingdom

## **IB cancellation policy**

Any cancellation occurring 22 days or more prior the first day of the workshop will incur a credit note of the full amount of the registration fee.

- For cancellations made 21 days or less prior to the first day of the workshop, a penalty of 100% of the fee will apply.
- In the unlikely event that the IB has to cancel a workshop, the total amount of the registration fee will be refunded or will incur a credit note.
- Unconfirmed registrations will not be billed or will incur a credit note if the payment has been made.
- 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 IB makes every effort to ensure that visas are granted to all participants, the final decision of the Ministry of Foreign Affairs is beyond 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 [Regis](#) (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
1	08.30	10.00-10.30	12.30-13.30	15.00-15.30	17.00	Evening cocktail with all participants
2	08.30	10.00-10.30	12.30-13.30	15.00-15.30	17.00	Free evening
3	08.00	10.00-10.30	12.00-13.00	14.30-14.50	15.30	Departures from 15.30 – 16.30

## About the country

**Name of the country:** Spain

**Area:** 505,984 sq km

**Population:** 46 million

**Capital:** Madrid (5.3 million inhabitants)

**Government:** Parliamentary monarchy since 1978.

**Language:** Spanish is the official language, but English is widely understood in areas frequented by tourists. Catalan, Galician and Basque are spoken in the relevant areas.

**Time:** Local time is GMT +1 (GMT +2 between the last Sunday in March and the Saturday before the last Sunday in October). The Canary Islands: GMT (GMT +1 in summer).

**Religion:** There is no official religion, but the majority of the population is Roman Catholic.

**Electricity:** Electrical current is 220 or 225 volts, 50Hz. European-style two-pin plugs are standard.

## Money

**Currency:** Euro (EUR; symbol €) = 100 cents. Notes are in denominations of €500, 200, 100, 50, 20, 10 and 5. Coins are in denominations of €2 and 1, and 50, 20, 10, 5, 2 and 1 cents.

### Exchange Rates:

Currency Exchange Rates*			
€1.00 =	US\$ 1.34293	£ 0.870827	CHF 1.43282

\* Date's rate: 21 April 2010

**Banking hours:** Generally Mon-Fri 8:30-13:30.

**Tipping:** Service charges and taxes are usually included in hotel bills. It is also customary to leave a tip for the waiter. Restaurants include service in the bill and a tip is discretionary. Tip taxis 2-3%.

## International travel

### International airports

Spain boasts over 30 international airports ([www.aena.es](http://www.aena.es))

Madrid (MAD) (Barajas) is 13km northeast of the city. Bus and underground services depart to the city regularly. Taxi service is available.

Barcelona (BCN) (del Prat) is 3km southwest of the city. Bus and underground services depart to the city regularly. Taxi is available.

Alicante (ALC) (Altet) is 12km southwest of the city. Bus services runs to the city regularly. A taxi service is available to the city.

Málaga (AGP) is 10 km southwest of the city. Buses and trains run regularly throughout the day. Taxis are available.

Valencia (VLC) (Manises) is 8km west of the city. An airbus takes passengers into the city. Other buses travel to the city frequently throughout the day. Taxis also run.

## Passport/Visas

Spain is a signatory to the 1995 Schengen Agreement. The Schengen visa is requested for non EEA members and valid within the 25 following European countries: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland. A Schengen visa issued by an Embassy or Consulate of the above countries allows the holder to travel freely in all of these countries.

To view Visa requirements for a different country visit the following website: [www.visahq.com](http://www.visahq.com)

## Health & Safety

Spain has a reciprocal health agreement with most EU countries, providing emergency health care on the same terms as Spanish nationals. EU travelers should take a European Health Insurance Card (EHIC). Note that the scheme gives no entitlement to medical repatriation costs, nor does it cover ongoing illnesses of a non-urgent nature, so comprehensive travel insurance is advised. Comprehensive insurance is advised for all other nationals.

## Climate

Due to Spain's geographical situation and orographic conditions, the climate is extremely diverse; it can be roughly divided into four areas:

A Continental Mediterranean climate in the inland areas of the Peninsula (largest city, Madrid)

A Mediterranean climate region extends from the Andalusian plain along the southern and eastern coasts up to the Pyrenees, on the seaward side of the mountain ranges that run near the coast (largest city, Barcelona). They get warm winds from the Saharas called Leveche, also known as Sirocco.

An Oceanic climate in Galicia and the coastal strip near the Bay of Biscay or (largest city,) Bilbao; this area is often called Green Spain.

A Subtropical climate in Canary Islands is a very humid place and the islands have palm trees and beaches.

## Communications

The international access code for Spain is +34. The outgoing code is 00 followed by the relevant country code (e.g. 0044 for the United Kingdom). City/area codes are in use, e.g. (0)93 for Barcelona and (0)91 for Madrid.

## Useful links

- [Visa and Passport Information](#)
- [Spanish Tourist Office](#)
- [World Travel Guide](#)

*For information regarding the venue and the accommodation, please refer to the [IB Professional Development Calendar](#)*