



Information Pack

Event's name: MYP Workshop for Heads/Directors, Subject Workshops for Teachers/Coordinators

Dates: 02-04 July 2010

Location: Brussels, Belgium

Event ID n°: W026

Contents

Registration	3
Confirmation of registration.....	3
Changes to registrations of confirmed participants.....	3
Practical information for registering participants.....	3
Invoice and payment.....	4
Payment by bank transfer	5
IB cancellation and refund policy.....	6
Cancellation policy will apply also in cases where a visa is refused.....	6
IB safety policy	6
Information about visas	6
Certificates of attendance	7
Provisional Timetable	7
About the country.....	8
General.....	8
Money	8
International travel.....	9
Passport/Visas	9

Venue	9
Hotel Booking Form.....	10
Health & Safety.....	10
Climate	10
Communications.....	10
Useful links	10

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

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.

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. 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 Bacculaureate 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 Bacculaureate Organization and mailed to:
Finance Department
Peterson House
Malthouse Avenue
Cardiff
GB CF23 8GL
Wales, UK

IB cancellation and refund 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 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
1	08.30	10.00-10.30	12.30-13.30	15.00-15.30	17.00	Evening welcome drink with all participants
2	08.30	10.00-10.30	12.30-13.30	15.00-15.30	17.00	Free evening
3	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: Belgium

Area: 30,528 sq km

Population: 10.6 million (2007 estimate)

Capital: Brussels. Population: 1.98 million

Government: Constitutional monarchy. The Kingdom of Belgium was established in 1830. In 1993, Belgium became a federal state comprising three autonomous regions.

Geography: Belgium is situated in northwestern Europe and is bordered by France, Germany, Luxembourg and The Netherlands. The landscape is varied, the rivers and gorges of the Ardennes in the southeast contrasting sharply with the rolling plains which make up much of the northern and western countryside. Notable features are the great forest of Ardennes near the frontier with Germany and Luxembourg and the wide, sandy beaches of the northern coast, which run for over 60km. The landscape is liberally dotted with historic cities, castles and churches.

Language: The Flemish, in the north, speak Dutch (60% of the population); the Walloons in the south speak French (40%). Brussels is bilingual, the majority of citizens speaking French. In the east there is a small German-speaking community. English is also spoken.

Time: GMT +1 (GMT +2 from the last Sunday in March to the last Sunday in October).

Religion: Mainly Roman Catholic (75%), with small Protestant and Jewish communities.

Electricity: 230 volts, 50Hz. European-style two-pin plugs with receptacle and male grounding pin can be used.

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. 34746	£ 0. 88431	CHF 1. 51257

* Date's rate: 18 May 09

Credit cards: American Express, Diners Club, MasterCard and Visa are widely accepted. ATMs are widespread.

Banking hours: Mon-Fri 0900-1600.

Tipping: Service charges are included in bills and tipping is not necessary, unless for exceptional service. Porters, coatroom and bathroom attendants are generally tipped.

International travel

International airports

- [Brussels International Airport \(BRU\)](#)

The airport is located 13km northeast of the city centre.

Getting to the city: The train station is located on the lower level (1st Floor). There is a train shuttle service from the airport to the North, South and Central stations of Brussels. The shuttle runs every 15-20 minutes and the journey takes approximately 20 minutes. It operates between 5.30am and 12.20am from the airport and costs €2.60. A bus station is below the Arrivals hall. The #12 bus on weekdays before 8pm and the #21 at all other times takes passengers to the European Quarter of the city and costs €3. There are also buses that serve Brussels Airport to Antwerp; an airport bus link also operates between the Brussels railway lines and the airport (Tel. +32 70 22 02 00). There are licensed metered taxis available outside the Arrivals hall; the 30-minute journey to Brussels costs around €35 (Tel: +32 2 752 98 00).

- [Antwerpen International Airport \(ANR\)](#)

The airport is located 2km east of Antwerp.

Getting to the city: Bus 14 leaves for Antwerp Central Station regularly. Taxis are available outside arrivals.

Passport/Visas

Belgium is a signatory to the 1995 Schengen Agreement. The Schengen visa is valid for the following 15 European countries: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Spain and Sweden. A Schengen visa issued by an Embassy or Consulate of the above countries allows the holder to travel freely in all of these countries.

If you intend to visit only one Schengen country, apply at the Embassy or Consulate of that particular country. You apply at the Embassy or Consulate in whose jurisdiction you are a resident.

2. If you intend to visit several Schengen countries, apply for a visa at the Embassy or Consulate of the country which is your main destination.

3. If you intend to visit several Schengen countries but do not have a main destination, apply for a visa at the Embassy or Consulate of the country which is your first point of entry.

To view Visa requirements for a different country, visit Foreign Affairs, Foreign Trade and Development Cooperation website at: <http://www.diplomatie.be/en/travel/visa/default.asp>

Venue

Please check the [IB website](#).

Hotel Booking Form

Please check our Events Calendar at [IB website](#).

Participants are responsible for their own travel to and from the event.

Health & Safety

If suddenly taken ill or involved in an accident during a visit to an EEA country or Switzerland, free or reduced-cost necessary treatment is available for European travelers - in most cases on production of a valid European Health Insurance Card (EHIC). Comprehensive insurance is advised for all other nationals.

Climate

Seasonal, with warm weather from May to September and snow likely during winter months.

Required Clothing: Waterproofs are advisable at all times of the year.

Communications

The international access code for Belgium is +32. The outgoing code is 00 followed by the relevant country code (e.g. 0044 for the United Kingdom). City codes are required for all calls within Belgium; the area code for Brussels is (0)2.

Emergencies: 112

Useful links

- Visa and Passport Information
<http://www.visahq.com>
- Visit Belgium
- <http://www.visitbelgium.com/>
- Foreign Affairs, Foreign Trade and Development Cooperation
- <http://www.diplomatie.be/en/travel/visa/default.asp>
- World Travel Guide
<http://www.wordtravels.com/Travelguide/Countries/belgium>