

DP Regional Workshops

Sutera Harbour Resort, Kota Kinabalu, East Malaysia

Friday - Sunday, 11 – 13 September 2009

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One tree planted in the tropics can trap an excess of 20kg of CO₂ per year for 40 years. (www.plant-a-tree-today.org)

Visit website www.million-trees.org to select the tree planting project of your choice and pledge your donation.

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DP Subjects offered:-

Biology (Level 1)

Biology (Level 2)

Physics (Level 1)

Physics (Level 2)

Chemistry (Level 1)

Chemistry (Level 2)

Maths HL (Level 1)

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Maths SL (Level 1)

Maths Studies (Level 1)

Visual Arts (Level 1)

ITGS (Mixed Level)

Psychology (Level 1)

Psychology (Level 2)

Philosophy (Level Mixed)

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*South Peak of Kota Kinabalu
Mountain – Sabah*

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Visit: www.ibo.org/ibap/workshops for online registration

Note that participants are requested to check the “Workshop Descriptions” online to ascertain the level of experience required to attend these workshops.

EARLY BIRD SPECIAL TILL 26 JUNE. REGISTRATION CLOSES ON 24 JULY



For more information, please contact
IB Asia Pacific Events Team:-
15 Hoe Chiang Road #11-04/06
Tower Fifteen Singapore 089316
Tel: +65 6776 0249
Fax: +65 6776 4369
Email: ibapevents@ibo.org

INTERNATIONAL BACCALAUREATE ASIA PACIFIC DP REGIONAL WORKSHOPS

Friday - Sunday, 11 - 13 September 2009

WORKSHOP DETAILS

Programme Schedule

The structure of each subject workshop features 12 sessions delivered over the course of 3 days. Refer to the cover page for the type of subjects offered at the venue.

Time/Day	Day 1	Day 2	Day 3
8.30 – 10.00	Welcome Address/Session 1	Session 5	Session 9
10.00 – 10.30	AM Break		
10.30 – 12.00	Session 2	Session 6	Session 10
12.00 – 1.00	Lunch		
1.00 – 2.30	Session 3	Session 7	Session 11
2.30 – 3.00	PM Break		
3.00 – 4.30	Session 4	Session 8	Session 12 (ends at 4pm)
4.30	End of the Day		

Prerequisites

Refer to the workshop descriptions at www.ibo.org/ibap/workshops to ascertain the level of IB teaching experience(s) in a specific subject needed to attend a workshop.

Priority will be given to teachers currently teaching in IB World Schools or candidate schools working towards authorization.

Representatives from schools that have registered interest to implement IB programmes may register for introductory and/or Level 1 workshop(s) only. Independent teachers who are not currently teaching in IB schools may attend the introductory and/or Level 1 workshops provided there are vacancies left after the registration deadline.

Agenda

A copy of the subject agenda will be posted on the website (<http://www.ibo.org/events>) about **ONE** month before the date of workshop.

Certificate of Attendance

An official "IB Certificate of Attendance" is only awarded to **registered** participants who have attended **ALL** sessions of a subject workshop. Please note that your travel arrangements do not preclude your candidacy for a certificate.

Workshop Fee includes:-

- Refreshment breaks and lunches for 3 days
 - *Catering will not include pork or lard only*
 - *Vegetarian food will be available*
 - Workshop materials
- ** Fee **excludes** cost of travel and hotel accommodation.

Register before **26 June** to receive
US\$70 Early Bird Discount,
Standard Registration Fees: **US\$595**

REGISTRATION CLOSES
24 July 2009

VENUE DETAILS

Workshop Venue

Sutera Harbour Resort

1 Sutera Harbour Boulevard, 88100 Kota Kinabalu, Sabah, Malaysia

Tel: +60 88 318 888

Fax: +60 88 317 777

Website: <http://www.suteraharbour.com/v2/pacific/>

** More details will be sent to the registered email address 2 weeks before event. Please make sure you have entered the correct email address.

Entry Visa

Most foreigners do not need to apply for an entry visa if the visit that does not exceed 1 month (this does not apply to visitors from China, India, Taiwan, Bangladesh, Sri Lanka & Pakistan etc). For details, please check with your travel agency. Alternatively, you can find out more information at the following website http://www.imi.gov.my/eng/perkhidmatan/im_Visa.asp

Contact us at ibapevents@ibo.org if an invitation letter is required from the organiser.

Air Transportation

Kota Kinabalu International Airport is located 8 km, around a 20-minute drive southwest of the city centre.

Airport Departure Tax

Please check Departure Tax details with your travel agent.

Airport Transfer

You can book the hotel seat-in-coach shuttle at RM30nett per person per way.

Ground Transportation


Taxis and on foot are the most convenient ways of getting around Kota Kinabalu City. For longer trips taxis can either be flagged down on the side of the road or be requested at the Hotels lobby. Make sure that the taxi meter is switched on before you begin your journey or that you have agreed on a fixed fare.

Accommodation Options

Workshop participants are responsible for booking their own accommodation.

Please book early – The rates quoted below are subject to room availability at the time of booking and will be allocated on a 'first come, first served' basis.

Do quote “**IB Asia Pacific Regional Workshops – Kota Kinabalu**” to enjoy the special negotiated rates.

Hotels	Rates per room per night	Contacts
<p>The Pacific Sutera</p> 	<p>Single Deluxe Room: RM350nett per room per night</p> <p>Above rate is inclusive of Service Charges and GST.</p> <p>Above rates are valid till 1 July 2009</p> <p>Cancellation Policy: Please check with hotel when booking</p>	<p>Address: 1 Sutera Harbour Boulevard, 88100 Kota Kinabalu, Sabah, Malaysia Tel: +60 88 318 888 Fax: +60 88 317 777 Email: reservation.mice@suteraharbour.com.my Website: http://www.suteraharbour.com/v2/pacific/</p> <p>Please download the room reservation form to book room.</p> <p>For enquiries, please contact Ms Jocelyn Untasan</p>

General Information

For more information on Kota Kinabalu, visit:

<http://www.sabahtourism.com/sabah-malaysian-borneo/en/home/> - Official Tourism site.

<http://www.lonelyplanet.com/malaysia/malaysian-borneo-sabah/kota-kinabalu>

Weather

Kota Kinabalu has a tropical climate with average temperatures around 32°C with September falling into a dryer season. While the climate is generally hot and sunny, scattered unpredictable rains are common.

Exchange Rate

Due to recent exchange rate fluctuations, please check: <http://www.xe.com/>

Money can be exchanged at the airport, banks and major hotels. ATMs are widely available which accept Visa, MasterCard and American Express.

Tipping

Tipping is not customary. But if you receive good service in restaurants, it's advisable to give a 10% tip.

Food & Drink

Sabah has many local delights that have originated from a range of diverse cuisines ranging from Chinese, Malay and traditional Kadazandusun specialties.

- *Restoran Beaufort* (Taman Mesra Road) – This restaurant is home to a famous local dish called *Beaufort Mee* which is a Chinese-style fried home-made local yellow noodles.
- *Wisma Merdeka Food Court* – A simple cheap food court which offers a variety of dishes. Try out Claypot Rice which is a popular dish in Sabah.
- *Restoran Sempelang* - this popular outdoor Malay eatery is located in the middle of the colourful Kompleks Sinsuran.
- *Night market* (Jln Tun Fuad Stephens) – This renowned night market is the best in Borneo and well known for its variety of fish and jungle honey. An experience for anyone who has not experienced a proper Southeast Asian market.

Shopping

Kota Kinabalu offers a wide range of shopping opportunities from hi-tech electronics to local souvenirs.

- *Filipino Market* (btw Central Market and Night Market) – A market full of inexpensive souvenirs from pearls & textiles to bamboo goods from around the Southeast Asia region. NOTE be wary of fake pearls.
- *Tamu markets* – Mainly located on the outskirts of town they are the bargain seekers dream market! For more information visit <http://www.sabahtourism.com/sabah-malaysian-borneo/en/shopping/type/41-fun-tamu-markets/>
- For general shopping check out *Milimewa Superstore* and *Tong Hing Supermarket*

Sightseeing

The Cities climate and historic history has a lot to offer in the way of gardens, landscapes and architecture. Sightseeing can be done via waterways, buses, tours or simply by walking.

- *Atkinson Clock Tower* – built in 1905 and named after one of the cities first officers this historic tower is one of the remaining structures that survived the allied bombings in 1945.
- *Central market* (Street: Jln Tun Fuad Stephens) – This market is an interesting place to come and observe locals as they go about their daily life's.
- *Museum of Islamic Civilisation* – the museum is devoted to Muslim culture and heritage.
- *Aquarium & Marine Museum* – this new museum is part of the Borneo Marine Research Institute (BMRI). For more information check out www.ums.edu.my
- *Waterfront* – here you can find an array of restaurants and the handicraft market while simultaneously being able to explore the waterfront.

How to Register for IB Asia Pacific Regional Workshops

In order to help serve you better, we appreciate your assistance in following the procedures below to ensure registration runs smoothly.

Step 1:- Check and Prepare

Have ready the 6-digit School Code and the teacher(s)' particulars:-

1. Full Name (in the correct format to be printed on certificate and name tags)
2. Years of Experience in teaching that particular subject in IB Schools
3. Email Address (try not to provide coordinator's email address unless he/she is the registered participant)

**** Please check the "Workshop Descriptions" to ascertain the level of experience required to attend these workshops. The Regional Office reserves the right to de-register those who do not meet the pre-requisite so as to maintain the quality level of workshops.**

Step 2:- Register Online

Visit www.ibo.org/ibap/workshops, and follow instructions.

Step 3:- Select Payment Methods

Payment Methods	Pay by Credit Card (via Pay Pal)	Pay by Bank Draft / TT	Pay by Credit Note
Upon submission of online registration	Link to Pay Pal website. Upon completion of payment, you will receive an instant confirmation email.	Receive an automated email reply to acknowledge receipt of registration. **	Receive an automated email reply to acknowledge receipt of registration. **
Status of Registration	CONFIRMED. You do not need another confirmation email from Events Team unless you did not receive the instant confirmation email.	PENDING. Payment must reach us within 2 weeks to receive the confirmation email sent by Events Team. To speed up the process, quote Reference Number when submitting the bank advice to ibapfinance@ibo.org	PENDING. Contact ibapfinance@ibo.org with your Reference Number and Credit Note Number /Amount. Upon verification of Credit Note, you will receive the confirmation email sent by Events Team.

** If you do not receive any automated email reply upon completion of online registration, this implies either you did not submit the registration or you have entered an invalid email address for the coordinator. Contact ibapevents@ibo.org for assistance.

How to Make Payment for IB Asia Pacific Regional Workshops

Payment by Credit Card

You need to have a valid Pay Pal account. If not, please select payment by bank draft or TT. Note that once online registration is closed, option to pay via credit card will not be available.

Payment by Telegraphic Transfer

Please arrange for payment to be remitted to:

Name: International Baccalaureate Organization
 Account Number: 243 - 036225 - 178 (USD)
 Bank: Hong Kong and Shanghai Banking Corporation Limited (Tanglin Branch)
 6 Claymore Hill, #01-00 Claymore Plaza, Singapore 229571
 Swift Code: HSBCSGSG

****Please inform your Finance Dept that all bank charges are to be borne by the Remitter and that IB must receive the workshop fee in FULL.**

Payment by Bank Draft

Bank Drafts should be made payable to: “International Baccalaureate Organization” and mailed to the IB Asia Pacific Regional Office (see address on cover page). **Please include an extra USD25 to pay for bank charges.**

In order for us to record and verify your payment correctly, please quote the relevant references on the Bank Transfer Slip or on the back of the Bank Draft:

- a) Name of the workshop
- b) Reference Number
- c) School Name
- d) Participant name(s)

Registration is **COMPLETED** only when you receive the confirmation email from the Events Team. If you would like to withdraw the registration at any point, please contact ibapevents@ibo.org as soon as possible. Refer to the Cancellation Policy on next page.

Hurry! Register online at
<http://www.ibo.org/ibap/workshops>

Early Bird Fee (Registration & Payment by 26 June)	Regular Fee (Registration & Payment after 26 June)
US\$525	US\$595
Registration Deadline: 24 July 2009	

Important Information:

- 1) **Underpayment of workshop fees will delay the confirmation of registration.**
- 2) If Regional Office has yet to receive payment after the Early Bird deadline, you will lose the Early Bird privileges and the fees will automatically revert to the regular rate.
- 3) Reservations of seat with generic name are not entitled to Early Bird privileges and will need to pay an additional administrative fee of US\$80 when you submit the names of participants.
- 4) Programme Coordinators should communicate to participants regarding their registration and payment status. **Participants are required to show their copy of the confirmation email for verification purposes.**
- 5) Travel arrangements should be made only after receipt of confirmation email from the Events Team. Confirmation email will **only be sent** based on the following 2 criteria:-
 - Full payment has been made and verified by Finance
 - Sufficient numbers of registered participants in that workshop for viable learning
- 6) Unregistered teachers who appear for events on-site should not expect to be admitted. The Regional Office reserves the right to deny admission under these circumstances.

It is very important for the Events Team to have accurate and timely registration data in order to fulfill the considerable logistical requirements of workshops. Accurate details are essential for the preparation of the venue, workbooks, support materials, certificates, transportation, catering and other aspects of events. When schools make changes in participants’ registration status, it poses significant challenges to the administration of a successful professional development experience for all.

In consideration of these circumstances, please note the following:-

Cancellation & Substitution Policy

	Deadline	Policy
Cancellation after online registration, prior to registration deadline	Before 24 July 2009	US\$80 per participant - If payment is made, it will be refunded less cancellation charge in the form of credit note - If payment is still pending, an invoice for cancellation charge will be issued
Cancellation after online registration deadline and before 14 days prior to the workshop	Between 25 July – 28 August 2009	US\$200 per participant - If payment is made, it will be refunded less cancellation charge in the form of credit note - If payment is still pending, an invoice for cancellation charge will be issued
Cancellation within 14 days prior to the workshop or participant did not turn up for workshop	After 28 August 2009	No refund or credit note - If payment is made, it will be forfeited. - If payment is still pending, an invoice for full registration fee will be issued
Cancellation due to Visa refusal	NA	No refund or credit note
Regional Office cancels workshop	NA	- If payment is made, full refund of registration fees less bank charges in the form of a credit note - If payment is still pending, registration is void by default
Substitution A substitution is a change of participant originally registered within the same subject workshop in the same event OR different subject workshop in the same event.	NA	US\$80 per substitution <i>If for a different subject, do check with the Regional Office for availability first.</i>

The Regional Office reserves the right to amend any of the policies and procedures as it deemed fit and necessary.

Disclaimer

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