



Information Pack Guide

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

Dates: 6-8 July 2009 and 10-12 July 2009

Location: Berlin, Germany

Event ID: W008B1/ W008B2

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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

Where to register participants

IB coordinators register participants via the [IB online registration system](#)

Registration criteria

Please refer to the workshop concerned

Login name and password to use

IB schools: IBNET login information

Contact: ibnet@ibo.org

Candidate schools: OCC login information

Contact: occ@ibo.org

Interested schools: If the online registration system has been used before, enter login and password information. For first time users, create login name and information using the "interested school" button.

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 Baccalaureate Organization

In CHF

Bank name: Lloyds TSB Bank plc
Bank address: 45 Newport Road, Cardiff, CF24 1TW
Sort code: 30-92-07
Account number: 24058312
IBAN number: GB65 LOYD 3092 0724 0583 12
SWIFT/BIC code: LOYDGB21383

In USD

Bank name: Lloyds TSB Bank plc
Bank address: 45 Newport Road, Cardiff, CF24 1TW
Sort code: 30-92-07
Account number: 11107232
IBAN number: GB45 LOYD 3092 0711 1072 32
SWIFT/BIC code: LOYDGB21383

In GBP

Bank name: Lloyds TSB Bank plc
Bank address: 45 Newport Road, Cardiff, CF24 1TW
Sort code: 30-92-07
Account number: 0719588
IBAN number: GB51 LOYD 3092 0700 7195 88
SWIFT/BIC code: LOYDGB21383

Payment by cheque

Cheques are to be made out to:

International Baccalaureate Organization and mailed to:

IB Credit Control Department
Peterson House, Malthouse Avenue
Cardiff Gate
Cardiff, Wales GB CF23 8GL
UNITED KINGDOM

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 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
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

Country Information

GERMANY

About the country

General

Name of the country: Germany

Area: 357,045 sq km

Population: 82.6 million

Capital: Berlin (3.5 million inhabitants)

Government: Federal Republic. The country is divided into 16 Bundesländer, including the formerly divided city of Berlin.

Geography: The Federal Republic of Germany shares frontiers with Austria, Belgium, the Czech Republic, Denmark, France, Luxembourg, The Netherlands, Poland and Switzerland. The NW of the country has a coastline on the North Sea while the Baltic coastline in the NE stretches from the Danish to the Polish border. The Federal Republic of Germany is divided into 16 states.

Language: German. Some English is spoken and French is also spoken, particularly in the Saarland. In the north of Schleswig-Holstein, Danish is spoken by the Danish minority. In eastern Brandenburg and Saxony, Sorbic is spoken by the Slavic minority. Regional dialects often differ markedly from standard German.

Time: GMT +1 (GMT +2 between the last Sunday in March and the last Sunday in October).

Religion: Approximately 34% Protestant, 34% Roman Catholic, 4% Muslim, with Jewish and other non-Christian minorities.

Electricity: 220 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\$ 0.739	£ 0.923	CHF 1.526

* Date's rate: 24 March 09

Credit cards: All major credit cards are accepted, but it is advisable to carry cash as well.

Banking hours: Mon-Fri 0830-1300 and 1400-1600, Thurs 0830-1300 and 1430-1730 in main cities. Main branches do not close for lunch.

Tipping: It is customary to tip taxis drivers, hairdressers, cloakroom attendant and in bars, and a 10% tip in restaurants.

International travel

Main Airports

- [Berlin-Tegel Airport](#) (TXL). The airport is situated 8km north west of the centre of Berlin.

Transfer to the city: The most convenient and cost effective way to get to and from the airport is by bus. They connect with the subway and over ground train stations. Taxis are readily available outside the airport terminal; they take around 20 minutes to the city centre.

Taxis: Taxis are readily available outside the Berlin-Tegel Airport's Terminal A1. A taxi to the centre of Berlin takes approximately 20 minutes and costs between €35 and €40.

- [Frankfurt Airport](#) (FRA). The airport is situated 13km south west of the centre of Frankfurt.

Transfer between terminals: The two terminals are connected by the Sky Line people mover.

Transfer to the city: Buses leave regularly for Frankfurt and other destinations from outside Terminals 1 and 2, tickets can be bought from the bus driver. Many hotels provide a free shuttle service to and from the airport. Rail connections are excellent; the airport has a station beneath Terminal 1, from which trains depart regularly to central Frankfurt, 24 hours a day. There is also a long-distance train station open between 5am and midnight, accessible from Terminal 1, from which Intercity and Eurocity trains depart. Taxis are available outside both terminals; the journey to central Frankfurt takes 20-30 minutes.

Taxis: From Frankfurt Airport taxis can be found at either terminal and will take 20-30 minutes for the eight miles (13km) drive to the city centre. Taxis are metered and prices are around US\$31. Be careful of taxi drivers taking longer routes to increase the fare.

- [Hamburg Airport](#) (HAM). The airport is situated 8km from Hamburg.

Transfer to the city: The Airport Express runs frequent buses to the Central Station (Hauptbahnhof). The TRAVELPorter Airport transfer service provides a door-to-door service within the local area. Hamburg Bus Lines service the city centre and other suburban areas. Taxis are readily available outside all terminals; they take around 30 minutes to the city centre.

- [Munich International Airport](#) (MUC). The airport is situated 29km north east of the centre of Munich.

Transfer to the city: Frequent commuter trains run by day and most of the night to various Munich stations, including the main stations for connections to major European cities. Taxis are available, as are buses to many regional destinations and the main train station. It takes about 20 minutes by train and about 45 minutes by road to reach the city centre.

- [Dusseldorf International Airport](#) (DUS). The airport is situated 10km north of Dusseldorf.
Transfer to the city: There are plenty of transport options available at the airport, including taxis (which will cost around €20 to the city centre), limousines, local buses, a Skytrain Shuttle Bus, and the fast and efficient S-Bahn.
- [Cologne-Bonn Airport](#) (CGN). The airport is located 12km southeast of Cologne and 16km north of Bonn.
Transfer between terminals: The two terminals are linked by a walkway.
Transfer to the city: There are several transport options available, including taxis (which cost around €30 to Cologne and around €40 to Bonn), the local bus service, and the S-bahn.
- [Stuttgart International Airport](#) (STR). The airport is located 13 km south of Stuttgart city centre.
Transfer to the city: The airport is connected to central Stuttgart by commuter trains, both serving Stuttgart central station. There are several direct bus links to destinations in and around Stuttgart, as well as a 24-hour taxi service, both departing from outside Terminal 1.

Passport/Visas

Entry requirements for Americans: US nationals require a passport for travel to Germany. A visa is not required for a stay of up to 90 days (per half year). If the stay exceeds 90 days, a visa can be obtained after arrival.

Entry requirements for UK nationals: UK nationals require a passport. No visa is required for a stay of up to 90 days in six months if the passport is endorsed British Citizen, British National (Overseas), British Overseas Territories Citizen with the right of abode in the UK, or British Subject with the right of abode in the UK. If the intended stay exceeds 90 days, British Citizens can obtain a visa after arrival. In all other cases a visa is required.

Entry requirements for Canadians: Canadians require a passport for travel to Germany. A visa is not required for a stay of up to 90 days (per half year). If the stay exceeds 90 days, a visa can be obtained after arrival.

Passport/Visa Note: The borderless region known as the Schengen area includes the following 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 and Sweden. All these countries issue a standard Schengen visa that has a multiple entry option that allows the holder to travel freely within the borders of all. Also required for non-EEA members are onward or return tickets, sufficient funds to provide financial support, and documents for further travel. Australia, Canada, Israel, Japan, USA and New Zealand do not need to hold onward or return tickets.

Venue

Please check the [Estrel Convention Center's](#) website.

Hotel Booking Form

For information or queries on booking accommodation please contact:

Estrel Hotel Berlin

Sonnenallee 225

D-12057 Berlin

Tel: +49 (0) 30 6831-22522

Fax: +49 (0)30 6831-2345

Email: reservierung@estrel.com

Participants are responsible for their own travel to and from the event (please refer to [IB cancellation and safety policy](#)).

Health & Safety

Health Care: There are no serious health risks in Germany. The German health service is excellent. There is a reciprocal health agreement with the UK and most EU countries, whose citizens are entitled to free medical and dental treatment on presentation of a European Health Insurance Card (EHIC). Nationals of other countries should take out medical insurance.

Climate

The weather in Germany varies according to region. The coast to the northwest is influenced by the Atlantic, making for mild but often stormy winters and cool summers. Inland the climate is continental, and winter temperatures tend to be lower. The Alpine regions are colder and wetter, and snow lies in the mountains well into spring. Rain is likely in all regions of Germany throughout the year.

Communication and Internet access

Telephone:

The international country dialing code for Germany is +49; +49 30 for Berlin. The outgoing code is 00, followed by the relevant country code.

Emergency Calls:

110 Police

112 Ambulances

Useful links

- Federal Foreign Office
- [http://www.auswaertiges-
amt.de/diplo/en/WillkommeninD/EinreiseUndAufenthalt/uebersicht.html](http://www.auswaertiges-amt.de/diplo/en/WillkommeninD/EinreiseUndAufenthalt/uebersicht.html)
- German National Tourist Board, Frankfurt:
<http://www.germany-tourism.de>
- World Travel Guide
http://www.worldtravelguide.net/country/99/country_guide/Europe/Germany.html