



## **Primary Years Programme (PYP) Making the PYP Happen in the Classroom (2A)**

**Hosted by American International School Lusaka  
Thursday 5<sup>th</sup> - Saturday 7<sup>th</sup> November 2009, 8:00-16:00**

### **General Information**

#### **Lusaka**

Lusaka is the capital of Zambia. The city has a wonderful climate (mild sunny days and cool evenings) and is a relaxed and safe city. The city is spread out over a large area.

#### **Travelling to and from Lusaka**

There are daily flights to Lusaka from Johannesburg, Nairobi, Harare and Luanda and direct flights from London three times a week. The Taj Pamodzi Hotel has a shuttle bus to and from the airport. A taxi from the airport costs about US\$50.

Visitors to Lusaka should check well in advance whether they need a visa to enter Zambia.

The registration fee includes the workshop, workshop materials, transport to and from the school on the days of the workshop (if staying at one of the hotels listed or if being billeted by a teacher), lunch, snacks and water on each day of the workshop.

#### **Organizer and Contact person**

**Sabrina Manhart**

**Email [smanhart@aislusaka.org](mailto:smanhart@aislusaka.org)**

**Phone: +260 211 260 509**

**Fax: +260 211 260 538**





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**REGISTRATION FORM**

This form should be faxed to Sabrina Manhart: + 260 211 260 538 or sent as an attachment to: smanhart@aislusaka.org

**School:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Tel No:** \_\_\_\_\_ **Fax No:** \_\_\_\_\_

**Contact email:** \_\_\_\_\_

**Current PYP status of the school:** (circle one) **authorized** **candidate**

**Participant 1:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Participant 2:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Participant 3:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Participant 4:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Participant 5:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Conference fee per person: US\$445**

**Total fee due: US\$** \_\_\_\_\_

**Bank transfers to be made payable to:**

American Embassy school of Lusaka

Account Number : 200062027

Citibank Zambia Ltd

SWIFT (BIC) Code: CITIZMLU

**The following reference must be included on all transfers:** PYP Workshop 2A

- If paying by bank transfer please inform your bank that **all transfer costs are to be included** and that the workshop payment received by our bank must be for the **full amount**.
- Cancellations received after 23<sup>th</sup> October 2009 will be charged the full workshop package. "No shows" at the workshop will also be charged the full workshop package.

*NB: Registration will be confirmed only on receipt of payment. Travel arrangements should not be made before registration is confirmed. Closing date for payment: October 16st, 2009*

***Accommodation***

- I plan to stay at the *Taj Pamodzi* (please complete attached registration form)
- I plan to stay at *Binnie Corporate Lodge* (please complete attached registration form)
- I would like to be billeted with a teacher from Lusaka (limited availability)

## Hotel Accommodation Booking Form For the Taj Pamodzi Hotel

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#### **Taj Padmozi Hotel, Lusaka**

This is a five star hotel located about 20 minute drive away from AIS. Airport transfer is available at US\$15 per person one-way. Entry into the Health Club and Spa and broadband Internet connectivity at US\$0.07 per minute are also available.

[www.tajhotels.com](http://www.tajhotels.com)

[tphsales.lusaka@tajhotels.com](mailto:tphsales.lusaka@tajhotels.com)

[pamodzi.lusaka@tajhotels.com](mailto:pamodzi.lusaka@tajhotels.com)

Ph: 260 211 254 455

Fax: 260 211 250 995

- Superior Standard room at the price of US\$151 inc. VAT & breakfast
- Superior Double room at the price of US\$ 200 inc. VAT & breakfast  
(prices could be subject to minimal change)

Sharing with: \_\_\_\_\_

Smoking/Non smoking room *Please indicate your preference*

Date and time of Arrival: \_\_\_\_\_ Date of Departure: \_\_\_\_\_

Name: \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax \_\_\_\_\_

e-mail: \_\_\_\_\_

Credit card: \_\_\_\_\_ no. \_\_\_\_\_

Card Holder: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

*Please send this information directly to the Taj Pamodzi Hotel*

## Hotel Accommodation Booking Form For Binnie Corporate Lodge

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#### **Binnie Corporate Lodge (bed and “gourmet” breakfast)**

This is an Executive Guest House about 10 minutes drive from AIS. Superb Suits with A/C. Free Internet access in all rooms. Swimming pool, small gym, bar, DSTV. Hot soup, bread rolls with butter served every evening free of charge. Contact Mrs. Binne at [binnie@zamnet.zm](mailto:binnie@zamnet.zm) (they do not have a website)

- Visa and Mastercard are accepted. - Payment may also be made in cash (Zambian kwacha or US\$)

Ph: 260 211 260 115

Fax: 260 211 260 104

- SINGLE ROOM at the price of US\$153 (tax and VAT inc.) per night
- TWIN ROOM at the price of US\$185 (tax and VAT inc.) for two people sharing (prices may be subject to minimal change)

Sharing with: \_\_\_\_\_

Date and time of Arrival: \_\_\_\_\_ Date of Departure: \_\_\_\_\_

Name: \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax \_\_\_\_\_

e-mail: \_\_\_\_\_

Credit card: \_\_\_\_\_ no. \_\_\_\_\_

Card Holder: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

*Visa, Mastercard and American Express are accepted.*

*Please send this information directly to the Binnie Corporate Lodge*



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**WORKSHOP SCHEDULE**

**Day 1 – Thursday 5<sup>th</sup> November 2009**

08:00 - 09:30 **Session 1**  
09:30 – 10:00 Coffee/tea Break  
10:00 - 11:30 **Session 2**  
11:30 - 12:15 Lunch  
12:15 – 13:45 **Session 3**  
13:45 – 14:00 Coffee/tea break  
14:00 – 15:30 **Session 4**

**Day 2 – Friday 6<sup>th</sup> November 2009**

08:00 - 09:30 **Session 5**  
09:30 - 10:00 Coffee / Tea Break  
10:00 - 11:30 **Session 6**  
11:30 - 12:15 Lunch  
12:15 - 13:45 **Session 7**  
13:45 - 14:00 Coffee / Tea Break  
14:00 - 15:30 **Session 8**

**Day 3 – Saturday 7<sup>th</sup> November 2009**

08:00 - 09:30 **Session 9**  
09:30 - 10:00 Coffee / Tea Break  
10:00 - 11:30 **Session 10**  
11:30 - 12:15 Lunch  
12:15 - 13:45 **Session 11**  
13:45 - 14:00 Coffee / Tea Break  
14:00 - 15:30 **Session 12**

***Participants must attend ALL sessions to receive a certificate of participation.***





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**CANCELLATION/REFUND POLICY**

Cancellations received up to 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. This policy applies also in cases where visas are not granted.

**SAFETY POLICY**

Neither the **American International School of Lusaka** 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 workshops are cancelled due to reasons beyond the IB's control either 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 and to secure adequate insurance coverage that includes reimbursement of any costs incurred should the event be cancelled.

Zambian law shall govern any legal issues relating to the enrolment and participation in the workshops. Any disputes arising with respect to or in connection with the enrolment and participation in the workshops in Lusaka shall be finally settled by one arbitrator in accordance with the Lusaka High Court.

