



## Information Pack Guide

**Event's name:** MYP Introductory Workshop for Heads & Directors / MYP Workshops for Teachers & Coordinators new to the programme

**Dates:** 1-3 July 2009

**Location:** Basel, Switzerland

**Event ID:** W009

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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](mailto:ibnet@ibo.org)

**Candidate schools:** OCC login information

Contact: [occ@ibo.org](mailto: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](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).

***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

## About the country

### General

**Name of the country:** Switzerland

**Area:** 41,293 sq km

**Population:** 7.5 million

**Capital:** Bern

**Cantons:** 20 full cantons, 6 half cantons.

**Government:** Parliamentary Federal State since 1848, direct democracy.

**Geography:** Switzerland borders France in the West, Germany in the north, Austria and the principality of Liechtenstein in the east and Italy in the south. Three main types of landscape - the Swiss Alps, the hilly Swiss Mittelland, which extends from Lake Constance to Lake Geneva, and the Swiss Jura, a long line of rugged fold mountains. The largest cities are: Zurich 336,800, Geneva 173,500, Basel 168,700 and Berne 122,700.

**Language:** The three official languages are Swiss German (64%), French (20%) and Italian (7%). A few people speak Romansch (1%), but this is confined to the southeastern corner of the country. Most people know at least three languages, including English.

**Time:** Local time is GMT +1 (GMT +2 between March and October)

**Religion:** Catholic (42%), Protestant (35%), others (23%)

**Electricity:** Electrical current is 220 volts AC, 50Hz; plugs are of the linear, rounded three-pin type, but rounded two-pin plugs will fit the outlet.

### Money

**Currency:** The official currency is the Swiss franc (CHF) divided into 100 centimes. Although not part of the EU many prices are nonetheless indicated in Euros and some merchants may accept Euros.

**Exchange rates:**

Date:	20 March 09
£1.00=	CHF 1.62847
\$1.00=	CHF 1.11953
€1.00=	CHF 1.53138

**Credit cards:** Visa, MasterCard and American Express are widely accepted and ATMs are widespread; many are equipped with the Cirrus or Maestro system.

**Banking hours:** Mon-Fri 08:30 to 16h30.

**Tipping:** Service is always included in Switzerland, and tips are often given only if you had outstanding service. People customarily give 1 to 5 francs for meals.

## International travel

Switzerland is therefore at the crossroads of the continent. It is a focal point of international air, road and rail traffic and easily accessible within hours from major European cities.

By train:

Thanks to its convenient central location, Switzerland is also served by fast reliable [inter-European rail services](#) from at least a dozen countries. Daily services operate from major cities in Germany, Italy, Austria, Spain, France, the Czech Republic, Hungary, Scandinavia, and the Benelux countries.

By car:

For travelers arriving by road, Switzerland is linked to Europe's extensive motorway network. Cross-border travel is trouble free, with the minimum of delay and formalities.

By Air:

Swiss International Air Lines is the national carrier of Switzerland serving 70 worldwide destinations in 42 countries from its home hub in Zurich, and from Basel and Geneva international airports.

[Zurich](#) and [Geneva](#) airports are fully integrated into the Swiss railroad network and have their own railway stations. Trains to the two city run every 10 to 20 minutes, with a travelling time of approximately 10 minutes. Hourly intercity and direct trains leave right from either airport station and will connect you to many cities and towns. In Basel, a bus service links the [EuroAirport Basel Muhouse Freiburg](#) with the downtown area. The bus stops right outside the main railway station. The buses leave every 30 minutes and the ride takes 15 to 20 minutes.

Travel times:

From Zurich to the following towns and cities (in hours and minutes)

	Air	Train	Car
Basel	00:30	01:05	01:10
Berne	N.A.	01:10	01:15
Geneva	00:40	02:55	02:45

Taxi transfer costs from the airport to the town centre:

Centre Zurich:	CHF 50,00
Centre Geneva	CHF 35,00
Centre Basel	CHF 40,00

## Passport/Visas

Every traveler must have a valid passport. Visas are required for a continuous stay of more than three months. For stays shorter than three months, a valid passport is enough. This applies to citizens of the following countries: countries of the American Continent (except Belize, Dominican Republic, Haiti, and Peru), Europe, Japan, Australia and New Zealand.

Travelers holding valid Schengen visas are accepted to enter Switzerland.

For information on visa, permanent residence as well as on work permits and business matters, please contact the Swiss Consulate General located nearest you.

## Venue

Please see the [International School Basel](#) website.

## Hotel Booking Form

Please see Basel Tourism website for [Hotel Booking Form](#)

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

## Health & Safety

**Health Care:** Personal travel insurance is strongly recommended, including coverage of personal accident, sickness, loss or damage to luggage and personal effects and cancellation charges. There is a reciprocal health agreement with the UK and most EU countries, whose citizens are entitled to free or low-cost emergency medical treatment on presentation of a European Health Insurance Card (EHIC).

**Water:** Tap water is safe to drink.

## Climate

The climate is moderate with no excessive heat, cold or humidity. From July to August the daytime temperature range is 18 to 28 °C (65° - 82° F) and from January to February the range is -2 to 7 °C (28° - 45° F). In spring and autumn, the daytime temperature range is 8 to 15 °C (46° - 59° F). It is highly recommended to visitors to pack a sweater, good walking shoes, sunscreen, sunglasses, a compact umbrella and/or a light rain coat.

## Communication and Internet access

### Telephone:

The international country dialing code for Switzerland is +41. 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)61 for Basel, (0)22 for Geneva, (0)44 for Zurich.

### Emergency Calls:

- 117 Police in case of emergencies
- 118 Fire Brigade
- 144 Ambulance

### Useful links

- Switzerland Tourism:
- <http://www.myswitzerland.com>
- Swiss Federal Department of Foreign Affairs
- [http://www.eda.admin.ch/eda/en/home/repr/eur/vbel/ref\\_visinf/visbel.html](http://www.eda.admin.ch/eda/en/home/repr/eur/vbel/ref_visinf/visbel.html)
- World Travel
- <http://pro.wordtravels.com/Travelguide/Countries/Switzerland>