



## Information Pack

**Event's name:** PYP Workshop for Candidate or Authorised Schools

**Dates:** 06-08 November 2009

**Location:** Golden Bay, Mellieha, Malta

**Event ID n°:** W013

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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

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](http://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](mailto: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](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 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:** Malta

**Area:** 316 sq km

**Population:** 401,880 inhabitants

**Capital:** Valletta. Population: 6,315

**Government:** Republic. Gained independence from the UK in 1964.

**Geography:** The Maltese archipelago is situated in the middle of the Mediterranean, with the largest inhabited island, Malta, lying 93km south of Sicily and 290km from North Africa. Gozo and Comino are the only other inhabited islands. The landscape of all three is characterized by low hills with terraced fields. Malta has no mountains or rivers. Its coastline is indented with harbors, bays, creeks, sandy beaches and rocky coves. Gozo is connected to Malta by ferry and is more thickly vegetated, with many flat-topped hills and craggy cliffs. Comino, the smallest island, is connected to Malta and Gozo by ferry and is very sparsely populated.

**Language:** Maltese (a Semitic language) and English are the official languages. Italian is also widely spoken.

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

**Religion:** 91% Roman Catholic.

**Electricity:** 240 volts AC, 50Hz. UK-style three-pin plug are in use.

### 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 accepted. ATMs are available.

**Banking hours:** Mon-Fri 0830-1230, Sat 0830-1130. Some work longer hours and summer and winter hours may differ.

**Tipping:** 10 to 15% is expected in hotels and restaurants when not included in the bill.

### International travel

#### By Air

##### International airport

The national airline is [Air Malta](#) (KM)

[Malta International](#) (MLA) (Luqa) is 5km south of Valletta (journey time – 15 minutes). To/from the airport: Buses depart regularly to and from Valletta City Gate. There is a regular service to the main bus

terminal in Valletta. There is a full, 24-hour, taxi service to all parts of Malta; fares are charged at a fixed rate. A shuttle service also runs to Circewwa to connect with ferries.

### **By Water**

Main ports: Valletta, Marsaxlokk and Mgarr/Gozo.

Services operate to the Sicilian ports of Catania and Pozzallo. These routes are served by high-speed hydrofoils and catamarans (journey time – 1 hour 30 minutes) and car ferries (journey time - 3 hours).

There are also sailings to Italy (to Reggio Calabria, Genoa and Salerno). For information on the ports in Malta, contact the [Malta Maritime Authority](#).

### **Passport/Visas**

Nationals of more than 100 countries or territories who wish to come to Malta must obtain entry clearance before they travel, whatever the purpose of their visit.

Central Visa Unit

Pjazza San Kalcidonju,

Floriana FRN 1530

Tel: (+356) 2204 2310

E-mail: [visa.mfa@gov.mt](mailto:visa.mfa@gov.mt)

### **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**

There are no health risks attached with travel to Malta, and water and food is safe for consumption. Visitors should, however, take out adequate medical and travel insurance in case medical evacuation or further treatment is required.

### **Climate**

Malta has a typically Mediterranean climate with hot, dry summers and mild winters. In summer temperatures can reach 30°C, but the heat tends to be tempered by sea breezes. In spring and autumn a hot wind, known as the Xlokk, sometimes brings high temperatures and humidity. There is little rainfall, and it occurs only in winter.

## Communications

Country code: 356. There are no area codes.

Emergencies: 112

## Useful links

- Visa and Passport Information  
<http://www.visahq.com>
- Visit Malta  
<http://www.visitmalta.com/main>
- Ministry of Foreign Affairs  
<http://www.mfa.gov.mt/>
- World Travel Guide  
<http://www.wordtravels.com/Travelguide/Countries/malta>