



Information Pack

Event's name: DP Regional Workshops for New and Experienced Teachers

Dates: 05-07 March 2010

Location: Dubai, UAE

Event ID n°: W019

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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

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.

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

For GBP payments please transfer to:

HSBC Bank Plc - Cardiff
114 St. Mary Street
Cardiff
South Glamorgan, CF10 1 LF
Account number: 61605410
Sort code: 401618
Swift Code: MIDLGB2110M
IBAN number: GB67MIDL40161861605410

For USD and CHF payments:

HSBC Bank Plc – Cardiff
International Branch
PO Box 181
27-32 Poultry
London EX2P 2BX
USD Account number: 68221288
USD Sort code: 400515
USD Swift Code: MIDLGB22
USD IBAN number: GB30MIDL40051568221288
CHF Account number: 68221261
CHF Sort code: 400515
CHF Swift Code: MIDLGB22
CHF IBAN number: GB80MIDL40051568221261

Payment by cheque:

Cheques are to be made out to:
International Baccalaureate Organization and mailed to:
Finance Department
Peterson House
Malthouse Avenue
Cardiff
GB CF23 8GL
Wales, UK

IB cancellation and refund policy

Any cancellation occurring 22 days or more prior the first day of the workshop will incur a credit note of the full amount of the registration fee.

For cancellations made 21 days or less prior to the first day of the workshop, a penalty of 100% of the fee will apply.

In the unlikely event that the IB has to cancel a workshop, the total amount of the registration fee will be refunded or will incur a credit note.

Unconfirmed registrations will not be billed or will incur a credit note if the payment has been made.

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: United Arab Emirates

Area: 77,700 sq km

Population: 4.4 million

Capital: Abu Dhabi (1.5 million)

Government: Constitutional federation of seven emirates.

Geography: The Emirates are bordered to the north by the Gulf and the Musandam Peninsula, to the east by Oman, to the south and west by Saudi Arabia and to the northwest by Qatar. They comprise a federation of seven small former sheikhdoms. Abu Dhabi is the largest emirate, and the remainder (Ajman, Dubai, Fujairah, Ras al-Khaimah, Sharjah and Umm al-Qaiwain) are known collectively as the Northern States. The land is mountainous and mostly desert.

Language: Arabic is the official language. English is widely spoken and used as a second language in commerce.

Time: GMT + 4

Religion: Mostly Muslim, of which 16% are Shiite and the remainder Sunni.

Electricity: 220/240 volts AC, 50Hz. Square three-pin plugs are widespread.

Money

Currency: UAE Dirham (AED) = 100 fils. Notes are in denominations of AED 1,000, 500, 200, 100, 50, 20, 10 and 5. Coins are in denominations of AED1, and 50, 25, 10 and 5 fils (10 and 5 fils coins are rarely used).

Exchange Rates:

Currency Exchange Rates*			
AED 1.00 =	US\$ 0.2723	£ 0.1693	CHF 0.2917

* Date's rate: June 09

Credit cards: American Express, Diners Club, MasterCard and Visa are widely accepted.

Banking hours: Sat-Wed 0800-1300, Thurs 0800-1200. Some also open Sat-Wed 1630-1830.

Tipping: Most hotels and restaurants add fairly high service charges to the bill, therefore tipping is not necessary.

International travel

By Air

Main Airports

- **Abu Dhabi (AUH)** (website: www.abudhabiairport.ae) is 32km east of the city (journey time - 40 minutes). To/from the airport: Buses and taxis are available at the airport. Al-Ghazal taxis operate a fixed-rate service.

- **Dubai (DXB)** (website: www.dubaiairport.com) is 4km southeast of the city (journey time - 10 minutes). To/from the airport: Buses (tel.: 800 9090; website: www.rta.ae) and taxis are available at the airport. Bus stations are opposite both Terminal 1 and 2.

By water

Main ports: Jebel Ali, Rashid and Zayed (Abu Dhabi), Khalid (Sharjah), Saqr (Ras al-Khaimah) and Fujairah.

By road

There is a good road into Oman and also a good one into Saudi Arabia, which connects with the Trans-Arabian Highway on the overland route to Europe.

Buses run daily between Dubai or Abu Dhabi and Oman. There are also services between Dubai or Abu Dhabi and Saudi Arabia and between Abu Dhabi and Egypt, Jordan, Lebanon and Syria.

Visas & Passport information

If your country of nationality appears on the list below, no advance visa arrangements are required to visit the UAE. Simply disembark your flight at Dubai International Airport and proceed to Immigration, where your passport will be stamped with a 30-day visit visa. This can be extended for an additional 30 days at an additional charge.

Eligible countries

Australia	Hong Kong	Norway
Andorra	Iceland	Portugal
Austria	Ireland	San Marino
Brunei	Italy	Singapore
Belgium	Japan	South Korea
Canada	Liechtenstein	Spain
Denmark	Luxembourg	Sweden
Finland	Malaysia	Switzerland
France	Monaco	United Kingdom
Germany	Netherlands	United States of America
Greece	New Zealand	The Vatican

In addition to nationals of the countries listed above, citizens of the GCC nations of Bahrain, Kuwait, Oman, Qatar and Saudi Arabia are eligible for the visa on arrival at Dubai International Airport.

Visas for all other travelers

For travelers from countries not listed above, you will need to have a sponsor to arrange a visa for you.

If you do not have family living in the UAE who can arrange your visa, please visit the [Dubai Department of Naturalization & Residency](#) website to find out more about other types of sponsors, such as hotels or companies.

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 is virtually zero crime rate in Abu Dhabi, and the Abu Dhabi Police has highly efficient law enforcement and emergency procedures in place. Law enforcement officers are also extremely courteous and helpful to visitors and residents alike.

Vaccinations against tuberculosis and hepatitis B are sometimes advised.

Medical facilities are of a very high quality but are extremely expensive. Private health insurance is essential.

Mains water in major cities is safe to drink, but in small villages it should be filtered or bottled water used. Milk is unpasteurized and should be boiled. Vegetables should be cooked and fruit peeled.

Customs

Muslim religious laws should be observed. Women are expected to dress modestly and men should dress formally for most occasions. Alcohol is tolerated, with non-Muslims allowed to drink alcohol in the city's bars, restaurants, clubs and hotels. Smoking is banned in public places. It is illegal to eat, drink or smoke in public during Ramadan.

Climate

Straddling the Tropic of Cancer, the UAE is warm and sunny in winter and hot and humid during the summer months. Winter daytime temperatures average a very pleasant 26°C, although nights can be relatively cool, between 12–15°C on the coast, and less than 5°C in the depths of the desert or high in the mountains. Local north-westerly winds (shamal) frequently develop during the winter, bringing cooler windy conditions. Summer temperatures are in the mid-40s, but can be higher inland. Humidity in coastal areas averages between 50 and 60 per cent, touching over 90 per cent in summer and autumn. Inland it is far less humid.

Communications

Telephone

Country code: 971. Telephone calls within each state are free.

Emergency Calls

998 - Ambulance services

999 - Police (also +971 2 4461461)

997 - Fire

999 - Helicopter

Useful links

- Department of Naturalization & Residency – Dubai
<http://www.dnrd.ae>
- Abu Dhabi Tourism Authority
<http://www.visitabudhabi.ae>
- World Travel Guide
http://www.worldtravelguide.net/country/290/passport_visa/Middle-East/United-Arab-Emirates.html