



Information Pack Guide

Event's name: PYP Workshops for Authorised or Candidate Schools

Dates: 05-07 March 2010

Location: Prague, Czech Republic

Event ID n°: W021

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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: Czech Republic

Area: 78,865 sq. kilometers

Population: 10.3 inhabitants

Capital: Prague (1.3 million)

Government: Constitution. President - elected bicameral parliament.

Geography: The Czech Republic is a small landlocked country in Central Europe, situated south-east of Germany and bordering Austria to the south, Poland to the north and Slovakia (with which it used to form one country of Czechoslovakia) to the south-east.

The Czech Republic is divided into 3 historical regions: Bohemia - the western part of the Czech Republic; Moravia - the eastern part of the country and Czech Silesia - the north eastern part of the Czech Republic. Most of the historic country of Silesia is today in Poland.

Language: Czech

Time: Central European (GMT+1), summer time - Central European +1 (GMT+2)

Religion: Predominantly Roman Catholic (39.2%), non-believers (39.7%).

Electricity: Czech appliances operate on 220 volts and plug into two-pronged outlets that differ from those in America and the United Kingdom. Appliances designed for the U.S. or U.K. markets must use an adapter and a transformer (sometimes incorrectly called a converter).

Money

Currency: The Czech Republic is a member of the E.U. The currency of the Czech Republic is the koruna, or crown (Kc). There are coins of 1, 2, 5, 10, 20, and (rarely) 50 Kc; and notes of 20, 50, 100, 200, 500, 1,000, 2,000, and 5,000 Kc. Notes of 1,000 Kc and up may not always be accepted for small purchases.

Exchange Rates:

Currency Exchange Rates*			
CZK 100 =	US\$ 5.49799	£ 3.28978	CHF 5.93685

* Date of rate shown: August 09

Credit cards: Visa, Mastercard, Maestro, Visa debit & American Express cards can be used at the ATM's of most Czech & International Banks which are all round Prague and at the Prague airport.

Banking hours: 8:00 to 17:00 (closed Saturday and Sunday).

Tipping: Service is usually not included in restaurant bills. Round the bill up to the next multiple of 10. Tip porters who bring bags to your rooms 40 Kc total. For room service, a 20 Kc tip is enough. In taxis, round the bill up by 10%.

International travel

By Air

[Ruzyně Airport](#) is located northwest of the outskirts of Prague, some 20 kilometers from the city center. In addition to taxis and buses (No. 119 from the Dejvicka Metro station, No. 100 from Zlicin Metro station or No. 179 from the Nove Butovice Metro Station) you can also use our taxi offer.

The Czech national carrier is [Czech Airlines](#) (CSA), phone: +420 239 007 007

By Train

International trains arrive at and depart from either of two stations: Hlavní nádraží (Main Station) or Nádraží Holesovice (Holesovice Station). Both are on line C of the metro system and offer a number of services, including money exchange, a post office, and a luggage-storage area.

Hlavní nádraží, Wilsonova trída, Praha 2 (tel. 972-241-860-2), is the grander and more popular station. From the train platform, you'll walk down a flight of stairs and through a tunnel before arriving in the ground-level main hall. Wenceslas Square is a convenient five-minute walk from the station (best not undertaken late at night), or you can take the subway (Line C) one stop in the Háje direction to Muzeum. Metro trains depart from the lower level, and tickets, costing 8Kc to 12Kc, are available from the newsstand near the metro entrance.

Nádraží Holesovice, Partyzánská at Vrbenského, Praha 7 (tel. 972-224-666), Prague's second train station, is usually the terminus for trains from Berlin and other points north. To reach the city center, take the metro (Line C) four stops to Muzeum

By Bus

The Central Bus Station-Florenc, Krizíkova 4-6, Praha 8 (tel. 129-99 for timetable info), is a few blocks north of the main train station. Most local and long-distance buses arrive here. The adjacent Florenc metro station is on both lines B and C. Florenc station is relatively small and doesn't have many visitor services. Even smaller depots are at Zelivského (metro line A), Smíchovské nádraží (metro line B), and Nádraží Holesovice (metro line C).

Several bus companies run direct services between major Western European cities and Prague.

Passport/Visas

When traveling internationally, carry your passport even if you don't need one (it's always the best form of I.D.) and make two photocopies of the data page (one for someone at home and another for you, carried separately from your passport). If you lose your passport, promptly call the nearest embassy or consulate and the local police.

Before any trip, check your passport's expiration date, and, if necessary, renew it as soon as possible.

Visa requirements for tourists visiting Prague & the Czech Republic

Nationals of the following countries do not require a visa for tourism to the Czech Republic:

For unlimited period

EU countries - valid passport for the length of the visit

Iceland, Liechtenstein, Norway, Switzerland - must be valid for at least 3 months after the departure date from the Czech Republic.

For period up to 90 days

E.U. countries, Andorra, Argentina, Australia, Bolivia, Bosna & Herzegovina, Brazil, Brunei, Bulgaria, Canada, Chile, Costa Rica, Croatia, Guatemala, Hong Kong, Iceland, Israel, Japan, Korea (Rep), Liechtenstein, Macau, Malaysia, Mexico, Monaco, New Zealand, Nicaragua, Norway, Paraguay, Salvador, San Marino, Switzerland, Uruguay, USA, Vatican, Venezuela - passport must have at least 9 months left to run.

For period up to 30 days – Albania, Belize, Cyprus, Romania, Singapore

The most comprehensive source of information on Czech visa requirements is available at www.czechembassy.org

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

Since mid 2004 citizens from the individual EU member states, who travel temporarily to another EU member state and hold a European Health Insurance Card (EHIC), are automatically insured. Tap water is good, although the chlorine can be quite strong.

Customs

Czech folk customs emanate from Christian or pagan traditions and often differ from region to region. In cities, they are no longer observed as much as they once were, but in villages, primarily in the Moravian and Silesian regions, they are still very much alive. Customs and traditions continue to attract great interest of all of the inhabitants of the Czech Republic. They are an interesting addition to foreign tourists' stay, especially if visiting the Czech Republic at Christmas or Easter.

Climate

The prevailing continental climate is characterized by mild winters and warm summers. The mean annual temperature is 10°C, in summer months 20°C, in winter -5°C.

Communications

The country code for the Czech Republic is 420. Prefixes 601 to 777 denote mobile phones.

150: Fire department

155: Ambulance

156: Municipal police

158: Police

Useful links

- Ministry of Foreign Affairs of the Czech Republic
<http://www.mzv.cz/jnp/en/index.html>
- Czech Tourism
<http://www.czechtourism.com>
- Prague Tourist Guide
<http://www.praguetouristguide.com>