



## Information Pack

**Event's name:** DP Regional Workshops for Teachers New to the Programme

**Dates:** 02-04 July 2010

**Location:** Madrid, Spain

**Event ID n°:** W025 B2

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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<br>(NB: certificates will only be delivered to participants having attended all sessions) |

## About the country

### General

**Name of the country:** Spain

**Area:** 505,984 sq km

**Population:** 46 million

**Capital:** Madrid (5.3 million inhabitants)

**Government:** Parliamentary monarchy since 1978.

**Geography:** On the west, Spain borders Portugal, on the south, it borders Gibraltar and Morocco, through its cities in North Africa (Ceuta and Melilla). On the northeast, along the Pyrenees mountain range, it borders France and the tiny principality of Andorra. Spain also includes the Balearic Islands in the Mediterranean Sea, the Canary Islands in the Atlantic Ocean and a number of uninhabited islands on the Mediterranean side of the strait of Gibraltar. Along the Pyrenees in Catalonia, a small exclave town called Llívia is surrounded by France. The little Pheasant Island in the River Bidasoa is a Spanish-French condominium.

Mainland Spain is dominated by high plateaus and mountain ranges, such as the Sierra Nevada. Running from these heights are several major rivers such as the Tagus, the Ebro, the Duero, the Guadiana and the Guadalquivir. Alluvial plains are found along the coast, the largest of which is that of the Guadalquivir in Andalusia.

**Language:** Spanish is the official language, but English is widely understood in areas frequented by tourists. Catalan, Galician and Basque are spoken in the relevant areas.

**Time:** Local time is GMT +1 (GMT +2 between the last Sunday in March and the Saturday before the last Sunday in October). The Canary Islands: GMT (GMT +1 in summer).

**Religion:** There is no official religion, but the majority of the population is Roman Catholic.

**Electricity:** Electrical current is 220 or 225 volts, 50Hz. European-style two-pin plugs are standard.

### Money

**Currency:** Spain is one of 16 European Union countries whose common official currency is the euro.

1 Euro is divided into 100 cents. The coins come in denominations of 1, 2, 5, 10, 20 and 50 cents, and 1 and 2 Euros.

The notes are differentiated by their size and color and come in denominations of 5, 10, 20, 50, 100, 200 and 500 Euros.

**Exchange Rates:**

| Currency Exchange Rates* |               |            |              |
|--------------------------|---------------|------------|--------------|
| €1.00 =                  | US\$ 1. 32451 | £ 0. 90588 | CHF 1. 51040 |

\* Date's rate: 24 April 09

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

**Banking hours:** Generally Mon-Fri 8:30-13:30.

**Tiping:** Service charges and taxes are usually included in hotel bills. It is also customary to leave a tip for the waiter. Restaurants include service in the bill and a tip is discretionary. Tip taxis 2-3%.

## International travel

### International airports

Spain boasts over 30 international airports ([www.aena.es](http://www.aena.es))

Madrid (MAD) (Barajas) is 13km northeast of the city. Bus and underground services depart to the city regularly. Taxi service is available.

Barcelona (BCN) (del Prat) is 3km southwest of the city. Bus and underground services depart to the city regularly. Taxi is available.

Alicante (ALC) (Altet) is 12km southwest of the city. Bus services runs to the city regularly. A taxi service is available to the city.

Málaga (AGP) is 10 km southwest of the city. Buses and trains run regularly throughout the day. Taxis are available.

Valencia (VLC) (Manises) is 8km west of the city. An airbus takes passengers into the city. Other buses travel to the city frequently throughout the day. Taxis also run.

### Passport/Visas

Visas are NOT required for passports of any of the following countries, regardless of purpose and/or length of stay in Spain:

- The European Union
- Iceland
- Norway
- Switzerland

Passports of all these countries are valid to visit or stay in SPAIN up to the last day of their validity.

For visits not exceeding ninety days, visas are not required for:

- Holders of valid passports issued by the following countries or dependencies:  
Andorra, Anguilla, Argentina, Australia, Bermuda, Brazil, British National Overseas, Brunei, Bulgaria, Canada, Chile, Costa Rica, Croatia, El Salvador, Guatemala, Honduras, Hong Kong SAR, Israel, Japan, Korean Republic, Liechtenstein, Macao SAR, Malaysia, Mexico, Monaco, Montserrat, New Zealand, Nicaragua, Panama, Paraguay, Romania, San Marino, Singapore, St. Helena, The Caiman Islands, The Falklands Islands, The Virgin Islands, Turks & Caicos Islands, Uruguay, USA, Vatican City, Venezuela.
- Holders of Travel Documents issued under the Geneva Convention of July 1951, by the following countries:  
Belgium, Cyprus, Denmark, Germany, Iceland, Ireland, Liechtenstein, Luxembourg, Norway, the Netherlands, Spain, Sweden, Switzerland and the United Kingdom.
- If you hold a valid residence permit in any of the Schengen member states, you are entitled to re-enter the Schengen area without a visa on production of your proof of residence and your passport.

The following nationals must apply in person for their Spanish Visas: Afghanistan, Algeria, Bahrain, Bangladesh, Belarus, Burundi, China, Colombia, Democratic Republic of Congo, Ecuador, Egypt, Frandesspas Document, Indonesia, Iran , Iraq, Jordan, Kazakstan, Kosovo, Kuwait, Lebanon, Libya, Nigeria, N. Korea, Oman, Pakistan, Palestine, Philippines, Qatar, Travel Document holders, Tunisia, Rwanda, Saudi Arabia, Somalia, Sri Lanka, Sudan, Surinam, Syria, United Arab Emirates, Vietnam, Yemen, Zambia, Zimbabwe.

Time required to issue a visa: Schengen, tourist or business visa applications must be submitted with a minimum of 15 days in advance.

Visas are not granted on the spot and should be applied for well in advance in order to allow enough time to process them. The foreign national must collect his or her visa within two months of being notified that it has been granted. In the case of a resident's, work, or student's visa, the holder must obtain a foreign national's identity card within one month of his or her entry into Spain.

## 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

Spain has a reciprocal health agreement with most EU countries, providing emergency health care on the same terms as Spanish nationals. EU travelers should take a European Health Insurance Card (EHIC). Note that the scheme gives no entitlement to medical repatriation costs, nor does it cover ongoing illnesses of a non-urgent nature, so comprehensive travel insurance is advised. Comprehensive insurance is advised for all other nationals.

## Climate

Due to Spain's geographical situation and orographic conditions, the climate is extremely diverse; it can be roughly divided into four areas:

A Continental Mediterranean climate in the inland areas of the Peninsula (largest city, Madrid)

A Mediterranean climate region extends from the Andalusian plain along the southern and eastern coasts up to the Pyrenees, on the seaward side of the mountain ranges that run near the coast (largest city, Barcelona). They get warm winds from the Saharas called Leveche, also known as Sirocco.

An Oceanic climate in Galicia and the coastal strip near the Bay of Biscay or (largest city,) Bilbao; this area is often called Green Spain.

A Subtropical climate in Canary Islands is a very humid place and the islands have palm trees and beaches.

## Communications

The international access code for Spain is +34. 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)93 for Barcelona and (0)91 for Madrid.

## Useful links

- Visa and Passport Information  
<http://www.visahq.com>
- Spanish Tourist Office  
<http://www.spain.info>
- World Travel Guide  
<http://www.wordtravels.com/Travelguide/Countries/spain>