

PYP & DP Regional Workshops

The American School of Bombay, Mumbai, India

Friday – Sunday, 20 – 22 November 2009

Calculate your carbon footprint – www.click4carbon.com

One tree planted in the tropics can trap an excess of 20kg of CO2 per year for 40 years. (www.plant-a-tree-today.org)

Visit website www.million-trees.org to select the tree planting project of your choice and pledge your donation.

★★★★★★★★

DP Subjects offered:-

Coordinators (Level 1)

History (Level 1)

History (Level 2)

Economics (Level 1)

Economics (Level 2)

Business & Mgmt (Level 1)

Business & Mgmt (Level 2)

Geography (Level 1)

Geography (Level 2)

Visual Arts (Level 1)

French *Tiger – National Animal of India*

French

ITGS (Level Mixed)

★★★★★★★★



★★★★★★★★

PYP Subjects offered:-

An Introduction to the PYP for Teachers

Pedagogical Leadership in the PYP

The Written Curriculum in the PYP

The Role of Mathematics in the PYP

The Exhibition

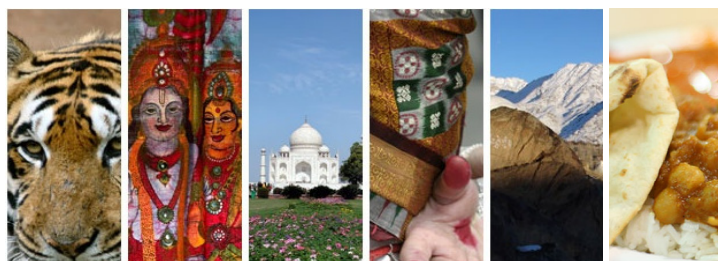
3-5 Year Olds in the PYP

★★★★★★★★

Visit: www.ibo.org/ibap/workshops for online registration

Note that participants are requested to check the "Workshop Descriptions" online to ascertain the level of experience required to attend these workshops.

EARLY BIRD SPECIAL TILL 28 AUGUST. REGISTRATION CLOSES ON 25 SEPTEMBER



For more information, please contact
IB Asia Pacific Events Team:-
15 Hoe Chiang Road #11-04/06
Tower Fifteen Singapore 089316
Tel: +65 6776 0249
Fax: +65 6776 4369
Email: ibapevents@ibo.org

INTERNATIONAL BACCALAUREATE ASIA PACIFIC PYP & DP REGIONAL WORKSHOPS

Friday – Sunday, 20 – 22 November 2009

WORKSHOP DETAILS

Programme Schedule

The structure of each subject workshop features 12 sessions delivered over the course of 3 days. Refer to the cover page for the type of subjects offered at the venue.

Time/Day	Day 1	Day 2	Day 3
8.30 – 10.00	Welcome Address/Session 1	Session 5	Session 9
10.00 – 10.30	AM Break		
10.30 – 12.00	Session 2	Session 6	Session 10
12.00 – 1.00	Lunch		
1.00 – 2.30	Session 3	Session 7	Session 11
2.30 – 3.00	PM Break		
3.00 – 4.30	Session 4	Session 8	Session 12 (ends at 4pm)
4.30	End of the Day		

Prerequisites

Refer to the workshop descriptions at www.ibo.org/ibap/workshops to ascertain the level of IB teaching experience(s) in that specific subject needed to attend a workshop.

Priority will be given to teachers currently teaching in IB World Schools or candidate schools working towards authorization.

Representatives from schools that have registered interest to implement IB programmes may register for introductory and/or Level 1 workshop only. Independent teachers who are not currently teaching in IB schools may attend the introductory and/or Level 1 workshops provided there are vacancies left after the registration deadline.

Agenda

A copy of the subject agenda will be posted on the website (<http://www.ibo.org/events>) about **ONE** month before the date of workshop.

Certificate of Attendance

An official “IB Certificate of Attendance” is only awarded to **registered** participants who have attended **ALL** sessions of a subject workshop. Please note that your travel arrangements do not preclude your candidacy for a certificate.

Workshop Fee includes:-

- Refreshment breaks and lunches for 3 days
 - **Only Vegetarian food will be served**
 - Workshop materials
- ** Fee **excludes** cost of travel and hotel accommodation.

Register before **28 August** to receive
US\$70 Early Bird Discount,
Standard Registration Fees: **US\$595**

REGISTRATION CLOSES
25 September 2009

VENUE DETAILS

Workshop Venue

The American School of Bombay

SF 2, G-Block, Bandra-Kurla Complex Road, Bandra (E), Mumbai, India 400 098

Tel: +91 22 6772 7272

Fax: +91 22 2652 1234

Website: <http://www.asbindia.org>

** More details will be sent to the registered email address 2 weeks before event. Please make sure you have entered the correct email address.

Entry Visa

All foreign nationals are required to apply for entry visa to India. Please check with your travel agent or visit the following website for more information.

<http://passport.nic.in/visrules.htm>

http://www.india-tourism.com/en_passvisa.0.html

Contact us at ibapevents@ibo.org if an invitation letter is required from the organiser.

Air Transportation

Chhatrapati Shivaji International Airport www.mumbaiairport.com is India's busiest airport and one of the main international gateways to the country. The domestic airport, usually known as Santa Cruz, is about 4km (2.5mi) away.

Airport Departure Tax

This should be included in the ticket price. Please check with your travel agent.

Airport Transfer

This should be included in the room rate if you book your room with our recommended travel agent Sun Tours.

Ground Transportation

Taxis – Cool Cabs are Blue/Silver in colour and have electronic meters. You ONLY pay the amount on the meter. These cabs charge 40% higher than the ordinary taxis. Contact:

- City Cool Cabs +91 22 2216 4466, +91 22 2218 9620, +91 22 5688 4466
- Cool Cab +91 22 2490 5151, +91 22 2490 5152

The standard Yellow and Black Taxi are not air-conditioned and generally use mechanical meters. Calculating the fare is done by matching the meter reading with a tariff card to deduce the final payable fare. A copy of the tariff card can be found on the following website: -

<http://www.trafficpolicemumbai.org/Taxi%20Tariff%20Card.jpg>

Transportation From Hotel to School & Vice Versa





Buses will be provided between the recommended hotels and school except those who are staying at the Trident Hotel. The exact bus schedule will be provided at a later date.

Please note that buses for participants are only available for those who booked their room with Sun Tours. If you book at the same hotels via online booking engine or via your travel agent, we are unable to capture your data under the IB participants rooming list.

Accommodation Options

Workshop participants are responsible for booking their own accommodation.

Please book early – The rates quoted below are subject to room availability at the time of booking and will be allocated on a 'first come, first served' basis.

Hotels	Rates per room per night	Contacts
<p>Grand Hyatt Hotel (5*)</p> 	<p>Single Room with 1 Breakfast: INR10,000nett per night (approx US\$210) Double Room with 2 Breakfasts: INR11,000nett per night (approx US\$232)</p>	<p>Address: Off Western Express Highway Santacruz (East), Mumbai - 400 055 Tel : +91 22 5676 1234 Website: www.mumbai.grand.hyatt.com</p> <p>Please use hotel reservation form to book via Sun Tours</p>
<p>The Orchid (4*)</p> 	<p>Single Room with 1 Breakfast: INR8,000nett per night (approx US\$168) Double Room with 2 Breakfasts: INR8,500nett per night (approx US\$179)</p>	<p>Address: Nehru Road, Vile Parle East, Adjacent to Domestic Airport, Mumbai - 400 099, India Tel: +91 22 2616 4040 Website: http://www.orchidhotel.com/</p> <p>Please use hotel reservation form to book via Sun Tours</p>
<p>Oriental Residency (3*)</p> 	<p>Single Room with 1 Breakfast: INR6,000nett per night (approx US\$126) Double Room with 2 Breakfasts: INR6,500nett per night (approx US\$137)</p>	<p>Address: P.D. Hinduja Marg, Off SV Road, Khar (West), Mumbai - 400 052 Tel: +91 22 2605 5712/13/14 Website: http://theorientalresidency.com/contact.htm</p> <p>Please use hotel reservation form to book via Sun Tours</p>
<p>Regal Enclave (3*)</p> 	<p>Single Room with 1 Breakfast: INR5,500nett per night (approx US\$116) Double Room with 2 Breakfasts: INR6,000nett per night (approx US\$126)</p>	<p>Address: 4th road Near Railway Station, Khar West, Mumbai 400052, India Tel: +91 22 2649 4409/10, +91 22 6697 6045/46, +91 22 6726 1111 Website: http://www.regalenclave.com/</p> <p>Please use hotel reservation form to book via Sun Tours</p>

General Information

For more information, visit:

<http://www.india-tourism.com>

<http://www.incredibleindia.org/>

<http://www.lonelyplanet.com/india/mumbai-bombay>

Weather & Attire

The temperature and humidity in Mumbai are relatively high, however its location leadings to a cooling effect of cool winds due to the sea breezes. The temperature in November ranges from 23°C to 32°C. Make sure you bring an umbrella as November is at the end of the rainy season.

Exchange Rate

Due to recent exchange rate fluctuations please check: <http://www.xe.com/>

Money can be exchanged at the airport, banks and major hotels. ATMs are widely available. Most big cities have ATMs which accept Visa, MasterCard and American Express. It is advisable to get smaller denomination notes other than the 100 INR.

Tips

It is usual to tip waiters, porters, guides and drivers. Tips are not included in the bill. Some hotels include service charges on their bills. In such cases tipping is not necessary. The standard tip is 10%. Tipping of taxi drivers is not customary.

Toilets/Restrooms

In India, public toilet facilities are few and far between. Take every opportunity you can to use a clean toilet in places such as hotels and restaurants. Carrying tissues with you is also advisable.

Beggars

Do not let them hassle you, and do not encourage them by giving them money. A positive alternative is small food packets such as biscuits.

Food & Drink

Drink only bottled water. Many popular brands are available. In restaurants insist that they bring a sealed bottle to your table. For the first few days it might be advisable to clean your teeth in bottled water.

Due to the Hindu culture in Mumbai, there are a lot of vegetarian restaurants and most schools provide vegetarian catering only. Beef is not served in many parts of India. Pork is also not easily available. Non-vegetarian food should only be eaten in good restaurants. It is also advisable to eat fruit you can peel.

Shopping

Try to shop only in government handicraft shops. There the prices are fixed and the quality is certified. If that is not an option, check the prices at a few shops before making a choice. Bargaining is standard in most places and is enjoyed by all. Get used to the fact that you will probably be charged more than the locals. If possible, take a local along when you go shopping.

Places to shop in South Mumbai

- 1) *Colaba Causeway* is a highly recommended place for branded and street shopping. The Gateway of India, The Taj Mahal Hotel is located just behind.
- 2) *Bombay Store* – artifacts, clothes, handicrafts, handmade paper stuff, oil & incense – also at the Fort
- 3) *Oberoi Shopping Centre* – A high end shopping centre.
- 4) *Fashion Street* – known as the best place to buy cheap clothes
- 5) *Fab India* – famous for contemporary crafted textiles, garments, home linens, upholstery, fabrics, home accessories, floor coverings. There are several outlets all over Mumbai.
- 6) *Infinity Mall* - Good place for shopping at Andheri (West) Linking Road. Includes movie theatres as well as one of the best book stores in Mumbai **Landmark**
- 7) *Markets* – please check with your concierge

How to Register for IB Asia Pacific Regional Workshops

In order to serve you better, we appreciate your assistance in following the procedures below to make registration runs smoothly.

Step 1:- Check and Prepare

Get ready the 6-digit School Code and the teacher(s)' particulars:-

1. Full Name (in the format to be printed on certificate and name tags)
2. Years of Experience in teaching that particular subject in IB Schools
3. Email Address (try not to provide coordinator's email address unless he/she is the registered participant)

**** Please check the "Workshop Descriptions" to ascertain the level of experience required to attend these workshops. The Regional Office reserves the right to de-register those who do not meet the pre-requisite so as to maintain the quality level of workshops.**

Step 2:- Register Online

Visit www.ibo.org/ibap/workshops, and follow instructions.

Step 3:- Select Payment Methods

Payment Methods	Pay by Credit Card (via Pay Pal)	Pay by Bank Draft / TT	Pay by Credit Note
Upon submission of online registration	Link to Pay Pal website. Upon completion of payment, you will receive an instant confirmation email.	Receive an automated email reply to acknowledge receipt of registration. **	Receive an automated email reply to acknowledge receipt of registration. **
Status of Registration	CONFIRMED. You do not need another confirmation email from Events Team unless you did not receive the instant confirmation email.	PENDING. Payment must reach us within 2 weeks to receive the confirmation email sent by Events Team. To speed up the process, quote Reference Number when submitting the bank advice to ibapfinance@ibo.org	PENDING. Contact ibapfinance@ibo.org with your Reference Number and Credit Note Number /Amount. Upon verification of Credit Note, you will receive the confirmation email sent by Events Team.

** If you do not receive any automated email reply upon completion of online registration, this implies either you did not submit the registration or you have entered an invalid email address for the coordinator. Contact ibapevents@ibo.org for assistance.

How to Make Payment for IB Asia Pacific Regional Workshops

Payment by Credit Card

You need to have a valid Pay Pal account. If not, please select payment by bank draft or TT. Note that once online registration is closed, option to pay via credit card would not be available.

Payment by Telegraphic Transfer

Please arrange for payment to be remitted to:

Name: International Baccalaureate Organization
 Account Number: 243 - 036225 - 178 (USD)
 Bank: Hong Kong and Shanghai Banking Corporation Limited (Tanglin Branch)
 6 Claymore Hill, #01-00 Claymore Plaza, Singapore 229571
 Swift Code: HSBCSGSG

****Please inform your Finance Dept that all bank charges are to be borne by the Remitter and that IB must receive the workshop fee in FULL.**

Payment by Bank Draft

Bank Drafts should be made payable to: “International Baccalaureate Organization” and mailed to the IB Asia Pacific Regional Office (see address on cover page). **Please include an extra USD25 to pay for bank charges.**

In order for us to record and verify your payment correctly, please quote the relevant references on the Bank Transfer Slip or on the back of the Bank Draft:

- a) Name of the workshop
- b) Reference Number
- c) School Name
- d) Participant name(s)

Registration is **COMPLETED** only when you receive the confirmation email from the Events Team. If you would like to withdraw the registration at any point, please contact ibapevents@ibo.org as soon as possible. Refer to the Cancellation Policy on next page.

Hurry! Register online at
<http://www.ibo.org/ibap/workshops>

Early Bird Fee (Registration & Payment by 28 August)	Regular Fee (Registration & Payment after 28 August)
US\$525	US\$595
Registration Deadline: 25 September	

Important Information:

- 1) **Underpayment of workshop fees will delay the confirmation of registration.**
- 2) If Regional Office has yet to receive payment after the Early Bird deadline, you will lose the Early Bird privileges and the fees will automatically revert to the regular rate.
- 3) Reservations of seat with generic name are not entitled to Early Bird privileges and will need to pay an additional administrative fee of US\$80 when you submit the names of participants.
- 4) Programme Coordinators should communicate to participants regarding their registration and payment status. **Participants are required to show their copy of the confirmation email for verification purposes.**
- 5) Travel arrangements should be made only after receipt of confirmation email from the Events Team. Confirmation email will **only be sent** based on the following 2 criteria:-
 - Full payment has been made and verified by Finance
 - Sufficient numbers of registered participants in that workshop for viable learning
- 6) Unregistered teachers who appear for events on-site should not expect to be admitted. The Regional Office reserves the right to deny admission under these circumstances.

It is very important for the Events Team to have accurate and timely registration data in order to fulfill the considerable logistical requirements of workshops. Accurate details are essential for the preparation of the venue, workbooks, support materials, certificates, transportation, catering and other aspects of events. When schools make changes in participants' registration status, it poses significant challenges to the administration of a successful professional development experience for all.

In consideration of these circumstances, please note the following:-

Cancellation & Substitution Policy

	Deadline	Policy
Cancellation after online registration, prior to registration deadline	Before 25 Sept	US\$80 per participant - If payment is made, it will be refunded less cancellation charge in the form of credit note - If payment is still pending, an invoice for cancellation charge will be issued
Cancellation after online registration deadline and before 14 days prior to the workshop	Between 26 Sept – 6 Nov 2009	US\$200 per participant - If payment is made, it will be refunded less cancellation charge in the form of credit note - If payment is still pending, an invoice for cancellation charge will be issued
Cancellation within 14 days prior to the workshop or participant did not turn up for workshop	After 6 Nov 2009	No refund or credit note - If payment is made, it will be forfeited. - If payment is still pending, an invoice for full registration fee will be issued
Cancellation due to Visa refusal	NA	No refund or credit note
Regional Office cancels workshop	NA	- If payment is made, full refund of registration fees less bank charges in the form of a credit note - If payment is still pending, registration is void by default
Substitution A substitution is a change of participant originally registered within the same subject workshop in the same event OR different subject workshop in the same event.	NA	US\$80 per substitution <i>If for a different subject, do check with the Regional Office for availability first.</i>

The Regional Office reserves the right to amend any of the policies and procedures as it deemed fit and necessary.

Disclaimer

All the information on this document is provided on an "as is" and "as available" basis and you agree that you use such information entirely at your own risk.

The Regional Office gives no warranty and accepts no responsibility or liability for the accuracy or the completeness of the information and materials contained in this document. Under no circumstances will the Regional Office be held responsible or liable in any way for any claims, damages, losses, expenses, costs or liabilities whatsoever (including, without limitation, any direct or indirect damages for loss of profits, business interruption or loss of information) resulting or arising directly or indirectly from your use of or inability to use this document or any websites linked to it, or from your reliance on the information and material on this document.

This document also contains links to other internet sites. Such links are provided as an information service for the users of this document. As the Regional Office has no control over third party sites, the user hereby acknowledges and agrees that the Regional Office is not held responsible or liable for any content or material on such sites. In providing such links, the Regional Office does not in any way, expressly or implicitly, endorse the linked sites or resources or the respective contents thereof. The user further acknowledges and agrees that the Regional Office shall not be responsible or liable, whether directly or indirectly, for any damages or loss caused or sustained by the user, in connection with any use or reliance on information or material obtained from third party sites.

Neither the IB nor its directors, officers or agents are responsible or liable for the safety and property of participants or their companions during the workshops or any excursions related thereto. Travelling to and from the workshop venue 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 at the workshops and to secure adequate insurance coverage. Swiss law shall govern any legal issues relating to the enrollment and participation in the workshops. Any disputes arising with respect to or in connection with the enrollment and participation in the workshops shall be finally settled by one arbitrator in accordance with the Rules of Arbitration of the Chamber of Commerce and Industry of Geneva.