



INTERNATIONAL BACCALAUREATE ASIA PACIFIC

Online Registration Gateway - Frequently Asked Questions (FAQs)

To help you navigate our online registration and payment processes successfully and conveniently, we've put together a list of the most commonly asked questions.

Click on the question to see the answers:

- A. [How are registrations made? What are the links?](#)
- B. [I am lost. Where do I start? What are the steps to online registration?](#)
- C. [Which login name and password do I use for online registrations?](#)
- D. [What other registration details should I be aware of?](#)
- E. [What does the registration fee include?](#)
- F. [I need an invoice/receipt/visa invitational letter. How do I get these?](#)
- G. [How do I make payment for registrations? What are the different modes?](#)
- H. [What is the IBO Safety Policy?](#)
- I. [What is PayPal and how do I go about making payment through this system?](#)

A. How are registrations made?

Visit the IBO website for workshops, www.ibo.org/ibap/workshops/ for general information and to download the workshop calendars and descriptors. On this page, there is a link to the conference website www.ibo.org/ibap/conference/ and an events link www.ibo.org/events/ for all IBO events (conferences and workshops) around the world. Here select event type (conference/workshop), region (Asia Pacific), dates and event host country. This should take you to the list of events in the Asia Pacific. Click on the title of the event and you will find the registration link for all IBO hosted events only (<http://www.ibap-events.com>).

B. Steps to Online Registration

1. Visit our website www.ibap-events.com. Click on desired workshop.
2. Download the Information Pack and Hotel Reservation Forms.
3. Key in IBIS 6-digit School Code or designated temporary code.
4. Fill in Mandatory Fields:
 - 4.1. Coordinator's Name & Email Address
 - 4.2. Address of School, School's Telephone and Fax numbers (please indicate country and area code)
 - 4.3. Participant's name(s) and email address(s) under subject course
 - 4.4. Participant's Years of Experience teaching IB Programme (PYP/MYP/DP)
5. Choose form of payment. If paying by Telegraphic Transfer, Bank Draft or Credit Note, please indicate and follow the [Payment Descriptors](#). If paying by credit card, please ensure that you have been registered as a member under PayPal. This is a secure online payment and registration with PayPal is free. Once you have a PayPal account, you can then make payment for all IBAP events online. To join PayPal, an eBay company, please go to <http://www.paypal.com>.
6. Click on "Complete Registration" to complete the process. You will receive an automatic acknowledgement that registration details have been received and that you have either been confirmed your place(s) for the



workshop or that you have been tentatively confirmed pending payment received. If you do not receive this confirmation, please contact ibapevents@ibo.org.

C. Which login name and password do I use?

Only Programme Coordinators can access the online registration with a given IBIS 6-Digit School Code to register their teachers. Please contact your IB PYP/MYP/DP coordinator for more information.

FOR COORDINATORS:

Authorized schools: Please enter your IBIS 6-Digit School Code*.

Candidate/Interested schools: Please use the designated temporary codes.

*If you are unsure of your code, please contact:

PYP: Rajeevani Constantine at rajeevani.constantine@ibo.org

MYP: Frances Chia at frances.chia@ibo.org

DP: Deirdre Chang at deirdre.chang@ibo.org

Programme coordinators should register participants with their full and correct names, which will be required for name tags and visa invitation letters (where necessary). Please ensure that the email address given for each participant is correct.

D. Registration Details

- Places are limited and may all be filled before the registration closing date.
- Each school is only allowed to send a maximum of 5 participants for each workshop.
- It is the responsibility of the participants/coordinators to check the level of experience required, a copy of the descriptions can be found on the website: <http://www.ibo.org/ibap/workshops>.
- Participants will be accepted upon receipt of their full details according to the registration criteria, on a first-come, first-served basis.
- IBAP reserves the right to cancel an event due to insufficient enrollment.
- The fee for the event is to be settled within 2 weeks after pre-registration online.
- PLEASE NOTE: Participants are responsible for their own travel arrangements and for meeting visa requirements.
- Travel arrangements should not be confirmed until the Events Team has definitively confirmed the registration.
- Participants are responsible for reserving accommodation for their stay. Information on hotels and a hotel reservation form are given in the Information Pack. In the case of cancellation, the cancellation policy of the hotel will apply.
- Completing the online registration implies your agreement with all IBO terms and conditions.

E. Registration fees include:

✓ 1 registered place for Event

✓ Cocktail Reception

Excludes air ticket, hotel accommodation and excursion(s)

F. Invoice/Visa Invitational Letter

If you need a copy of the invoice or receipt, please contact the IBO Finance Team at ibapfinance@ibo.org

If you need a visa invitational letter, please contact the IBO Events Team at ibapevents@ibo.org



G. Payment Descriptors

1) Telegraphic Transfer should be remitted to:

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

The remitter must pay all bank charges so that event fee is received in FULL. Incomplete Telegraphic Transfer amount will result in a delay in finalizing your registration.

Please make sure to quote the Event Title, School Name and Participant (s) Name on the TT statement. This will enable us to record your payment correctly.

2) Bank Drafts should be made payable to: "International Baccalaureate Organization" and mailed to the IBAP Regional Office at: 70 Shenton Way, #04-03, Marina House, Singapore 079118. Please include an extra USD25 for bank charges.

Please make sure to quote the Event Title, School Name and Participant (s) Name at the back of the Bank Draft. This will enable us to record your payment correctly.

3) Credit Note IBO Schools with a Credit Note in place – regardless of the amount, please contact ibapevents@ibo.org regarding the settlement of payment for any workshop.

H. IBO Safety Policy

Neither the IBO nor its directors, officers or agents are responsible or liable for the safety and property of participants or their companions and any financial losses incurred if the event and/or any excursions related thereto are cancelled due to reasons beyond the IBO's control. Travelling to and from the event in the host location/country shall take place under the participants' sole responsibility. Participants are advised to seek information on potential health and security risks incurred by themselves and/or their companions and to secure adequate insurance coverage which includes reimbursement of any costs incurred should the event be cancelled. Any disputes shall be finally settled by one arbitrator in accordance with the Rules of Arbitration of the Chamber of Commerce and Industry of Geneva.

I. Payment via PayPal

How does PayPal Work?

PayPal is an account-based system that lets anyone with an email address securely send and receive online payments using their credit card or bank account.

Once you [sign up for a PayPal account](#), you can send and receive money online. When you send money, you can choose to fund your payments from your PayPal account balance, a credit card, or your bank account. Recipients are then notified via an email from PayPal that they have received a payment from you.

PayPal Account

It's easy to get a PayPal account. From the PayPal account registration page, select Personal or Business Account, then choose the country you live in. Next, on the PayPal Account Sign Up page, enter your information, and then click Sign Up.

Security

The PayPal site is highly secure. PayPal uses industry-leading technology (such as SSL) to keep your information safe.



INTERNATIONAL BACCALAUREATE ORGANIZATION
ORGANISATION DU BACCALAURÉAT INTERNATIONAL
ORGANIZACIÓN DEL BACHILLERATO INTERNACIONAL

PayPal automatically encrypts your confidential information in transit from your computer to ours using the Secure Sockets Layer protocol (SSL) with an encryption key length of 128-bits (the highest level commercially available). Before you even register or log in to the PayPal site, our server checks that you're using an approved browser - one that uses SSL 3.0 or higher.

Once your information reaches the PayPal site, it resides on a server that is heavily guarded both physically and electronically. PayPal servers sit behind an electronic firewall and are not directly connected to the internet, so your private information is available only to authorized computers.