

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

Where to register participants

IB coordinators register participants via the [IB online registration system](#)

Registration criteria

Please refer to the workshop concerned

Login name and password to use

IB schools: IBNET login information

Contact: ibnet@ibo.org

Candidate schools: OCC login information

Contact: occ@ibo.org

Interested schools: If the online registration system has been used before, enter login and password information. For first time users, create login name and information using the "interested school" button.

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.

PAYMENT

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).

Please pass these details 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