

# PYP, MYP & DP Regional Workshops

Sekolah Global Jaya, Jakarta, Indonesia

Saturday – Monday, 12 – 14 January 2008



**Registration is Open!**






Early Bird US\$480 until

**19 October 2007**






Registration closes

**16 November 2007**


## MYP Workshops:

-  MYP Language B (L2)
-  MYP Mathematics (L2)
-  MYP Sciences (L2)
-  MYP Humanities (L2)
-  MYP Visual Arts (LM)

## PYP Workshops:

-  Making the PYP Happen
-  Assessment in the PYP
-  Reading & Writing Through Inquiry in the PYP
-  Teaching & Learning in the PYP
-  The Early Years in the PYP

## DP Workshop:

-  DP Indonesian A1 (LM)

Visit: [www.ibo.org/ibap/workshops](http://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.

**SEATS ARE LIMITED – REGISTER EARLY TO AVOID DISAPPOINTMENT!**

For more information, please contact IBAP Events Team

Tel: +65 6776 0249 Fax: +65 6776 4369 Email: [ibapevents@ibo.org](mailto:ibapevents@ibo.org) Website: [www.ibo.org](http://www.ibo.org)



# INTERNATIONAL BACCALAUREATE ASIA PACIFIC PYP, MYP & DP REGIONAL WORKSHOPS

Saturday – Monday, 12 – 14 January 2008

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## Workshop Schedule Outline

The workshops will begin at 8.30am, conclude at 4.30pm for Day 1 and 2, and finish by 4pm on Day 3. Participants are expected to attend the full 3-day programme.

## Workshop Venue

### Sekolah Gobal Jaya

Jl. Raya Jombang, Bintaro Jaya Sektor IX  
Pondok Aren, Tangerang 15224  
Indonesia

Tel: +62 21 7457 562

Fax: +62 21 7457 561

Website: [http://www.globaljaya.com/h\\_about\\_the\\_school.html](http://www.globaljaya.com/h_about_the_school.html)

## Workshop Fee includes:-

- Refreshment breaks and lunches for 3 days
- An evening reception
- Workshop materials
- Bus transport between the recommended hotels and school

\*\* Fee **excludes** cost of travel and hotel accommodation

## Agenda

A copy of the agenda and information on transportation will be posted on the website (<http://www.ibo.org/ibap/workshops>) 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 workshop. Please ensure that your travel arrangements do not preclude your candidacy for a certificate.

## Entry Visa

Check with your embassy or consulate in your country or visit:-

<http://www.wordtravels.com/Travelguide/Countries/Indonesia/Visa> for more information

## Air Transportation

International and nearly all domestic flights land at Soekarno Hatta International Airport (CGK) at Tangerang, Banten, 20 km (12 miles) to the northwest of the city.

## Airport Departure Tax

You are required to pay Rp100,000 **CASH** departure tax at the airport.

## Airport Transfer/Ground Transportation

The easiest option is to check with your hotel to arrange airport pickup or take a metered taxi at the airport.

When you exit after retrieving your luggage, turn left to take either the Silver bird (Premier Taxi) or Blue Bird taxis as these are the safest ones. You are strongly **discouraged** from taking any other cabs no matter how urgent it is. Both these operators will operate using their

### **Beware the False Blue Bird**

*Bird Bird's reputation has spawned a host of dodgy imitators. Check the following before you get in:-*

- 1) Door and roof logo is either the Blue Bird or the Pusaka/Lintas "flying egg"
- 2) Windshield says "Blue Bird Group"
- 3) Driver is in uniform
- 4) Headrests have Blue Bird logos

meter and the driver's name is at the dashboard. Do make sure the meter is operating.

It costs around Rp30,000 to the city; note that road tolls may be added to the fare.

Check this website for more information on taking taxis in Jakarta:




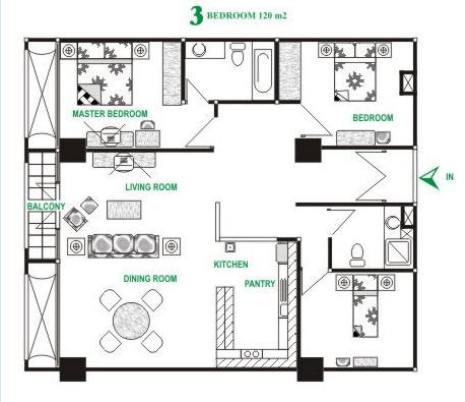
[http://www.streetdirectory.com/travel\\_guide/indonesia/jakarta/travel\\_tip/info-15-jakarta\\_taxi\\_car\\_rental.php](http://www.streetdirectory.com/travel_guide/indonesia/jakarta/travel_tip/info-15-jakarta_taxi_car_rental.php)

### 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.

Do quote “**IB Asia Pacific Regional Workshops – Jakarta**” to enjoy the special negotiated rates.

Hotels	Rates per room per night	Contacts
<p>Hotel Kristal (4*)</p> 	<p>1 Bedroom Suite with 1pax breakfast (single occupancy): IDR640,000++ per night (approx US\$70++)</p> <p>1 Bedroom Suite with 2pax breakfast (double occupancy): IDR355,000++ <u>per person per night</u> (approx US\$39++)</p> <p>2 Bedrooms Suite with 2pax breakfast: IDR470,000++ <u>per person per night</u> (approx US\$52++)</p> <p>2 Bedrooms Suite with 4pax breakfast: IDR270,000++ <u>per person per night</u> (approx US\$30++)</p> <p>3 Bedrooms Suite with 3pax breakfast: IDR360,000++ <u>per person per night</u> (approx US\$40++)</p> <p>3 Bedrooms Suite with 5pax breakfast: IDR245,000++ <u>per person per night</u> (approx US\$27++)</p> <p>Above rates are subjected to 21% Service Charge and Government Tax</p> <p>Cancellation Policy: Please check with hotel when booking</p> <p>This hotel is located in the South Jakarta. Approx 20mins ride to the school. <u>School bus will be provided.</u></p>	<p>Address: Jl. Tarogong Raya, Cilandak Barat - Jakarta 12430, Indonesia</p> <p>Tel: +62 21 750 7050 Fax: +62 21 750 7110 Email: <a href="mailto:sales@hotelkristal.com">sales@hotelkristal.com</a> Website: <a href="http://www.hotelkristal.com">http://www.hotelkristal.com</a></p> <p><b>Please download the room reservation form to book room.</b></p> <p>For enquiries, please contact Ms Nishar Soediby</p> <div style="display: flex; justify-content: space-around;">   </div> 

<p>Hotel Mulia (5*)</p> 	<p>Mulia Splendor Room with 1pax breakfast: USD115++ per night</p> <p>Mulia Grandeur Room with 1pax breakfast: USD120++ per night</p> <p>Above rate is subjected to 10% Service Charge and 11% Government Tax</p> <p>Airport Transfer is available upon request at additional charge.</p> <p>Cancellation Policy: Please check with hotel when booking</p> <p>This hotel is located in the city centre. Approx 40mins ride to the school. <u>School bus will be provided.</u></p>	<p>Address: Jl. Asia Afrika, Senayan Jakarta 10270 Indonesia</p> <p>Tel: +62 21 574 7777 Fax: +62 21 571 4405 Email: <a href="mailto:reservation@hotelmulia.com">reservation@hotelmulia.com</a> Website: <a href="http://www.hotelmulia.com">http://www.hotelmulia.com</a></p> <p><b>Please download the room reservation form for reservation</b></p> <p>For enquiries, please contact Ms Valerina Anasthasia</p>
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### General Information

Visit the following website for more information on do's and don'ts, culture/social norms, food and water, dressing, etc:-

<http://www.wordtravels.com/Travelguide/Countries/Indonesia/Overview>

[http://www.streetdirectory.com/travel\\_guide/indonesia/jakarta/tourist\\_guide/](http://www.streetdirectory.com/travel_guide/indonesia/jakarta/tourist_guide/)

<http://www.wcities.com/en/city/190/index.html>

### Weather

The country is hot and humid all year round, but cooler inland than along the coastal regions, the monsoon from December to March brings the heavy rains.

### Clothing

Bring lightweight clothing such as long-sleeved shirts or T-shirts, plus one or two jackets and sweaters. Bring along an umbrella in case of rain as weather is very unpredictable in Jakarta.

### Exchange Rate

Rupiah (IDR) is the official currency and is divided into 100 sen. Foreign currency can easily be exchanged at banks, hotels and money changers in major tourist destinations; US dollars is the most accepted currency.

Major international credit cards (Visa, MasterCard, American Express and Diners Club) are widely accepted in Jakarta. Automated Teller Machines (ATMs) are available throughout the city.

As of 28 June 2007, US\$1 is equal to about Rp.9,000.

### Safety

Indonesia has a high crime rate; theft and petty crime is common in tourist areas and on public transport. Credit card fraud is also on the increase.

Don't leave cash, valuable items and important documents in an empty hotel room. Put it on hotel's safe deposit box. Bring your passport and a copy of your ID card/driver license all the

time. Put a copy of your passport and the original ID Card/Driver License on the hotel's safety deposit box. If you are inside the hotel room, always use the deadbolt/chain lock.

It is strongly recommended that visitors contact their foreign office for the latest travel advice before travelling to Indonesia.

### **Tipping**

Major hotels add 21% service and government tax to bills. Where not included, a tip of 10% is satisfactory. Tipping taxi driver is not a mandatory, but "rounding up" your fare to the nearest Rp.5,000 is a good practice.

### **Tap Water**

Tap water in Jakarta is not drinkable. Always use bottled water, even for brushing your teeth.

### **Electricity**

The electric current is 230 volt AC (50 cycles). Travellers with electric shavers, hair dryers, tape recorders and other appliances should carry a plug adapter kit.

### **Shopping**

Shopping Malls: Jakarta has a large number of giant, glittering malls. Note that, for imported goods, prices in some of the Plazas' designer shops could actually be higher than what would be charged in the same shop in other countries.

Markets: There are also numerous extremely large shopping centres, quite a few of which can be found in the Mangga Dua (Two Mangoes) area. These include the huge Pasar Pagi Mangga Dua and the gigantic WTC (Wholesale Trade Center) Mangga Dua, massive indoor markets with hundreds upon hundreds of shops selling everything at wholesale prices. Note that Pasar Pagi Mangga Dua does not have air conditioner installed. When you shop in those places, you can always bargain the price.

### **Local Food**

The food courts of Jakarta's shopping malls are a great way of sampling Indonesian and other food in hygienic and air-conditioned comfort. Plaza Senayan (basement), Plaza Semanggi (level 3A), Taman Anggrek's Dapur Anggrek (level 4) all have good selections, but Mal Kelapa Gading's Food Temptation (level 3) claims to be the largest in Indonesia. Also at Mal Kelapa Gading are Gading Food City, offering a vast selection of mostly Indonesian outdoor eats with live music, and the more upscale La Piazza. There are low price set menu/packages on most budget restaurant (food and drink).

Several traditional Indonesian cuisine are too hot/too spicy for foreign tourist. On some restaurant you can ask for food without chilli: "Tidak pakai cabe". Standard price: maximum US\$ 10/person.

## How to Register for IB Asia Pacific Regional Workshops

IB Asia Pacific Events Team manages 237 events per year. In order to serve you better, we appreciate your assistance in following the procedures below to make registration runs smoothly.

Please note that participants are requested to check the “Workshop Level 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.

### 2 easy ways to register:

- Register online and get immediate confirmation of a seat when you pay by credit card. Programme Coordinators will receive an automated acknowledgement email that the registration details have been **confirmed**. You do not need to email the Events Team asking for confirmation again unless there is no email received.

(As some countries such as China, are limited by the credit card payment gateway, please choose “telegraphic transfer/bank draft” if the credit card payment option fails)

- Register online and pay by telegraphic transfer or bank draft. Programme Coordinators will receive an automated acknowledgement email that the registration details have been received. If payment is received within 2 weeks after registration, Programme Coordinators will receive another email from the Events Team confirming the seat.

**Do ensure that you have completed 4 steps of the online registration. If you do not receive any automated acknowledgement email after registration, this implies that you did not complete the registration process. Please re-register.**

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

Early Bird Fee (Registration & Payment by 19 October)	Regular Fee (Registration & Payment after 19 October)
<b>US\$480</b>	<b>US\$520</b>
<b>Registration Deadline: 16 November 2007</b>	

**IMPORTANT:** Coordinators are to ensure that you have the correct names and email address of the participants. This information will be used to generate certificates and name tags and to facilitate pre-event communication with the Events Team and the Workshop Leaders.

- Do not use all capital letters
- Good examples = John Smith; Tan Bee Ling; Lu Xiaofeng

Workshop closes early once all seats are taken. You may request to be placed on waitlist by sending an email to [ibapevents@ibo.org](mailto:ibapevents@ibo.org). Do provide the following information in your email.

1. Name of Participant(s)
2. Email Address of Participant(s)
3. Years of Teaching IB Experiences
4. Name of IB Coordinator
5. Email Address of IB Coordinator
6. Subject Interested
7. Venue of Workshop

The Events Team will contact you once there is a vacancy. If there is sufficient demand, we may open a 2<sup>nd</sup> class.

## How to Make Payment for IB Asia Pacific Regional Workshops

*The Regional Office should receive payment within two weeks after registration.*

### **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 IBO 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 IBAP Regional Office (see address on cover page). **Please include an extra USD25 to pay for bank charges.**

## Important Information:

- 1) Underpayment of workshop fees will delay the confirmation of registration.**
- 2) 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)
- 3) 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.
- 4) 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.
- 5) 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.**
- 6) Travel arrangements should be made only after receipt of confirmation email from the Events Team.
- 7) 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 fulfil the considerable logistical requirements of workshops and conferences. 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.

	<b>Deadline</b>	<b>Policy</b>
<b>Cancellation after registration, prior to registration deadline</b>	Before 16 Nov 2007	US\$80 per cancellation
<b>Cancellation after registration deadline and before 14 days prior to the workshop</b>	Between 17 Nov – 29 Dec 2007	US\$200 per participant
<b>Cancellation within 14 days prior to the workshop</b>	After 29 Dec 2007	No refund or credit note
<b>Cancellation due to Visa refusal</b>	NA	No refund or credit note
<b>Regional Office cancels workshop</b>	NA	Full refund of registration fees less bank charges in the form of a credit note
<b>Substitution</b> A substitution is a change of participant originally registered within the <b>same</b> subject workshop in the <b>same</b> event OR <b>different</b> subject workshop in the <b>same</b> 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.

Neither the IBO 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.