IBAP Regional workshops
Registration, Fees, Payment, Policies

Registration
The IB online registration system (REGIS) is available:
  when logged in IBIS (IB Information System): https://ibis.ibo.org/
  following the links available on the conference/workshop pages:
  http://workshops.ibo.org

Important: IBIS login credentials are required for all school coordinators in
Candidate and IB World schools. If you do not have an IBIS account, please
contact the respective programme School Services Associate in the regional office.
Registration will have to be completed on a per participant basis.

Fees
For IB Asia Pacific Professional Development Fees and Conditions, please
click here [+]

Workshop eligibility
  * It is recommended that a maximum of 5 participants from the same school
    attend the same subject workshop.
  * Teachers from IB World School and Candidate Schools can register for all
    workshops as per the Category Architecture in the IB Catalogue
  * Teachers not teaching in IB Schools or independents may register for all
    Category 1 workshops and most Category 3 workshops. To register online,
    please go to the Workshop page. Choose the workshop you would like to
    attend and click on the link. If there are workshops available for non-IB
    teachers or independents, there will be a “button” to click on for registration. If
    you have any queries, please contact ibid@ibo.org.

Confirmation of registration
The IB coordinator and individual participants will receive an automatic confirmation
email upon successful submission of online registration. All completed registrations
are PENDING until there is sufficient enrolment. Only then will registration become
CONFIRMED.

Important: IB Asia Pacific reserves the right to cancel workshops that do not
receive sufficient enrolment. If IB Asia Pacific cancels a workshop then a full refund
in the form of a credit note will be made to the participant or school. Please do not
finalise your travel and accommodation arrangements until you receive a
confirmation that the workshop will run. You are also advised to take out travel
insurance as a matter of course to cover unforeseen events such as force majeure.
Payment
Payment should be made **within 2 weeks** upon receipt of the automated confirmation email. An invoice can be downloaded from REGIS system by clicking on the billing tab.

Payment by Credit Card
This is the recommended and immediate mode of payment. Payment can be done online through credit card via secpay. We accept the following credit cards MasterCard, Visa, Visa Debit/Delta or Connect and JCB only.

Payment by Telegraphic Transfer
When paying please include the following information:

- Name of the workshop
- Invoice Number(s)
- School Name
- Participant name(s)

By including the above information, Accounts Receivable will be able to identify the payer and match to the relevant workshop invoices.

Please arrange for **payment to be remitted** to:

**For SGD payment, please transfer to:**
Name: International Baccalaureate Organization  
Account Number: 143-023547-001 (SGD)  
Bank Name: Hong Kong and Shanghai Banking Corporation  
Address: 21 Collyer Quay, HSBC Bldg, #01-01 Singapore 049320  
Swift Code: HSBCSGSG

**For USD payment, please transfer to:**
Name: International Baccalaureate Organization  
Account Number: 243-036225-178 (USD)  
Bank Name: Hong Kong and Shanghai Banking Corporation  
Address: 21 Collyer Quay, HSBC Bldg, #01-01 Singapore 049320  
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/Cheque**
Bank drafts should be made payable to: “International Baccalaureate Organization” and mailed to the IB Asia Pacific Regional Office. Please include an extra USD25 to pay for bank charges.

Attn: Finance Dept, International Baccalaureate Organisation
Address: 600 North Bridge Road, #21-01 Parkview Square, Singapore 188778

In order for Finance to record and verify your payment, please quote the relevant references on the Bank Transfer Slip or on the back of the Bank Draft:
- Name of the workshop
- Invoice Number(s)
- School Name
- Participant name(s)

**Payment by Credit Note**

**Issue and Use of Credit Notes**
A credit note may be issued to a school to refund some expenses (e.g. due to a cancelled workshop) or as part payment for services rendered (e.g. ‘workshop vouchers’ to a host venue). A single credit note may cover multiple items. Credit Notes can be used to offset IB invoices for Regional and In-school workshops in the IB Asia Pacific Region.

**Using a credit note to pay for IB workshops:**
Coordinators should register for regional and in-school workshops in the usual manner (via IBIS/REGIS). An invoice will issued, as normal. Coordinators should then liaise with their school’s finance department to determine where they wish to apply the credit note.

If there are any questions about the use of the credit note, coordinators/school finance teams should write to IB Answers via email [ibid@ibo.org](mailto:ibid@ibo.org), and ask to be directed to IB Finance.
Policies

Cancellation Policy
Any cancellation occurring 22 days or more prior to the first day of the workshop will incur a credit note for the full amount of the registration fee. Cancellations made 21 days or less prior to the first day of a workshop will incur a penalty of 100% of the registration fee.

In the unlikely event that IB must cancel a workshop, the total amount of the registration fee will be refunded or a credit note provided.

Audiovisual Recording Policy
The audio and/or videotaping of IB professional development workshops is strictly prohibited. Anyone in breach of this policy may be asked to leave without refund of participation fees.

The International Baccalaureate sometimes requests a photographic, digital, video, or film record of its conferences, workshops and other events. Whenever it chooses to make such records it will only ever make use of them for its own legitimate business purposes.

By registering for and attending an IB event, participants are deemed to accept that they may be included in such a recording.

In the event that the participant becomes aware of his/her image being used in a way with which he/she is uncomfortable, he/she should make representations to the event organizers who will be able to contact the relevant IB department.

Changes to Registration Policy
A registered participant who is unable to attend should be cancelled from the REGIS system by their coordinator. The cancellation policy above applies. If there is a replacement of participant or misspelled name/email address etc, coordinators should retrieve the registration form on REGIS directly and make the necessary change (click under the participant’s name). This function is complimentary until 3 weeks prior to the event start date. This gives coordinators the option to register participants under ‘place-holder’ names – with the coordinator’s contact details, if there is planned staff turnover for example, and then confirm details later without penalty – provided this is prior to the 3 week deadline. Thereafter, an admin fee of USD80 will apply for each change of participant.

Minor changes to name spelling etc can also be done prior to the event by the coordinator, and can also be done onsite when registration details are confirmed in the workshop.

Registration can be transferred from one subject workshop to another by amending the registration form and selecting another workshop (‘activity’). This function can also be carried out by the coordinator and is free of charge up to 3 weeks prior to the workshop and is subject to there being places available. Thereafter, an admin fee of USD80 will apply for each change.
Kindly note that we will not accept registration requests onsite: new registrations, requests to replace participants or application from participants to change subject workshops or categories. IB Asia Pacific will not be responsible for expenses incurred by a school should a participant arrive at an event under such circumstances and not be able to attend a workshop. Participants are advised to print out and bring their Confirmation Email (sent by IBIS/REGIS).

**Replacement Policy**
IB Asia Pacific regional office will apply the following replacement policy for workshops:

Replacement of participants should be done by coordinator via the online REGIS system up to 21 days prior to the event start date. There is no charge for this function.

Request for replacement of participants within 3 days prior to event start date should be sent to ibid@ibo.org. An admin fee of SGD100 will apply for each change.

**Certificate of Attendance 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 REGIS 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 it is therefore recommended that participants save the document or make extra copies in case of loss of the original.

**IB Behaviour Policy**
IB reserves the right to refuse admission to the workshops if a participant’s behaviour jeopardises the safety or learning of other participants, workshop leaders and any IB representatives. No refund will be forthcoming nor will the Certificate of Attendance be issued.

**IB Safety Policy**
Neither the IBO nor its directors, officers or agents are responsible or liable to the safety and property of participants or their companions during the workshops or any excursions related thereto. Travelling to and from the workshops venue should 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 enrolment and participation in the Diploma, Middle Years, and Primary Years workshops. Any disputes arising with respect to or in connection with the enrolment and participation in the Diploma, Middle Years, and Primary Years workshops shall be finally settle by one arbitrator in accordance with the Rules of Arbitration of the Chamber of Commerce and Industry of Geneva.

**Consent to Personal Data Processing**

**Consent**

I confirm that the personal data I have voluntarily provided or will provide to the IB is correct. I consent to the IB processing the following data for workshop registration purposes, as detailed below, and I understand that IB will make my information available to third party processors in countries where an adequate level of protection for the personal data cannot be guaranteed, who will process my information on behalf of the IB:

* For every participant:
  - first name, last name, e-mail address, contact details, passport information, tracking of all actions performed in the online registration system, record of any communication sent from Regis [relevant medical details/information relating to a disability of which a workshop organiser should be aware, to enable the IB to ensure each participant can attend and participate at the relevant workshop].
* For workshop leaders:
  - all the above and: bank details, next of kin, travel details.
* For schools:
  - school contact, school status, school code, invoices and payment status and history of all registrations.

**Rights over my personal data**

I understand that I have the following rights:

1. Right of access. On written request, I understand that I have the right to see the personal data that the IB holds about me.
2. Right of correction. I understand that I may request that the IB corrects the data it holds about me.
3. Right to object to direct marketing. I understand that I have the right to ask the IB not to use my personal data for direct marketing purposes, at each time that the IB requests my personal data from me.
4. Right to request that the processing of my personal data be discontinued and my personal data deleted.
Processing of my data
I understand that IB staff, affiliates or contractors may access, store, or process any personal data I submit to the IB, in countries that do not afford a level of data protection equivalent to that of Switzerland, Canada, the European Union or the United Kingdom. By submitting personal data to the IB, I irrevocably agree to the export of my data to such countries. I consent to the IB transferring my personal data to Artegis for the purposes of registering me for a workshop and administering my application.

I have read and agree to the following terms and conditions: Treatment of personal data by the IB Organization. I shall keep my personal details up to date and shall supply the Americas Regional Office with any up-to-date information required. I shall inform the Americas Regional Office if I no longer want my personal data to be available for workshop registrations processing.