

# Terms and Conditions

## IB Asia-Pacific Regional Workshops

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### Workshop eligibility

- It is recommended that a maximum of 5 participants from the same school attend the same subject workshop.
- Please review the category architecture and recommended audience for workshops in the [IB Catalogue](#) before completing registration.

### Confirmation of registration

- A registrant will receive an automatic registration acknowledgement email. All completed registrations are PENDING until there is sufficient enrolment. Only then will registration become CONFIRMED.
- IB Asia Pacific reserves the right to cancel workshops without sufficient enrolment and will provide at least 5 weeks notice prior to the workshop date. 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.

### Cancellation Policy

- Any cancellation by registrants occurring 22 days or more prior to the first day of the workshop will be refunded.
- Cancellations made 21 days or less prior to the first day of a workshops will incur a penalty of 100% of the registration fee.

### Payment

- **Payment must be made within 30 days of registration and at least 3 weeks prior to the workshop.**
- The IB accepts credit card, cheque, and bank transfers as payment for workshops. Please review the applicable details below.

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

- Payment by **Credit card**
  - Payment must be made at the point of registration.
  - If the transaction failed, you will be notified via email. Please re-submit the payment by logging into your personal registration webpage and select the "SUBMIT PAYMENT" button
- Payment by **Cheque**
  - 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

- Payment by **Bank transfer** – please include the following information:

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

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**

Name:	International Baccalaureate Organization
Account Number:	143-023547-001
Bank Name:	Hong Kong and Shanghai Banking Corporation
Address:	21 Collyer Quay, HSBC Bldg, #01-01 Singapore 049320
Swift Code:	HSBCSGSG

## 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.

## 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. Records of attendance will be provided to participants who attended at least 10 of the 12 sessions. Otherwise, no form of certificate will be provided.

## 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 IB nor its directors, officers or agents are responsible or liable to the safety and property of participants or their companions during the workshops nor 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.

## 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 Cvent for the purposes of registering me for a workshop and administering my application.

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