

Steps to online registration:

- Visit our website www.ibap-events.com. Click on desired workshop.
- Download the Information Pack and Hotel Reservation Forms.
- Enter your IBIS Authorized/Candidate School Code (for IB Schools only). Non-IB Schools are to email IBAP Events at ibapevents@ibo.org for temporary access code.
- Fill in Coordinator's Name, Email Address of Coordinator, Address of School, School's Telephone and Fax numbers (please indicate country and area code).
- Fill in participant's name(s) and email address(s) under subject course.
- Choose form of payment. If paying by Telegraphic Transfer or Bank Draft, please indicate and follow the Payment descriptors at bottom of webpage (please send us your proof of payment thereafter). 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>.
- Click on "Complete Registration" to complete the process. You will receive an email confirmation from IBAP Events immediately stating that you have **either** been confirmed your place(s) for the workshop **or** that you have been tentatively confirmed pending payment received (for Telegraphic Transfers and Bank Draft Payments).

Confirmation of a place will be sent via email within 2 weeks after Proof of Payment is received. If you have not received email confirmation **after** 2 weeks, please contact us at ibapevents@ibo.org.