

## User guide: CVENT

This is a guide on how to register with our new online registration system: cvent!

Here is the landing registration page of cvent.

## IBAEM - AEM123 - PYP, MYP, DP and Continuum Categories 1, 2 and 3 Barcelona, Spain 2016 - July 8 - July 10, 2016

Fill out the information below, then click Next to proceed.

*If you will be registering and managing registrations for participants attending from your company/school/affiliation then please check the box below, "I am registering on behalf of this person".*

### Participant Information

*Attendee First Name:	<input type="text"/>
*Attendee Last Name:	<input type="text"/>
*Attendee Email Address:	<input type="text"/>
*Re-enter Attendee Email Address:	<input type="text"/>
*Registration Option:	<input type="text"/>
*Registering as:	<input type="text"/>
<input type="checkbox"/>	I am registering on behalf of this person

[Already Registered?](#)

Please fill in the required (\*) information in order to proceed.

Here is an example for your reference.

John Smith is going to register for our event in Barcelona!

If the coordinator of John was registering him for our event, then the box option "*I am registering on behalf of this person*" should have been selected.

## IBAEM - AEM123 - PYP, MYP, DP and Continuum Categories 1, 2 and 3 Barcelona, Spain 2016 - July 8 - July 10, 2016

Fill out the information below, then click Next to proceed.

*If you will be registering and managing registrations for participants attending from your company/school/affiliation then please check the box below, "I am registering on behalf of this person".*

### Participant Information

*Attendee First Name:	<input type="text" value="e.g. John"/>
*Attendee Last Name:	<input type="text" value="e.g. Smith"/>
*Attendee Email Address:	<input type="text" value="e.g.smith@ibo.org"/>
*Re-enter Attendee Email Address:	<input type="text" value="e.g.smith@ibo.org"/>
*Registration Option:	<input type="text" value="Participant"/>
*Registering as:	<input type="text" value="Interested, Candidate or Authorized School participant"/>
<input type="checkbox"/> I am registering on behalf of this person	

[Already Registered?](#)

CANCEL

NEXT ►

By clicking on the box option “I am registering on behalf of this person”, the below drop down option will appear. In our example, Olivia Johnson is registering John Smith for our event in Barcelona.

I am registering on behalf of this person

Please enter your contact information below to receive a copy of the registrant’s confirmation email and access to the registration details.

\*Administrator First Name:

\*Administrator Last Name:

\*Administrator Email Address:

[Already Registered?](#)

CANCEL

NEXT ►

When you click “Next”, you will be transferred to the “Registration Information” page, where you will be requested to fill in your information. Please note that the questions marked by an asterisk (\*) require an answer.

From the drop down menu, you can select the applicable information for the registrant.



Fill out the information below, then click Next to proceed.

## Personal Information

\*Gender:

Title:

Attendee First Name: e.g. John

Attendee Last Name: e.g. Smith

Attendee Email Address: e.g. smith@ibo.org

\*Job Title:

Subsequently, you would be requested to fill in your work address information. Please note that **all the below fields** should be filled in.


### Work Address:

*Country:	<input type="text" value="United Kingdom"/>
*Address:	<input type="text" value="e.g. 270 King's Road"/>
*City:	<input type="text" value="e.g. London"/>
State/Province:	<input type="text" value="London, City of"/>
*ZIP/Postal Code:	<input type="text" value="e.g. SW3 5AW"/>
*Country code & phone number:	<input type="text" value="e.g. 0044 9999999999"/>

In case a visa support letter is needed, please fill in the below information.

In order to find your country, please click on the “SELECT ANSWER” button and in the pop up window, please type in the country in the box option and click search, as shown below. Once you selected the country, please note that the button will be named to “EDIT ANSWER”. In case you need to change the country, you can click on the same button (“EDIT ANSWER”).

### Visa Letter Information (optional)

Nationality:	<input type="text" value="United Kingdom"/>	<a href="#" style="background-color: #f4a460; color: white; padding: 5px 10px; border-radius: 5px;">EDIT ANSWER</a>		
Passport Number:	<input type="text" value="e.g. 7890AK"/>			
Date & place of birth:	<input type="text" value="01/01/1881 &amp; London"/>			
Passport place of issue:	<input type="text" value="London"/>			
Passport Expiration:	<input type="text" value="01"/>	<input type="text" value="January"/>	<input type="text" value="2020"/>	
	Day/month/year, e.g. 31/12/2023			

Enter your criteria and then click **Search**.

**SEARCH** **RESET**

Choose an answer and then click **Select**.

**Answer**

- Afghanistan
- Albania
- Algeria
- Andorra
- Angola
- Anguilla
- Antarctica
- Antigua
- Argentina

**Next** ▶

**SELECT** **CLEAR**

Once you click search, the result will show up, and you will need to select it and then you should click the “SELECT” button.

Enter your criteria and then click **Search**.

**SEARCH** **RESET**

Choose an answer and then click **Select**.

**Answer**

- United Kingdom

**SELECT** **CLEAR**

You will also be asked to fill in your school information.

From the button “Select answer”, you will be able to find your school and your code.

The coordinator’s information should be provided and if you wish, you can provide an emergency contact person as well.

## School Information

---



\*In case that you cannot find your school name, please contact [ibaemevents@ibo.org](mailto:ibaemevents@ibo.org) and do **NOT** proceed with your registration.

\*\*In case that your school code is not displayed, please close the pop-up window and re-open it.

*School Name:	<input type="text"/>	<input type="button" value="SELECT ANSWER"/>
*School Code:	<input type="text"/>	<input type="button" value="SELECT ANSWER"/>
*Coordinator First Name:	<input type="text" value="e.g. Olivia"/>	
*Coordinator Last Name:	<input type="text" value="e.g. Johnson"/>	
*Coordinator Email Address:	<input type="text" value="e.g. olivia@ibo.org"/>	
Emergency Contact First Name:	<input type="text"/>	
Emergency Contact Last Name:	<input type="text"/>	
Emergency Contact Phone:	<input type="text"/>	
Emergency Contact Email:	<input type="text"/>	

Please inform us about your dietary preferences and your teaching experience.

You should also mention how you wish to receive your workbook:

(printed version  or electronic version  )

## Additional Information

---

### Dietary Preference

---

Please note that not all dietary requests can be accommodated at every event.

\*Select all applicable options:

None     Allergy     Dairy free     Gluten free     Halal     Kosher

Vegan     Vegetarian     Other

### Teaching Experience

---

\*Number of years as a teacher:

\*Number of years as an IB teacher:

\*Subject(s) Taught:

\*Language of Instruction:  English     Spanish     French

Other

**\*How do you want to receive your workbook?**

printed version

electronic version

You are also given the option to send an invitation to your friends/ colleagues to join the same event.

## Send this Invitation to Other People

Please note - people added below will receive an email invite once your registration has processed.

e.g. Emily	e.g. Williams	e.g. emily@ibo.org
------------	---------------	--------------------

First Name	Last Name	Email Address
------------	-----------	---------------

First Name	Last Name	Email Address
------------	-----------	---------------

ADD

Add a short message to the invitation

Hi Emily,

I thought you might be interested to join as well!

Best,  
Olivia

You should read the terms and conditions and agree with them in order to proceed.

## Terms & Conditions

Please read and consent to the guidelines outlined in the resources linked below:

[Global Participation Policy](#)

[Workshop Category Confirmation](#)

\* I agree to the Terms and Conditions

CANCEL

SAVE

SAVE AND NEXT ►

Please note that in case you forgot to fill in a required (\*) field and you click "SAVE AND NEXT", you will not be allowed to continue, but an error message will appear to let you know which field(s) should still be filled in.



Please note that you are also allowed to save your information, and continue with your registration at a later stage. The information will be saved for seven days.

In order to access your saved information, you will just have to fill in the very first page of the registration page (shown below), where your name and email information is required.

Fill out the information below, then click Next to proceed.

*If you will be registering and managing registrations for participants attending from your company/school/affiliation then please check the box below, "I am registering on behalf of this person".*

## Participant Information

\*Attendee First Name:

\*Attendee Last Name:

\*Attendee Email Address:

\*Re-enter Attendee Email Address:

\*Registration Option:

\*Registering as:

I am registering on behalf of this person

[Already Registered?](#)

CANCEL

NEXT ►

Once you click next, the below message will appear. If you wish to continue with your registration, you should select the first option and click "NEXT".

## Saved Registration

You have already started your registration. Do you want to continue using your saved information?

- Yes, continue registering using the saved information.
- No, start a new registration from scratch.

CANCEL

NEXT ►

In the following page you will be asked to select the workshop that you would like to attend.

You can find the workshop of your preference by typing in a key word (e.g. Language, Mathematics, arts, etc.) on the box section and clicking “SEARCH”.

Once you find it, you can select it by clicking “Add to Agenda” and then click “NEXT” to proceed to the following page.



e.g. John e.g. Smith

## Current Selection

IBAEM Regional workshop

EUR 860.00

## Workshop Selection

[Click here to read descriptions in the IB Workshops and Resources 2016 catalogue.](#)

The following workshops are going to be held starting at 09:00 AM Friday, July 8<sup>th</sup> till 14:30 PM Sunday, July 10<sup>th</sup>.  
Please note lunch and beverage breaks will be provided at the workshop.

1 Item(s) in Agenda

SEARCH

## Category 1

Making the PYP happen in the classroom - Spanish

Add to Agenda

Workshop Programme: PYP | Price: Complimentary

Arts-Performing: Implementing the MYP curriculum - English

Add to Agenda

Workshop Programme: MYP | Price: Complimentary

In case you accidentally click on a workshop that you are not interested to attend, you can remove the wrong workshop and select the right one.

Please note that you can only select one workshop per event, since all workshops are happening at the same time.

**1<sup>st</sup> option:** You can click again on the button you clicked to include the workshop in your agenda. Once you add the workshop to your agenda, the button “Add to Agenda” will become “Remove from Agenda”, as shown below. Therefore, by clicking on the same button, you can remove the workshop.

**2<sup>nd</sup> option:** You can click on the highlighted link “1 Item(s) in Agenda”. The below displayed pop up window will appear. In order to remove the wrong workshop, you will have to click on the bin icon that is highlighted below.

## Workshop Selection

[Click here to read descriptions in the IB Workshops and Resources 2016 catalogue.](#)

The following workshops are going to held starting at 09:00 AM Friday, July 8<sup>th</sup> till 13:30 PM Sunday, July 10<sup>th</sup>. Please note that food and beverage will be provided during workshop hours.

1 Item(s) in Agenda


SEARCH

## Category 1

Making the PYP happen in the classroom - Spanish

Remove from Agenda

Workshop Programme: PYP | Price: Complimentary

Sessions			
Category 1			
Remove	Item	Time	Total
	Making the PYP happen in the classroom - Spanish	9:00 AM	EUR 0.00

[Back to Registration](#)

**Total: EUR 0.00**

The following page is a summary of the information you have included in your registration. Please review the provided information before proceeding.

In case you need to adjust any of the information, please click “Edit”.

In case you wish to add another participant, please click “ADD PERSON”.



You are registering as an **IB School Participant**. Please review your registration details below and if everything is correct, click Next / Finish.

To register another participant, click on “Add Person” button below.

## Registration Summary

e.g. John e.g. Smith

CANCEL

ADD PERSON

NEXT / FINISH ►

e.g. John e.g. Smith [\(Edit\)](#)

**Attendee Email Address:**

e.g. smith@ibo.org

**Gender:**

Male

**Title:**

Mr

**Job Title:**

Teacher

**Phone:**

e.g. 006989798979

**Nationality:**

United Kingdom

**Passport Number:**

e.g. 7890AK

**Date & place of birth:**

01/01/1881 & London

**Passport place of issue:**

London

**Passport Expiration:**

01/01/20

The final page of your registration is the payment. You should select the payment method of your preference (Bank transfer or credit card payment) and click “FINISH” in order to complete your registration.

Please note that non-IB school participants can only pay with credit card. More information on how to complete the payment can be found on the “Fee & Policy” tab on the event webpage.



## Submit Payment

This page displays your registration selections.

Please select your payment method.

Fields and options marked with an asterisk (\*) are required to complete your registration.  
 Please click "Finish" to complete your registration.

### Current Items & Details

e.g. John e.g Smith

#### Registration For

Subject Title	Price	Total
IBAEM Regional workshop	EUR 860.00	EUR 860.00

#### Workshop

Subject Title	Price	Total
Language acquisition: Managing assessment in the MYP - English	Complimentary	Complimentary

Order Subtotal: EUR 860.00  
 VAT (VAT): EUR 0.00  
**Total: EUR 860.00**

- Bank transfer
- Credit Card - Enter your information in the section below.

Once your registration is complete you will be transferred to your registration webpage. In this page, you have the overview of your registration.

By clicking to “My Group”, you will be able to see all the participants you registered for the event.

Information My Registration

Confirmation My Group

Welcome, e.g. Olivia e.g. Johnson. You are currently logged in as an administrator.

## IBAEM - AEM123 - PYP, MYP, DP and Continuum Categories 1, 2 and 3 Barcelona, Spain 2016 - July 8 - July 10, 2016

MODIFY

UNREGISTER

MORE OPTIONS ▾

### General Information

Thank you for registering!

**Name:** e.g. John e.g. Smith  
**Email:** e.g. smith@ibo.org  
**Job Title:**  
**Company/School/Affiliation:**  
**Address:** e.g. 270 King's Road  
 e.g. London, London, City of e.g. SW3 5AW  
 United Kingdom  
**Confirmation Number:** *ZGN6LLQNSVS* (needed to modify your registration)  
**Event Title:** IBAEM - AEM123 - PYP, MYP, DP and Continuum Categories 1, 2 and 3 Barcelona, Spain  
 2016 - July 8 - July 10, 2016  
**Location:** Hotel NH Hesperia Tower  
 Gran Via, 144  
 Barcelona 08907  
 Spain  
**Phone:** 0034 93 4135000  
**Date:** 08/07/2016  
**Time:** 9:00

### Current Registration Details

e.g. John e.g. Smith [-]								
<b>Registration For</b>								
<table border="1"> <thead> <tr> <th>Registration Item</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>IBAEM Regional workshop</td> <td>EUR 860.00</td> </tr> </tbody> </table>			Registration Item	Cost	IBAEM Regional workshop	EUR 860.00		
Registration Item	Cost							
IBAEM Regional workshop	EUR 860.00							
<b>Workshop</b>								
<table border="1"> <thead> <tr> <th>Date and Time</th> <th>Session</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>08/07/2016</td> <td>Language acquisition: Managing assessment in the MYP - English</td> <td>Complimentary </td> </tr> </tbody> </table>			Date and Time	Session	Cost	08/07/2016	Language acquisition: Managing assessment in the MYP - English	Complimentary 
Date and Time	Session	Cost						
08/07/2016	Language acquisition: Managing assessment in the MYP - English	Complimentary 						

By clicking on the "Information" option, you will be able to access all the relevant information about your event through the different tabs (home, fee & policy, hotel & travel info, event schedule & contact us)

Specifically in these tabs, you will be able to discover the following:

- ✓ Find information about the content of the workshop, just by clicking on its name.
- ✓ Add the event to your calendar
- ✓ Be informed about the weather on the city of the event
- ✓ Access our IB website page with all our events
- ✓ Be informed about our fee and our cancellation policy
- ✓ Find information about your travel, such as currency and transportation tips.
- ✓ Book your accommodation at a special rate
- ✓ Access and download the event schedule
- ✓ Contact us for queries

In general, please feel free to navigate around and discover all the possibilities that our new online registration system is offering you!

Information

My Registration

[HOME](#)
[FEE & POLICY](#)
[HOTEL & TRAVEL INFO](#)
[EVENT SCHEDULE](#)
[CONTACT US](#)

## IBAEM - AEM123 - PYP, MYP, DP and Continuum Categories 1, 2 and 3 Barcelona, Spain 2016 - July 8 - July 10, 2016

### WORKSHOPS

TITLE	PROGRAMME	LANGUAGE	CATEGORY
<a href="#">Other people with their differences...</a>	All	English	Cat 3
<a href="#">Affective skills: Building a foundation for mindful living and learning</a>	All	English	Cat 3
<a href="#">Biology</a>	DP	English	Cat 1
<a href="#">Biology: A focus on internal assessment</a>	DP	English	Cat 3
<a href="#">Creativity, action, service</a>	DP	English	Cat 2
<a href="#">Chemistry</a>	DP	English	Cat 1
<a href="#">History: A focus on Internal Assessment</a>	DP	English	Cat 3

**THE END**