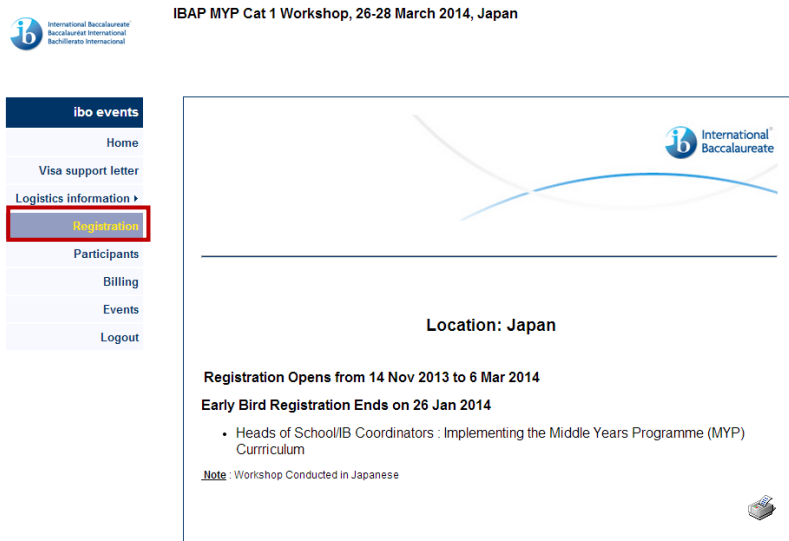


## Registration Process for Non-IB Schools : IBスクール以外の学校からの申し込み

1. Click 'Registration tab' on the left :

画面左のRegistration (参加申込) のタブをクリックしてください。



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International Baccalaureate

Location: Japan

Registration Opens from 14 Nov 2013 to 6 Mar 2014

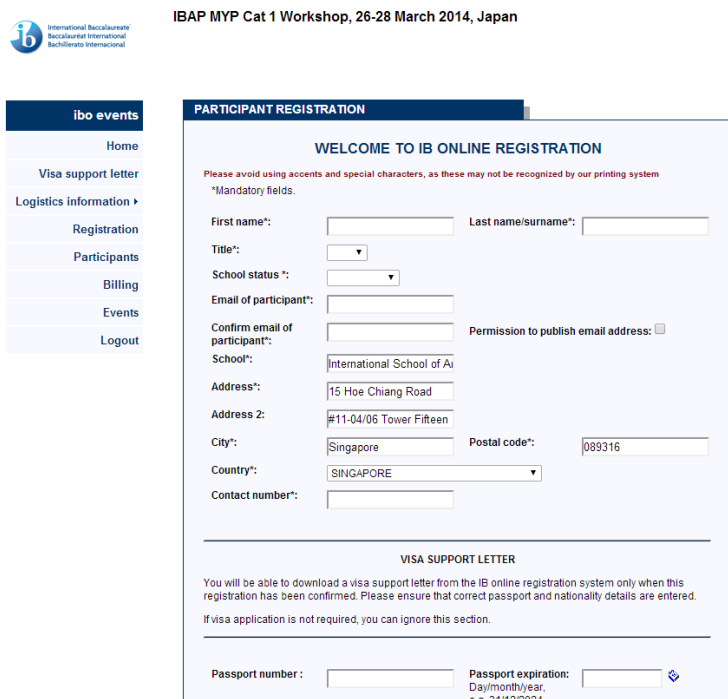
Early Bird Registration Ends on 26 Jan 2014

- Heads of School/IB Coordinators : Implementing the Middle Years Programme (MYP) Curriculum

Note : Workshop Conducted in Japanese

2. Fill in the 'Online Registration Form'

Registration Form (登録申込書) に必要事項を記入してください。



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**PARTICIPANT REGISTRATION**

**WELCOME TO IB ONLINE REGISTRATION**

Please avoid using accents and special characters, as these may not be recognized by our printing system

\*Mandatory fields:

First name\*:  Last name/surname\*:

Title\*:

School status\*:

Email of participant\*:

Confirm email of participant\*:  Permission to publish email address:

School\*:  International School of Ai

Address\*:  15 Hoe Chiang Road

Address 2\*:  #11-04/06 Tower Fifteen

City\*:  Singapore Postal code\*:  089316

Country\*:  SINGAPORE

Contact number\*:

**VISA SUPPORT LETTER**

You will be able to download a visa support letter from the IB online registration system only when this registration has been confirmed. Please ensure that correct passport and nationality details are entered.

If visa application is not required, you can ignore this section.

Passport number:  Passport expiration:  Day/month/year:

3. Select the subject of your choice and indicate the participant's teaching experience :  
希望の科目を選択し、参加者の教職歴を記入してください。



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**VISA SUPPORT LETTER**


You will be able to download a visa support letter from the IB online registration system only when this registration has been confirmed. Please ensure that correct passport and nationality details are entered.  
If visa application is not required, you can ignore this section.

Passport number:  Passport expiration:    
Day/month/year, e.g. 31/12/2024

Nationality:

Issued at:

Dietary preferences:  Vegetarian



**Please indicate your subject**

Heads of School/IB Coordinators : Implementing the MYP Curriculum (Japanese)

**Participant's experience level**

How many years of teaching experience do you have?

How many years of IB teaching experience do you have in IB Schools?

**Coordinator's / Participant's confirmation & authorisation**

IBAP Terms & Conditions (Policies, Fees and Payment Information)

4. Click on the terms and conditions link :

Terms and conditions (契約条件) のリンクをクリックしてください。

A new tab will open with the detailed Terms and Conditions.

新しいタブが開き、Terms and Conditionsの詳細が示されます。

Read the Terms and Conditions carefully and close the tab.

契約条件をお読み頂き、タブを閉じてください。

Click on the tickbox “I accept the terms and conditions’ and continue with the registration”:

“I accept the terms and conditions’ and continue with the

registration” (契約条件を受け入れます) のタブをクリックして参加申込を続けてください

o

Browser tabs: All items - Google Drive, \*2014 WS Activity Log, \*2014 IBAP MASTER EVEN, Regis, IBAP M

URL: <https://workshops.ibo.org/index.jsp?T=1392602882938>

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Passport number: [input field]      Passport expiration: [input field]  
Day/month/year, e.g. 31/12/2024

Nationality: [dropdown menu]

Issued at: [input field]

Dietary preferences:  Vegetarian

**Please indicate your subject**

Heads of School/IB Coordinators : Implementing the MYP Curriculum (Japanese)

**Participant's experience level**

How many years of teaching experience do you have?\* < 1

How many years of IB teaching experience do you have in IB Schools?\* < 1

**Coordinator's / Participant's confirmation & authorisation**

IBAP Terms & Conditions (Policies, Fees and Payment Information)

I accept the terms and conditions [download the terms and conditions](#)

**Submit registration**

5. Click on Submit Registration button and proceed with the registration :  
“Submit Registration”

(参加申込書を提出する) のボタンをクリックして、申込に進んでください。


How many years of IB teaching experience do you have in IB Schools?\* < 1 ▼

---

**Coordinator's / Participant's confirmation & authorisation**  
IBAP Terms & Conditions (Policies, Fees and Payment Information)

I accept the terms and conditions : [download the terms and conditions](#)

**Submit registration**



6. Select the mode of payment and click 'next' to continue :


支払い方法を選択し、“next” (次へ) をクリックしてください。



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<b>ibo events</b>	<b>YOUR ORDER</b>
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Late registration fee ( Feb. 17 >= Jan. 26)		700.00
<hr/>		
Total fees & activities: USD		700.00
 ▶ back to "Test Jaya TEST JAYA" Registration form .		
<b>Payment</b>		
By registering my participant for this workshop, I understand that payment will be due as per details included in the programme, and that cancellation policy applies.		
 <input type="radio"/> By credit note		
<input type="radio"/> By telegraphic transfer		
<input type="radio"/> By bank draft		
<input checked="" type="radio"/> By credit card		
 <b>Next</b>  		
		

7. Click on 'Payment & Invoice' link and continue with the payment :  
"Payment & Invoice"

(支払いと請求書) のリンクをクリックし、支払いに進んでください。



## IBAP MYP Cat 1 Workshop, 26-28 March 2014, Japan

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<a href="#">Logistics information &gt;</a>
<a href="#">Registration</a>
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<a href="#">Billing</a>
<a href="#">Events</a>
<a href="#">Logout</a>

### REGISTRATION ACKNOWLEDGEMENT


IBAP MYP Cat 1 Workshop, 26-28 March 2014, Japan, March 26 - 28, 2014

Registration of participant, Test Jaya TEST JAYA, successfully modified

- [▶ continue adding participants](#)
- [▶ participants](#)
- [▶ back to "Test Jaya TEST JAYA" registration form](#)
- [▶ print your invoice after the registration of all your participants](#)
- [▶ Payment & Invoice](#)



8. Click 'Submit' button to continue with your credit card payment :  
カード支払いを続けるために“Submit”ボタンをクリックしてください。

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**MY INVOICE**

PAYMENT

total: USD 700.00

amount due: USD 700.00

By Credit Note:  number:

**By Telegraphic Transfer:**  number:

By Bank Draft:  number:

By Credit Card:


**»submit**

OPEN INVOICE

PLEASE NOTE: First register all your participants. Then close your invoice and print the invoice for all your participants.

▶ close invoice for printing: 125968

▶ my order

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**CREDIT CARD TRANSACTION**



description: IBAP MYP Cat 1 Workshop, 26-28 March 2014, Japan

amount: 700.00 USD

**» click here to purchase using PayPoint**

 **PayPoint.net**  
ONLINE PAYMENTS

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Pay by Card [Click here for help text](#)

Fields marked with an asterisk \* are mandatory for all card types.

Name of Cardholder\*

Card Type\*


Card Number\*


Expiry Date (MM/YY)\*


CV2 (security code)

Start Date (MM/YY)

Amount 700.00 USD



  
[learn more](#)

  
[learn more](#)




**Please do not press Confirm Order more than once.**

---

  
Secure Payment   
[Click here to see our Privacy Policy](#)

You have now entered a secure transaction environment. Your personal information will be encrypted before transmission. Please check that the address bar of your browser is visible and that the address begins with https://. For your re-assurance, this page is loaded from <https://www.secpay.com>. PayPoint.net incorporates the SECPay service.

  
2014-02-17

9. Registration process completed upon payment.

支払いが完了した時点で参加申込が完了します。

10. The confirmation memo will be sent to you **by email** as soon as the enrolment reaches a minimum of 10 participants.

参加申込みが最少催行人数 11 名に達した時点で確認メモがメールにて送られます。