



## Information Pack

**Event's name:** MYP Introductory for Heads/Directors, Subject Workshops for Teachers/Coordinators

**Dates:** 26-28 March 2010

**Location:** Budapest, Hungary

**Event ID:** W023

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### Contents

<b>Online registration and payment information .....</b>	<b>3</b>
Registration .....	3
Confirmation of registration.....	3
Changes to registrations of confirmed participants.....	3
Practical information for registering participants.....	4
Invoice and payment.....	4
Payment by bank transfer .....	5
Payment by cheque.....	<b>Error! Bookmark not defined.</b>
<b>IB cancellation and refund policy.....</b>	<b>5</b>
<b>IB safety policy .....</b>	<b>6</b>
<b>Information about visas .....</b>	<b>6</b>
<b>Certificates of attendance .....</b>	<b>7</b>
<b>Provisional Timetable .....</b>	<b>7</b>
<b>About the country .....</b>	<b>8</b>
General .....	8
Money .....	8
International travel.....	8

Health & Safety.....	10
Customs & Traditions .....	10
Climate .....	10
Communication and Internet access.....	10
Useful links .....	10

## Online registration and payment information

Workshops should be carefully selected to ensure appropriateness for each individual's **present level of understanding** of the programme. Note should be taken of the level of experience of working with the programme.

All sessions will be conducted in English unless otherwise specified. Participants' command of the teaching language must be such as to allow for full and unaided participation.

### Registration

The IB online registration system is available:

- via IBIS (IB Information System): <https://ibis.ibo.org/>
- following the links available on the conference/workshop pages: [www.ibo.org/events](http://www.ibo.org/events)

N.B.: IBIS login credentials are required in both cases and for all schools whether interested, candidate or IB world schools. If you do not have an IBIS account, please contact [IBISadmin@ibo.org](mailto:IBISadmin@ibo.org).

### Confirmation of registration

- The IB coordinator and individual participants will receive an automatic acknowledgment of registration, followed by a formal confirmation of participation when the required number of participants has been received and the workshop can be opened. Please do not confuse the automatic acknowledgment with the confirmation of registration.
- IB Africa, Europe, Middle East reserves the right to cancel workshops that do not receive sufficient enrolment.
- All registrations are subject to space availability and are accepted on a first come, first serve basis. Registrations arriving on or before the workshop registration deadline are not guaranteed placement.
- Please do not purchase non-refundable airline tickets until you have received the formal confirmation of participation. The IB recommends the purchase of comprehensive travel insurance in cases where such reservations are unavoidable.

### Changes to registrations of confirmed participants

- A registered and confirmed participant who is unable to attend may be replaced in the workshop concerned by another teacher from the same school, provided the replacement has the required criteria for that workshop.
- Registration cannot be transferred from one subject workshop to another unless authorization has been requested, and written confirmation received, from the IB Africa, Europe, Middle East Events Unit. In cases where such authorization has not been given, the registration will be cancelled with no reimbursement of the fee.
- No on-site applications for changes of subject workshop will be accepted.

## Practical information for registering participants

- Participants' names on badges will appear as spelled in the online registration form.
- Avoid using accents and special characters, as these may not be recognized by our system.
- Ensure that the participant's email address is correct, for easy communication before and after the event.
- Accommodation information is available on the event web page of each workshop.
- Within a week after the event, coordinators will be notified by email that certificates of attendance can be downloaded from the IB online registration system.

## Invoice and payment

Payment should be made upon receipt of the registration acknowledgment e-mail issued automatically once the registration has been completed via our on-line registration system (i.e. prior to event start date and prior to final confirmation of event).

N.B. Payment of workshop does not imply that the workshop participation has been confirmed. Therefore we strongly recommend that participants NOT make travel booking before the workshop participation has been formally confirmed by IB.

In the event a workshop is undersubscribed and has to be cancelled or oversubscribed and registration cannot be confirmed, registration fees paid for this workshop will be refunded in full via credit notes.

If a final invoice is required to make the payment, a request can be sent to the IB Credit Control Office: [creditcontrol@ibo.org](mailto:creditcontrol@ibo.org). A postal address, to which Credit Control can send the original invoice, should be included.

Any registrations made past the registration deadline will incur an extra charge of USD 100.00 (GBP 49.00, CHF 112.00).

### ***These details are to be passed to your accounts department.***

Please inform your bank that all costs are to be met in advance and that the IB must receive the exact amount due.

### **For authorized schools:**

Authorized IB schools must pay in their assigned currency.

### **For interested / candidate schools:**

Payment must be in British pounds (GBP) unless your school is already authorized in a separate programme. In this case, schools must pay in the currency assigned to the authorized school. Payment made by schools in Switzerland may be made in Swiss francs (CHF).

Whatever your means of payment, please be sure to quote the relevant references: our invoice reference number where applicable, your IB code or school name and the name of the workshops:

**i.e. Programme (DP/MYP/PYP), city & date of the workshop.**

This enables us to record your payment correctly. \*For authorized schools, please quote both your IBIS code (if you have this) and your old code. For candidate schools, please use the code given to you to gain access to the OCC. For interested schools, please leave the code blank.

## Payment by bank transfer

Name of account: International Bacculaureate Organization

### **For GBP payments please transfer to:**

HSBC Bank Plc - Cardiff  
114 St. Mary Street  
Cardiff  
South Glamorgan, CF10 1 LF  
Account number: 61605410  
Sort code: 401618  
Swift Code: MIDLGB2110M  
IBAN number: GB67MIDL40161861605410

### **For USD and CHF payments:**

HSBC Bank Plc – Cardiff  
International Branch  
PO Box 181  
27-32 Poultry  
London EX2P 2BX  
USD Account number: 68221288  
USD Sort code: 400515  
USD Swift Code: MIDLGB22  
USD IBAN number: GB30MIDL40051568221288  
CHF Account number: 68221261  
CHF Sort code: 400515  
CHF Swift Code: MIDLGB22  
CHF IBAN number: GB80MIDL40051568221261

### **Payment by cheque:**

Cheques are to be made out to:  
International Bacculaureate Organization and mailed to:  
Finance Department  
Peterson House  
Malthouse Avenue  
Cardiff  
GB CF23 8GL  
Wales, UK

## **IB cancellation and refund policy**

Any cancellation occurring 22 days or more prior the first day of the workshop will incur a credit note of the full amount of the registration fee.

For cancellations made 21 days or less prior to the first day of the workshop, a penalty of 100% of the fee will apply.

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

Unconfirmed registrations will not be billed or will incur a credit note if the payment has been made.

Cancellation policy will apply also in cases where a visa is refused.

## **IB safety policy**

Neither the IB nor its directors, officers or agents are responsible or liable for the safety and property of participants or their companions, nor for any financial losses incurred if events are cancelled due to reasons beyond the IB's control. Travelling to and from an IB event shall 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 and to secure adequate insurance coverage, which includes reimbursement of any costs incurred should the event be cancelled.

Swiss law shall govern any legal issues relating to the enrolment and participation in IB workshops. Any disputes arising with respect to or in connection with the enrolment and participation in this event shall be finally settled by one arbitrator in accordance with the Rules of Arbitration of the Chamber of Commerce and Industry of Geneva.

## **Information about visas**

- Acquiring the necessary information on whether a visa is needed, and the length of the application process, is the sole responsibility of each participant. It is essential to check visa requirements with the appropriate embassy or consulate, or with a travel agency, before registering for the event.
- As a general rule, passports must be valid for at least six months after a stay in any given country.
- While the the IB makes every effort to ensure that visas are granted to all participants, the final decision of the Ministry of Foreign Affairs is beyond the IB's control and the regional office is under no obligation to reimburse a registration fee in cases where a visa is not granted.
- IB Africa, Europe, Middle East Events Unit can provide a visa support letter, to be downloaded from [IB online registration system](#) by the IB coordinator; this facility is only available to participants whose registration has been confirmed by the Events Unit.

## Certificates of attendance

According to the IB Africa, Europe, Middle East regional office 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 [IB online registration 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 we therefore recommend that participants save the document as a PDF file or make extra copies in case of loss of the original.

## Provisional Timetable

(Subject to changes per event – please check our website for confirmed details)

Day	Start Time	Morning coffee break	Lunch	Afternoon coffee break	End Time	Other
1	08.30	10.00-10.30	12.30-13.30	15.00-15.30	17.00	Evening welcome drink with all participants
2	08.30	10.00-10.30	12.30-13.30	15.00-15.30	17.00	Free evening
3	08.30	10.00-10.30	12.00-13.00	14.30-14.50	16.00	Participant departures from 16.00 (NB: certificates will only be delivered to participants having attended all sessions)

## About the country

### General

**Name of the country:** Hungary

**Area:** 93,030 sq km

**Population:** 10 million

**Capital:** Budapest, the capital, is a fantastic city split in two by the Danube. Buda is older, hillier, and more graceful, while Pest is the commercial centre dotted by gorgeous art nouveau buildings.

Population: 1.7 million

**Government:** Republic; member since 2004.

**Geography:** Hungary is situated in Central Europe, sharing borders to the north with the Slovak Republic, to the northeast with Ukraine, to the east with Romania, to the south with Croatia and Serbia and to the west with Austria and Slovenia. Lake Balaton is the largest unbroken stretch of inland water in Central Europe.

**Language:** Hungarian (Magyar) is the official language. German and English are widely spoken

**Time:** GMT + 1 (GMT + 2 from last Sunday in March to last Sunday in October)

**Religion:** 52% Roman Catholic, 16% Calvinist, 3% Lutheran. Christian, Eastern Orthodox and Jewish minorities.

**Electricity:** 220 volts AC, 50Hz. European-style two-pin plugs are used.

### Money

**Currency:** Hungarian Forint (HUF; symbol Ft) = 100 fillér

**Exchange rates:**

Date: August 09

£1.00= Ft 318.101

\$1.00= Ft 189.785

€1.00= Ft 272.540

**Credit cards:** American Express, Cirrus, Diners Club, MasterCard and Visa are widely accepted

**Banking hours:** Mon-Thurs 8:00 - 15:00; Fri 8:00 - 13:00

**Tipping:** 10 to 15% is for all services.

### International travel

**Air:** The national airline is Malév Hungarian Airlines (MA) (website: [www.malev.hu](http://www.malev.hu))

**International airport:** Budapest Ferihegy (BUD) (website: [www.bud.hu](http://www.bud.hu)) is 16km from the city. To/from the airport: Regular coach and bus services are available to the city. The airport minibus (tel: (1) 296 8555) runs to and from any address in the city by prior arrangement. The 93 and 200 buses offer an express service between the underground terminus at Kobánya-Kispest and the Ferihegy terminals. Taxis are available at all times (journey time - 45 minutes).

**Passport/Visas:**

Hungary joined the Schengen Agreement on 21 December 2007 for overland entry points and seaports, and on 29 March 2008 for airports. The borderless region known as the Schengen area includes the following countries: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain and Sweden. All these countries issue a standard Schengen visa that has a multiple entry option that allows the holder to travel freely within the borders of all. All visitors other than EEA members must have the equivalent in hard currency of 1,000 Ft per day, or a major credit card, a letter of invitation or proof of accommodation. A document authorizing the visitor to withdraw cash from a bank in Hungary, return or onward tickets (or sufficient funds to buy one) and all necessary documents for next destination are also required.

<b>Countries</b>	<b>Passport Required</b>	<b>Visa Required</b>
<i>British</i>	<i>Yes</i>	<i>No 2</i>
<i>Australian</i>	<i>Yes</i>	<i>No 3</i>
<i>Canadian</i>	<i>Yes</i>	<i>No 3</i>
<i>USA</i>	<i>Yes</i>	<i>No 3</i>
<i>Other EU</i>	<i>1</i>	<i>No 2</i>

**Passports**

Valid passport required by all nationals referred to in the chart above except:

(a) 1. EU nationals holding a valid national ID card.

**Visas**

Not required by all nationals referred to in the chart above for stays of up to 90 days.

2. EU nationals staying longer than 90 days will need to register with the immigration department.

3. Nationals of Australia, Canada and the USA staying longer than 90 days will need to apply for a long-stay visa.

Note: Nationals not referred to in the chart above are advised to contact the embassy to check visa requirements

**Types of Visa and Cost**

All types: £58.

**Venue:** [PLEASE SEE THE CONVENTION CENTRE WEBSITE FOR MORE DETAILS](#)

Hotel Booking Form: [PLEASE SEE OUR WEBSITE FOR MORE DETAILS](#)

Participants are responsible for their own travel to and from the event (please refer to [IB cancellation and safety policy](#)).

## Health & Safety

**Health Care:** The European Health Insurance Card (EHIC) entitles European travelers to free or reduced cost medical care, at state-run facilities, in the European Economic Area (EEA) and Switzerland. It does not cover ongoing illnesses of a non-urgent nature, so comprehensive travel insurance is advised.

**Hospitals & pharmacies:** [Health, Hospitals and Pharmacies in Budapest](#)

**Water:** Tap water is safe to drink.

## Customs & Traditions

In general Hungary has embraced modern living, although the older generation still preserves their traditions and culture, particularly in small villages. When meeting a Hungarian, handshaking is customary and both their Christian name and surname should be used. Normal courtesies should be observed. At a meal, toasts are usually made and should be returned.

## Climate

The weather in March and the first half of April is a bit unpredictable, often windy, but the days become more and more warmer. The average daily temperature is around 6-12°C, but could rise up to 15-18°C.

## Communication and Internet access

### Telephone:

Hungary's country coded: + 36

Budapest's city code: 1

Hungary Emergency Numbers: 112

Ambulance: 104

## Useful links

- Hungarian Tourist Office:  
[www.hungarytourism.hu](http://www.hungarytourism.hu)
- Hungarian Embassies  
<http://www.embassyworld.com/embassy/Hungary/Hungary2.html>
- World Travel  
<http://pro.wordtravels.com/Travelguide/Countries/Hungary>