

**INFORMATION BROCHURE FOR WORKSHOP REGISTRANTS**

**Regional Workshops conducted in partnership with the IB Asia Pacific Office.**

**Trinity Grammar School, Australia**

**Wednesday 9 July to Friday 11 July 2014**

**PYP Making the PYP Happen category 1: Early Years**

**PYP Making the PYP Happen category 1: Primary Years**

**PYP 3-5 year olds category 3**

**PYP Assessment for the Early Years category 2**

**PYP Pedagogical Leadership in the Early Years category 2**

**PYP Play-based Learning category 3**



**INTERNATIONAL BACCALAUREATE ASIA PACIFIC IN PARTNERSHIP WITH  
ASSOCIATION OF AUSTRALASIAN IB SCHOOLS (AAIBS)**

**IB Approved Regional Workshops**

**Wednesday 9 July to Friday 11 July 2014**

**Programme Schedule**

The structure of each subject workshop features 12 sessions delivered over the course of 3 days. Refer to the cover page for the type of subjects offered at the venue.

Time	Day 1 (9 July)	Day 2 (10 July)	Day 3 (11 July)
8.30 – 9.00 am	Welcome by IB and Introduction	Session 5	Session 9
9.00 - 10.00 am	Session 1		
10.00 - 10.30 am	<b>BREAK</b>	<b>BREAK</b>	
10.30 - 12.00 pm	Session 2	Session 6	Session 10
12.00 - 1.00 pm	<b>LUNCH</b>		
1.00 – 2.30 pm	Session 3	Session 7	Session 11
2.30 - 3.00 pm	<b>BREAK</b>	<b>BREAK</b>	
3.00 - 4.30 pm	Session 4	Session 8	Session 12 (finishes 4pm)

**Prerequisites**

Refer to the workshop descriptions at [www.ibo.org/ibap/workshops](http://www.ibo.org/ibap/workshops) to ascertain the level of IB teaching experience(s) in that specific subject needed to attend a workshop. Representatives from schools that have registered interest to implement IB programmes and independent teachers who are not currently teaching in IB schools may register for introductory and/or Category 1 workshop only.

**Agenda**

Workshop participants will be provided with an agenda by the Workshop Leaders once the workshops have been confirmed.

**Certificate of Attendance**

An official "IB Certificate of Attendance" is only awarded to **registered** participants who have attended **ALL** sessions of a subject workshop. Please ensure that your travel arrangements do not preclude your candidacy for a certificate.

**Workshop Fee includes:-**

- Refreshment breaks and lunches for 3 days
  - Catering will be no pork no lard only
  - Vegetarian food will be available
- Workshop materials

\*\* Fee **excludes** cost of travel and hotel accommodation.

Standard Registration Fees: **A\$ 845 including GST**. Early Bird Registration Fee up to and including Thursday 15 May 2014: **A\$ 780 including GST**. AAIBS member schools will receive a rebate of A \$100 for one participant at this AAIBS sponsored workshop series. Schools will be invited to claim rebates in October 2014.



### **Cancellation**

Cancellation of registration must be made in writing to the conference Secretariat

[aaibs2014@arinex.com.au](mailto:aaibs2014@arinex.com.au)

Fees paid will be refunded as follows:

- Cancellation on or before Wednesday 18 June 2014 – full payment less administration fee of A \$110.
- Cancellation after that date – no refund

Participant replacement – deadline Tuesday 1 July 2014 which incurs an administration fee of A \$110.

## **VENUE DETAILS**

### **Workshop Venue**

**The workshops will be held at**

**TRINITY GRAMMAR SCHOOL  
PROSPECT ROAD  
SUMMERHILL NEW SOUTH WALES**

**Trinity Grammar School is an Anglican Day and Boarding School for Boys.**

Trinity Grammar School aims to provide a thoroughly Christian education for its boys, imparting knowledge and understanding of the world we live in, and recognising the importance of spiritual qualities in every sphere of learning. The School actively encourages its students to grow in wisdom and stature and in favour with God and man, in order that they may become responsible, contributing members of society.

More information about the School and venue for the workshops will be provided nearer to the dates of the workshops.

### **Workshop Secretariat**

AAIBS has engaged a professional conference manager to manage the conduct of the workshop. The workshop secretariat details are:

#### **AAIBS Workshop Managers**

##### **arinex**

Level 10, 51 Druitt Street

Sydney NSW 2000

Tel: +61 (2) 9265 0700

Fax: + 61 (2) 9267 5443

Email: [aaibs2014@arinex.com.au](mailto:aaibs2014@arinex.com.au)

Website: [www.arinex.com.au](http://www.arinex.com.au)

### **Registration**

Registration will be through the sapro website. Registrants should paste the following link into their chosen browser to access the on line registration process.

<https://ei.eventinfotech.com.au/ei/rs.esp?id=1222&scriptid=HOME>



Links to this registration website are also provided on the AAIBS website ([www.aaibs.org](http://www.aaibs.org)) and the IB website (<http://www.ibo.org/events/workshops.cfm>).

### Entry Visa

Detailed information about Visa requirements can be found on the Australian Government Immigration website [http://www.immi.gov.au/e\\_visa/visitors.htm](http://www.immi.gov.au/e_visa/visitors.htm)

An invitation letter can be requested from the Conference Secretariat by email to [aaibs2014@arinex.com.au](mailto:aaibs2014@arinex.com.au)

### Airport Departure Tax

This should be included in the ticket price.

### Accommodation

**Workshop participants are responsible for booking their own accommodation.**

To facilitate this, rooms have been reserved for AAIBS workshop registrants at special conference rates at the following property. Accommodation bookings for the following rates can **only** be booked through **arinex, the conference managers at the registration link** <https://ei.eventinfotech.com.au/ei/rs.esp?id=1222&scriptid=HOME>

### Rydges Camperdown – ★★★★★

9 Missenden Road, Camperdown Sydney – Advice about options for travel from this hotel to the venue will be provided after registration.

Rydges Camperdown is conveniently located within minutes' walk to the Royal Prince Alfred Hospital and University of Sydney.

Newtown one of Sydney's renowned Restaurant, Cafe and Bar districts is within short walking distance from the Hotel where you can experience Sydney's finest dining establishments. The Hotel's location is also ideal for guests attending educational events at The University of Sydney and if you're in Sydney to see a show we are minutes to the Enmore Theatre and Capital Theatre.

We have a broad range of room types to suit all needs from Superior Queen rooms to family rooms which can sleep up to 4 adults. We also have our City View rooms which have a fantastic view of Sydney's iconic Harbour Bridge and Opera House.

Whether you are travelling for business or pleasure our Hotel can accommodate all the finishing touches to ensure your stay is a pleasurable one that will not be forgotten.

Room Type	Bedding	Conference Rate
Superior Queen Room	1 Queen	\$169
City View Room	1 Queen	\$189

**Cancellations** received after Monday 30 June 2014 will incur a cancellation fee equal to one nights' accommodation. Any rooms cancelled after Friday 4 July will be fully non-refundable.

### Early and Late Check-in

Check-in is from 2pm at Rydges Camperdown. Whilst the hotels will do everything possible to accommodate early arrivals, if you wish to be guaranteed immediate access to your room, you will need to pay an extra day's tariff for the night before.

Please indicate if you will be arriving at your hotel after 6.00pm. Failure to do so may



mean your room will be released.

### **Change or cancellation of Booking**

Due to the nature of group bookings any booking changes or cancellations must be made in writing to **arinex, the conference managers at [aaibs2014@arinex.com.au](mailto:aaibs2014@arinex.com.au)** and NOT directly to the hotel.

### **Alternative accommodation booking**

Alternatively, you can also book other hotels via online booking engine ([www.wotif.com](http://www.wotif.com)) at the best available rate:

### **General Information**

For more information, visit the following websites:-

- What's On In Sydney  
[www.whats-on-in-sydney.com.au](http://www.whats-on-in-sydney.com.au)
- Sydney Convention & Visitors Bureau  
[www.scvb.com.au](http://www.scvb.com.au)
- Destination New South Wales  
[www.visitnsw.com](http://www.visitnsw.com)

### **Weather**

Autumn is a great time to be in Sydney, with mild weather and temperature range from an average of 14 to 22 degrees Celsius.

### **Credit Cards/Banks**

Diners Club, MasterCard and Visa are the most commonly accepted credit cards. American Express is less common. Banks and ATMs (automated teller machines) are numerous in Sydney.

### **Tipping**

Tipping is not widespread in Australia, but if you receive great service in a restaurant the recommended tip is 10 per cent of the bill.

### **Electricity**

The electric current is 220-240V 50Hz. Travellers with electric shavers, hair dryers and other appliances should carry a plug adapter kit.

#### **Disclaimer**

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Neither the IB nor AAIBS nor directors, officers or agents of either organisation are responsible or liable for the safety and property of participants or their companions during the workshops or any excursions related thereto. Travelling to and from the workshop venue 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 at the workshops and to secure adequate insurance coverage. Swiss law shall govern any legal issues relating to the enrollment and participation in the workshops in matters associated with the IB and Australian law shall govern any legal issues relating to the enrolment and participation in the workshops in matters associated with AAIBS. Any disputes arising with respect to or in connection with the enrollment and participation in the workshops shall be finally settled by one arbitrator in accordance with the Rules of Arbitration of the Chamber of Commerce and Industry of Geneva in matters relating to the IB and by a mediator appointed by mutual agreement in matters relating to AAIBS.

