



IB WORKSHOP REGISTRATION FORM



Instructions: Print this form, complete all fields, and submit it via the contact information on page 3. If you have questions, contact us at learn@amnh.org or call (800) 649-6715.

School Information:

SCHOOL NAME:

SCHOOL ADDRESS:

CITY:

STATE/PROVINCE:

ZIP:

COUNTRY:

PHONE:

IB CODE:

PROGRAMME (CIRCLE): MYP / PYP

IB COORDINATOR:

EMAIL:

REGISTRATION CONTACT:

EMAIL:

Registrants' Information (all fields required):

Name	Email Address	Workshop Dates	Subject area/s (MYP) or Grades (PYP)

Minimum of two teachers per school for MYP workshops. Maximum of 8 teachers per school for MYP and PYP workshops. Attach an additional page if necessary. All registrations are subject to availability and are accepted on a first-come, first-served basis. Thus, sessions may be full before the deadline. You risk the loss of nonrefundable fees if you make travel arrangements before receiving written confirmation from AMNH of your registration.



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Workshop Information

MYP Workshop

Interdisciplinary Teaching and Learning in the MYP at the American Museum of the Natural History

PYP Workshop

Science Discoveries: Exciting Ways to Weave Science into Every Part of the PYP Curriculum

All Workshop dates, pricing and registration deadlines can be found on our website: amnh.org/ibworkshops

Early registrations must be postmarked by the early registration deadline in order to receive the discounted rate. Registration fee includes workshop materials, three breakfasts, and two lunches.

Payment Information

Payments and Proof of Payments are accepted in the form of Money Order, Credit Card, Checks, and Purchase Orders. Purchase Orders may be sent via email or fax.

TOTAL COST:

PAYMENT TYPE: Visa Mastercard Check Money Order P.O.

NAME ON CARD:

ACCOUNT NUMBER:

EXPIRATION DATE:

BILLING ADDRESS:

AUTHORIZATION SIGNATURE:

By signing, I understand and agree to the Workshop Information below and authorize the above teachers to be registered.



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Instructions: Fax or mail the first two pages of this form with credit card information or attach a personal check. Make checks payable to American Museum of Natural History.

Send in your form:

Email: semadmin@amnh.org
For your security, please fax credit card information.

Fax: 212-496-4231
ATTN: IB Workshop Registration

Mailing Address:
American Museum of Natural History
NCSLET - IB Workshop Registration
Central Park West at 79th Street
New York, NY 10024 USA

Additional Information:

Location

American Museum of Natural History
Central Park West at 79th Street
New York, NY 10024

Hotels & Transportation

Workshop participants should make their own hotel arrangements. AMNH recommends that participants get a hotel that is convenient to the B, C, or 1 subway trains in Manhattan. New York airports are LaGuardia (LGA), John F. Kennedy (JFK), and Newark (EWR).

Please do not finalize flight or hotel payments until you have received confirmation that your registration has been received and accepted, and that the workshop has reached the minimum number of attendees. AMNH will contact all participants as soon as the workshop is confirmed.

Payment

Payments and Proof of Payments are accepted in the form of Money Order, Credit Card, Checks, and Purchase Orders. Purchase Orders may be sent via email or fax. AMNH reserves the right to cancel registrations without FULL payment (check, credit card, money order; purchase order does NOT qualify as full payment) within one month of your registration date. All unpaid registrations in the final month before workshop dates are subject to cancellation due to waitlist demands. Paid waitlist participants will be accepted in lieu of unpaid registrations from one month before workshop dates.

Cancellations

All cancellations must be received in writing. Any cancellation will be charged a \$50 cancellation fee/person. No refund will be given for a cancellation made after the close of registration. Any applicable cancellation refunds will be processed after the workshop and issued in the form of check regardless of payment type. Refunds are not available if a participant does not attend the workshop. If weather conditions or other unforeseen circumstances require the cancellation of a conference or workshop, AMNH will make every effort to reschedule the same event for another date and your registration will be moved. AMNH does not assume financial responsibility for travel expenses incurred by participants due to event cancellation.

Waitlisting

Waitlist requests are processed in the order in which they are received. No cancellation charges apply if you waitlist yourself and cancel your registration PRIOR to accepting a spot should it become available. Notification will be given via phone call or email to participant or IB Coordinator if availability for a subject becomes open. The participant or the IB Coordinator must accept this spot via verbal or written confirmation immediately. If a confirmation is not received within given period as determined by AMNH, the offer becomes null and void. All registration and cancellation policies are applicable upon verbal or written confirmation of accepting a spot off the waitlist.