

Ebener, Melissa

From: Ebener, Melissa
Sent: Wednesday, October 31, 2012 8:19 AM
To: Ebener, Melissa
Subject: FW: IBCC ACADEMY IN BETHESDA

IBCC Academy in Bethesda

Dear IB practitioners,

IB Academies are held to prepare IB Educators for the roles of reader, site visitor and consultant. We would like to invite you to be a part of our first IBCC Academy to be held in **Bethesda, MD, US on 3 and 4 December, 2012 (arrival on 2 December)**. We hope you will be able to join us. The language of instruction at this IB Academy will be **English**.

The deadline to confirm your attendance for the Bethesda IBCC Academy is 5 November, 2012.

Please send an email to veronica.alvarez@ibo.org to confirm your attendance.

As soon as you confirm your attendance we will send you the information you need in order to book your flight through our travel agent as well as information on accommodation for the duration of the Academy. Flights must be booked through our travel agent by 5 November, 2012.

Once all the logistics have been arranged, the Academy facilitators will be contacting you in order to let you know what Pre-Academy activities you will have to engage in prior to arrival in Bethesda.

Sincerely,

Linda Winch

IB Educator Network Manager

IB Americas



International Baccalaureate
Baccalauréat International
Bachillerato Internacional

**IBCC Academy in Bethesda
Bethesda, MD
3 - 4 DECEMBER, 2012**

TRAVEL INFORMATION

Thank you for accepting our invitation to be a workshop leader at our upcoming **IBCC Academy in Bethesda**
All travel must be booked by **5th November**.

ONLINE BOOKING TOOL

www.concursolutions.com

Login: Username and Password can be entered on the right hand side.

ALTERNATIVE BOOKING PROCESS FOR MULTI-ACTIVITY AND COMPLICATED INTERNATIONAL TRAVEL

Please use the following e-booking form that will go directly to IB dedicated travel agents. We encourage you to only use this link should you have complicated trip (more than two activities) as there will be a higher service fee added to your ticket.

<http://traveltools.bcdtravel.be/etr/IB/NOAM/>

RULE CLASS

The following selection should be selected to begin your booking:

DP IBCC Authorization

ARRIVAL & DEPARTURE

Arrival: **Sunday 2 December 2012**

Departure: **Tuesday 4 December 2012 after 7 PM**

Airport: **WAS (code for all airports in DC area - DCA/IAD/BWI)**

LOCATION

The workshop will take place at:

Global Center in Bethesda, 7501 Wisconsin Ave, Suite 200 West, Bethesda, MD 20814

ACCOMMODATION

Please do not book your hotel room as a reservation will be made for you by the IB office with a check in date of December 2nd and out December 4th.

BUDGET CODE

The budget code should be entered to complete your booking:

[Cost Center- 4515] [Activity- 6219] [Sub Activity- 0000]

CONTACT INFORMATION

- 1-855-317-4206 -- Prompt 2 for 24/7 online support agents
- if you submit the e-form for booking and you need to contact an agent when calling you should select prompt 3
- Email address: IB.US@BCDTravel.com



TRAVEL POLICY

Target arrival day

- On day before first working day of event/meeting for morning starts. This applies for afternoon starts, when travelling time exceeds 5 hours.
- In the morning of first working day of event/meeting for afternoon starts.
- Travellers may arrive earlier and stay for extra nights at own expense.

Target departure day

- On day of event/meeting conclusion if there is a flight available.
- If there are no flights available, on the following morning after the conclusion of event/meeting.
- Travellers who extend a stay beyond the target dates will be responsible for all additional expenses.

Ebener, Melissa

From: PARKER, PAUL E.
Sent: Wednesday, October 17, 2012 9:21 AM
To: cvent@alignmentinstitute.org
Cc: Ebener, Melissa
Subject: RE: Invitation to the The Academies of Nashville Study Visit

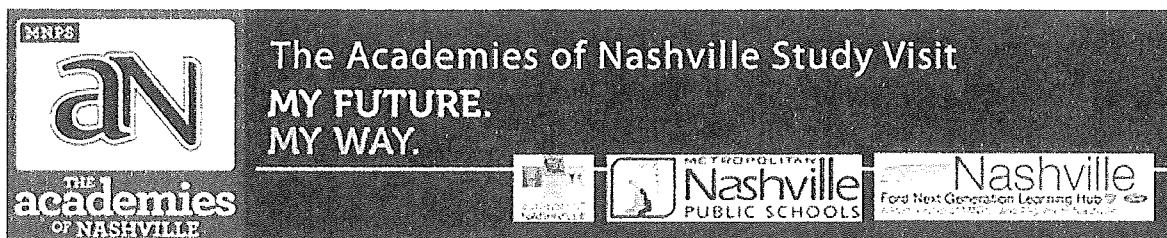
Kimberly,

I am coming to the event along with at least 5 others from my school district. I have sent this information in before, but have not registered yet. I have a meeting with our district academy leadership team on Nov. 1. At that time, we will decide who will attend. Will your district accept a P.O. for this event? After our Nov. 1 meeting, there may be a decision to have more than 6 attending. Additionally, we will likely have some business partners attending. Please respond to all so my assistant can be in the loop to reserve our spots.

Paul Parker
Clay County CTE Director
2306 Kingsley Ave
Orange Park, FL 32073
(904) 284-6574

From: Kimberly Marlin Bean [<mailto:cvent@alignmentinstitute.org>]
Sent: Tuesday, October 16, 2012 10:24 AM
To: PARKER, PAUL E.
Subject: Invitation to the The Academies of Nashville Study Visit

Please **sign up soon** for the Academies of Nashville Study Visit...reservations are filling up quickly!



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THE academies OF NASHVILLE

The Academies of Nashville Study Visit
**MY FUTURE.
MY WAY.**

METROPOLITAN Nashville PUBLIC SCHOOLS
Nashville Ford Next Generation Learning Hub

You are invited to attend the Academies of Nashville Study Visit, hosted by the Nashville Ford Next Generation Learning Hub, to learn how Nashville has transformed its high schools into personalized learning communities that offer rigor, relevance, relationships, and readiness for all students. Bring a team of educators and leaders from your community to hear an overview of the Academies' story, observe Academies in action, and reflect and discuss what you have seen with those on the ground in Nashville who have developed the strategy over the past 6 years.

WHEN

Thursday, December 6, 2012 - Friday, December 7, 2012

WHERE

Nashville, Tennessee

Attire

Business Casual

FEE

[View Event Fees](#)

[View Event Summary](#)

[View Event Agenda](#)

Registration Deadline

Thursday, November 15, 2012

Please respond by clicking one of the buttons below



Having trouble with the link? Simply copy and paste the entire address listed below into your web browser:

<http://www.cvent.com/d/OBbOA0010kypCIIYfmUnHQ/3j9v/P1/1Q?>

If you no longer want to receive emails from Kimberly Marlin Bean please click the link below.
[Opt-Out](#)

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cvent

The Academies of Nashville Study Visit with Accommodations

Out-of-Town Attendees - \$795.00

Included in registration fee: 2 nights' hotel accommodations (Holiday Inn Vanderbilt), Thursday workshops (breakfast, lunch, dinner), Friday workshops (breakfast, lunch, and airport transportation).

The Academies of Nashville Study Visit without Accommodations

Local Attendees - \$545.00

Included in registration fee: Thursday workshops (lunch and dinner), Friday workshops (lunch)

Payment Forms Accepted: Credit Cards and Checks

Please make checks payable to Alignment Nashville and mail to:

Alignment Nashville

Attn: Bob Teague

4805 Park Avenue

Nashville, TN 37209

Registration Option

The Academies of Nashville Study Visit without Accommodations

1. Local Attendees

\$545.00

Cancellation Policy

Out-of-town Attendees: Cancellations received on or before November 15, 2012 will receive a refund of \$745.00 Cancellations received after that date are not subject to a refund.

Local Attendees: Cancellations received on or before November 15, 2012 will receive a refund of \$495.00 Cancellations received after that date are not subject to a refund.

Register