



IB TEACHER-TRAINING WORKSHOPS

The International School of Prague

18 February – 20 February 2025



Thank you for booking with IBICUS to attend an IB certified and authorized teacher-training workshop.

IBICUS is the leading licensed provider in the IBAEM region working with the IBO for more than 20 years and training over 3000 teachers from across the world each year.

WORKSHOP TIMINGS

Your workshop will run from
09:00-17:00 on Day 1
09:00-16:30 on Day 2 and
09:00-12:30 on Day 3.

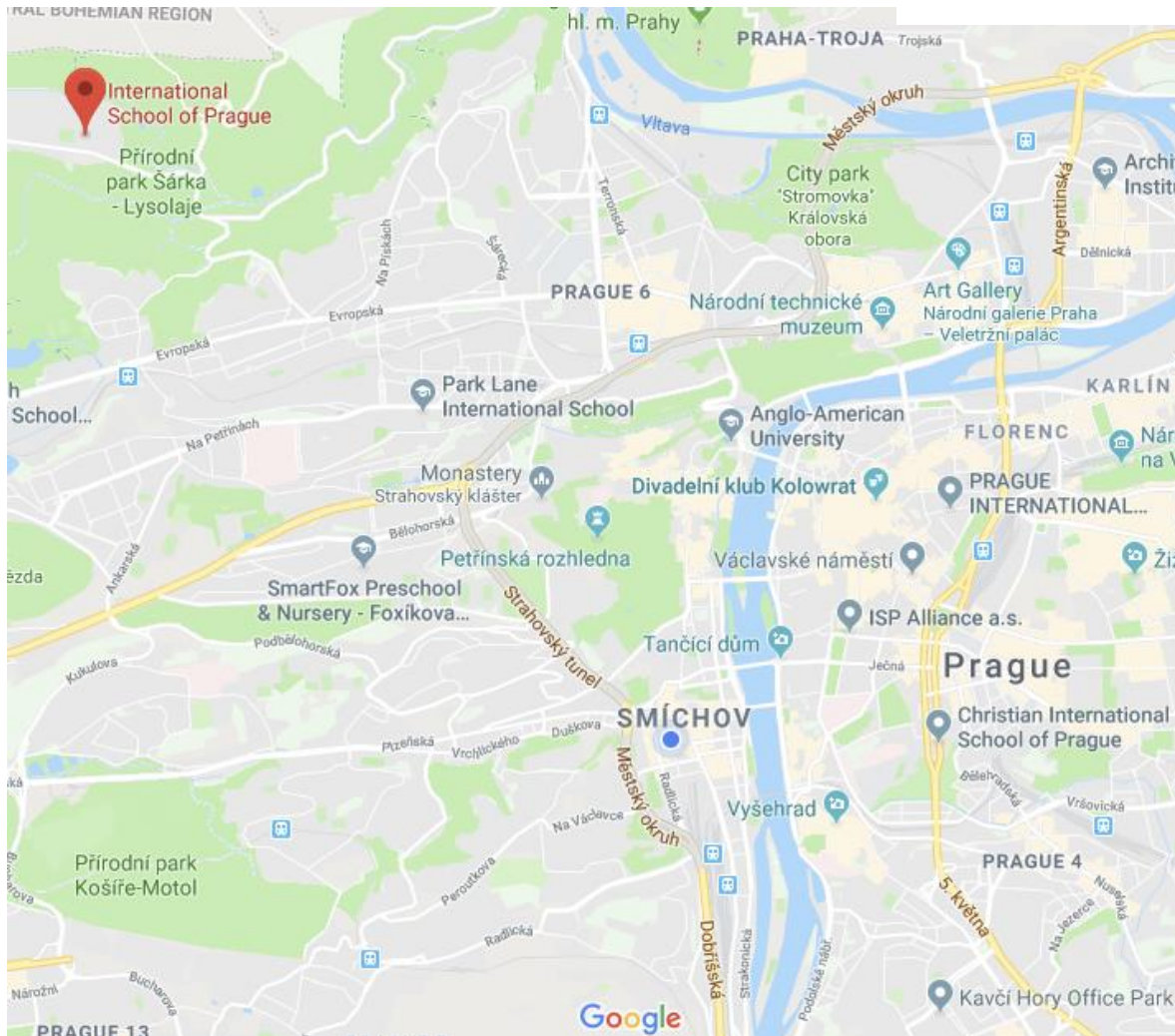
A detailed timetable will be sent out in the final information and you should also receive an agenda showing the times from your workshop leader in due course.

Please aim to arrive at the International School of Prague between 08:00 and 09:00 on Day 1 to collect your name badge and to meet your workshop leader.

If you are aiming for a fast get-away at the end of the workshop, please contact our Help Desk at the event as they may be able to help you with sharing and booking taxis. We will also help with providing bus transportation direct from the venue to Vaclav Havel Airport Prague at the end of the workshop.

WORKSHOP VENUE

The International School, Prague (ISP)
Nebusicka 700,
164 00 Prague 6,
Czech Republic



From the Airport to the city centre

Vaclav Havel Airport, Ruzyne is the international airport for Prague and is about 20km north of the city. The journey to the city centre should take roughly 30-60 minutes, depending on the mode of transport. City and transport maps are available at the airport's Tourist Information Centre.

The quickest way to make the journey is by taxi, but prices can vary significantly. Recommended apps include Bolt, Uber, and Liftago but yellow AAA taxis are also quite reliable and reasonably priced.

Taxis from the airport to the school cost between 250 – 500 Czk depending on luggage (and driver!)

From the Airport to the city/school by public transport

When you exit customs, you should see the tourist desk offering information on public transport to the city and you can buy all your public transport tickets there. You can also buy public transport tickets at many hotels, Metro stations or at newsagent kiosks around the city. Alternatively, a really easy way to check departures and buy tickets is to use the PID Litacka app on your smartphone.

Please note that you cannot buy tickets on the bus/metro. You can purchase tickets on some trams, but it's best not to rely on this option.

The cheapest route from the airport is to catch the 59 trolleybus (outside the airport terminal) to Nádraží Veleslavín Metro station, from where you can speed into the city centre (using Green line A.)

A 90-minute ticket should be sufficient for this journey (40 CZK).

Other options for public transport journeys are a 30-minute ticket (30 CZK) a 24-hour ticket (120 CZK) or a 3-day ticket (330 CZK) or to use the PID Litacka app.

[See http://www.myczechrepublic.com/prague/tickets_fares.html](http://www.myczechrepublic.com/prague/tickets_fares.html)

****Please make sure you stamp your ticket in the machine at the start of your first journey****

If you don't want to take a taxi (15 mins to the International School of Prague), a fairly easy journey is to take the airport bus to the Dejvicka subway station (as above) and then change buses to take either the 161 or 312 buses to the International School or the Metro into the city centre.

*We suggest **avoiding** the 116 bus for a journey to ISP, as this takes a circuitous route to the school.*

You cannot buy tickets on the bus so please buy both your outward and return tickets in advance from the ticket machines/kiosks/hotels. The bus stop for the school is called PRUHONSKY HAJ and shows on the electronic display inside the bus. There will be signs showing where to enter the school.

From Prague city centre to International School of Prague (ISP)

ISP is around 35 minutes by car from the city centre.

If you don't want to take a taxi, a fairly easy journey is to take the tram/metro to the Dejvicka subway station and then change buses to take either the 161, or 312 buses to the International School. The bus stop for the school is called PRUHONSKY HAJ and shows on the electronic display inside the bus. There will be signs showing where to enter the school. You cannot buy tickets on the bus so please buy both your outward and return tickets in advance from the ticket machines/kiosks/hotels.

If you are staying at the recommended hotel (see below) we will provide bus transportation each day to and from the hotel to ISP. The bus will leave at 08:00. If you wish to book a seat on this bus, please email admin@ibicus.org.uk and put BUS in the title line.

WHERE TO STAY

Please note that accommodation is not included in your workshop fee or arranged by IBICUS. All hotel bookings must be made in advance by you or your school.

You are free to stay wherever you want to suit your taste and budget.

We do have a recommended hotel: the Vienna House Andels, which is located in the popular 'Andel' district right by the Andel shopping centre, metro and tram lines. The hotel is surrounded by boutique shops, bars and restaurants and Prague Old Town is within very easy reach by public transport or a 20-minute walk (if you feel like some fresh air).

RECOMMENDED HOTEL:

HOTEL VIENNA HOUSE ANDELS****

Stroupeznickeho 21, 150 00 Prague



[BOOKING LINK](#)

Please note - there may be a flash sale at this hotel offering a discount rate below our contracted guaranteed rate. Please check the hotel website for rates to get the best deal available and let us know so that we can count you in for the bus transfer

**2600 CZK per room per night
inc breakfast, WIFI and taxes*.**

**This applies to all stays 17-20 February
2025**

* Excludes a 50CZK pp pn city tax is also payable at the hotel

Please note that booking and payment for your hotel accommodation should be made direct to the hotel.

It is the responsibility of the participant to make any necessary cancellation direct to the hotel, otherwise their full cancellation policies (available on request to them) will apply.

You are, of course, free to book any hotel in Prague and there are lots of hotel websites such as www.hotels.com and www.booking.com

FREE BUSES

IBICUS will provide free transportation to and from the workshop venue each day for anyone booking at the Hotel Vienna House Andels using the link provided

DRAFT TIMETABLE

Day 1 – Tuesday 18 February 2025

0830	Bus transportation from hotels
0900 – 0915	Arrival at workshop venue and registration
0915 – 0930	Welcome
0930 – 1045	Subject session 1 (1.25h)
1045 – 1105	Refreshment Break
1105 – 1235	Subject session 2 (1.5h)
1235 – 1320	Lunch
1320 – 1450	Subject session 3 (1.5h)
1450 – 1510	Refreshment Break
1510 – 1700	Subject session 4 (1.75h)
1715	Return bus to hotels
1900	optional extra – Old Town, New Town, Jewish Quarter Tour

EVENING TOUR
Old Town, New Town and
Jewish Quarter

€ 15 pp

Book on the day at the
Tour Desk (Cash only) or
reserve your place in
advance by contacting:
admin@ibicus.org.uk

Day 2 – Wednesday 19 February 2025

0815	Bus to ISP from the hotels
0900 – 1030	Subject session 5 (1.5h)
1030 – 1050	Refreshment Break
1050 – 1235	Subject session 6 (1.75h)
1235 – 1320	Lunch
1320 – 1435	Subject session 7 (1.25h)
1435 – 1455	Refreshment Break
1455 – 1625	Subject session 8 (1.5h)
1640	Return bus to hotels
1830	optional extra – Castle and Castle Area Tour

EVENING TOUR
Castle and Castle District

€ 20 pp

Book on the day at the
Tour Desk (Cash only) or
reserve your place in
advance by contacting:
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Day 3 – Thursday 20 February 2025

0815	Bus to ISP from the hotels
0900 – 1045	Subject session 9 (1.75h)
1045 – 1105	Refreshment Break
1105 – 1220	Subject session 10 (1.25h)
1220	Workshop ends. DEPART
1230	Airport bus – sign up at the help desk on TUESDAY if you wish to take this bus
1245	Return bus to hotels

WHAT TO BRING

Laptop and charger	As we work towards our carbon-neutral goals, we are trying to minimise the use of paper and will therefore share all materials electronically.
Any materials requested by your workshop leader	Your workshop leader will be in touch with you before the workshop – please bring any materials requested in advance by your workshop leader, including your subject guide (there will be no spare copies on site) . Bring either electronic or paper versions as you prefer
Refillable water bottle	We do not supply any single use plastic water bottles. There will be plenty of opportunities to refill your water bottle during the course of any day around the corridors and at breaks and lunches.
Smart casual clothing	Please wear smart casual clothing for your workshop. Prague can be very chilly in February so we recommend warm coats, hats and gloves for when you are outside.

CATERING ARRANGEMENTS

We will provide early morning coffee / tea / water on arrival each day.

We also provide savoury and fruit snacks at each break time and a 3-course lunch including salads, a choice of vegetarian and meat-based main courses and a choice of healthy and not-so-healthy desserts!

We do aim to cater for all tastes and diets but if you do have specific needs especially, please get in touch with us as early as possible to discuss arrangements at admin@ibicus.org.uk.

WORKSHOP AIMS AND ACADEMIC CONTENT

We hope that by the end of the workshop participants will:

- feel better prepared to teach the course
- have an increased range of teaching strategies and resources to use
- have found some short-cuts and lots of tips for their teaching
- be confident about inserting elements of ToK into their teaching
- have a more international perspective on their teaching
- have made lots of new contacts hopefully some with whom they will keep in touch
- feel that they have got value for money and have had a good time

Each workshop covers: (depending on workshop category and subject)

- The philosophy and pedagogy of the IB and the Diploma
- An overview of the core (ToK, extended essays and CAS) and the learner profile
- Subject-specific understanding of
 - the content of the subject and how to structure a scheme of work
 - resources available
 - internal assessment (IA) – how it works and how to mark it
 - external assessment (exams) – structure, sample scripts and marking
 - links with ToK
 - extended essays

All IBICUS workshops are evaluated by the IB using their strict quality assurance systems.

We work in close cooperation with the IB and all of our workshops follow the category guidelines issued by them - [IB Professional Development Workshop categories](#)

Following attendance at an IBICUS workshop, you will receive a certificate of attendance, which qualifies for IB authorization and evaluation purposes. This will be sent by email.

HELP DESK

IBICUS staff are clearly visible throughout the event, wearing orange polo shirts. There is also a Help Desk in the main reception area. If you have any issues, concerns or problems - whether with your workshop or otherwise - please let us know and we will do our best to help you. If you are unhappy in your workshop at any point, please tell us immediately so that we can try to remedy things.

We do also have IBO consultants and representatives present throughout the workshop who will be monitoring the workshops. If you wish to discuss anything with them, please let us know and we will put you in touch.

We also have a nurse on site so if you feel unwell or need medical advice, please let us know and we can point you in the right direction.

OPTIONAL EVENING TOURS

Tuesday 18 February 2025 19:00

OLD TOWN, NEW TOWN AND JEWISH QUARTER

A fascinating walking tour through Prague's Old Town, New Town and the Jewish Quarter. On this tour, your guide gives you an introduction to the history, heroes and stories of Prague, Bohemia and the Czech Republic, covering everything from the Hussite Wars in the Middle Ages to the Velvet Revolution in 1989 and contemporary politics.



Wednesday 19 February 2025 18:30

CASTLE AND CASTLE DISTRICT TOUR

Take a walk back through time on our tour of the famous Castle District. Having evolved over 1100 years from the seat of medieval kings to the home of modern presidents, this part of the city is steeped in more than a thousand years of Bohemian history. Let the best guides in Prague bring it to life for you.



To reserve your place in advance, please contact:

HEALTH POLICY

IBICUS values health and safety. Participants are asked to stay at home when they are sick and follow any relevant COVID-19 or other guidelines while participating in a workshop event.

Please note that by registering to attend any in-person event, you acknowledge that you are aware of the existence of, and have fully accepted, the COVID-19-related risk to your health and to the health of your family, friends and other contacts, and that you choose to attend. While attending this event, you are fully responsible for your own health and safety. You must take all actions necessary to understand and abide by all of the requirements and guidelines put in place by school, venue, local and national authorities.

Guidelines for participation in an IB professional development workshop:

- Workshop leaders and participants will not travel to and attend the PD workshop(s) should they fall ill before the event.
- Workshop leaders and participants will respect national/state/local/venue COVID-19 guidelines during their attendance of the PD workshop(s).
- Workshop leaders and participants will remove themselves from the in-person PD event and will inform the relevant event organizer, if they fall ill during the workshop(s).

If you feel ill during the workshop, please come to the reception desk and we will endeavour to assist. Obviously, you should ask immediately at your hotel for assistance if you fall ill whilst resident there.

Please ensure - before you travel to the workshop - that you have appropriate accident, travel and medical insurance.

FAQs

What is included in the workshop fee?

Tuition from workshop leaders, all workshop materials, lunches and refreshments and admin support during the event.

Parking?

If arriving by car, please park in one of the school car parks.

Where to go?

After registering on the first day, your workshop leader will meet you and take you to your subject classrooms.

Can I access the internet at the school?

You can use the school network via your laptop/smartphone while you are at the ISP and login instructions are not necessary as the whole school has wireless internet and is simple to access. The school welcomes MAC or Windows OS users.

What meals are provided?

All refreshments & lunches (incl vegetarian options) are in the dining room but there will be plenty of signs to direct you on the first day. If you have any food allergies or require a special diet, please email admin@ibicus.org.uk as soon as possible.

Do I get a Certificate after the event?

Yes, this will be sent to you as a PDF document around 2 weeks after the event.

How do I evaluate the workshop?

You will be emailed a link to complete an online evaluation form.

What if I need to cancel my place?

Our cancellation terms vary depending on how far in advance you wish to cancel your place and whether your workshop has already been confirmed or not. Please see our [terms and conditions](#) for further information.

Local emergency numbers

Doctors: Jaroslava Lankova, Jugoslavskych Partyzanu 6, 3rd floor, Praha 6, tel. 776 313 184
Unicare (GPs on call), Na Dlouhem lanu 563/11, Praha 6, tel. 235 356 553
Hospital: Canadian Medical Centre, Veleslavinska 1/30, Praha 6, tel. 235 360 133
Dentists: European Dental Center, Vaclavske Namesti 33, Praha 1 tel. 224 228 984
American Dental Associates, V Celnici 4, Praha 1, tel 221 181 121

All-emergency number (including police) within Czech Republic: 112

IBICUS EVENT TEAM

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