

## 26<sup>th</sup> WORLD ENERGY CONGRESS REGISTRATION: GENERAL TERMS AND CONDITIONS

Please read these Terms and Conditions carefully before you register for the 26<sup>th</sup> World Energy Congress. By registering for the 26<sup>th</sup> World Energy Congress (as of sending the filled-in online registration form), you confirm that you have read, accepted, and agreed to be bound by these Terms and Conditions, including liabilities and the applicable law. By completing the registration on behalf of another individual, you are warranting that you have informed the delegate that these Terms and Conditions apply to the registration and participation at the 26<sup>th</sup> World Energy Congress, and the delegate has agreed to these Terms and Conditions.

*26<sup>th</sup> World Energy Congress reserves the right to unilaterally change these Terms and Conditions, at its sole discretion at any time and without prior notice, whenever it deems necessary.*

### Payments

All costs referred to are in Euros. All payments must be made in Euros, no other currency will be accepted. Full payment is due for the registration fees. Registrations are only confirmed once the required payment has been received.

#### Payment by credit card

The online registration platform is a secure site on which you can pay by credit card. Please note that VISA, MasterCard and AMEX are the only credit cards accepted. Please enter all relevant information on the registration form. Upon completion of the online registration process, you will receive a paid invoice (receipt) by email. In the event of a requested refund, please note that all refunds will be paid by bank transfer.

#### Payment by bank transfer and payment terms

Should you select to pay by bank transfer, upon completion of the online registration process, you will receive an invoice for your registration fees by email. This invoice includes all payment instructions as well as your registration number to mention as a reference of the payment. Your registration will be held on an "optional" status and will not be confirmed until we receive your payment.

Your registration payment must be received within 10 days and before the next registration deadline to keep your registration at the secured rate:

- Super early bird fee – deadline for payment: 22<sup>nd</sup> May 2023 (23:59 CEST)
- Early bird fee – deadline for payment: 11<sup>th</sup> December 2023 (23:59 CET)
- Regular fee – deadline for payment: 1<sup>st</sup> April 2024 (23:59 CEST)

Payments by bank transfer are only accepted until 1<sup>st</sup> April 2024. After this date only credit card payments are accepted which includes on-site registration payments. Please note that your payment needs to be received in full in order for the Congress Organisers to confirm your registration and print your badge on-site.

## Receipt

Only digital versions of invoices will be sent to delegates upon completion of the online registration. The invoice will be issued using the contact details provided on the registration form so please make sure you have provided us with the correct information.

## VAT and taxes

Dutch VAT is applicable on all Congress registration fees (21%). It is the responsibility of each delegate to follow the correct procedure to reclaim VAT. The only responsibility that the Organisers have in this procedure is to provide the invoice. Any other steps to reclaim VAT have to be taken by the delegates or organisations they are working for.

## Invitation letter for visa application

All participants requiring a letter of invitation for visa application purposes may request this letter during the online registration process. We will not be able to issue any letter of invitation before the Registration Department has received the registration fee and confirmed your registration. Please note that the Organisers will not contact or intervene with any Embassy or Consulate office on your behalf.

Should your visa application be declined, you can send a request for a refund of the registration fees to the Registration Department by email ([registration@worldenergycongress.org](mailto:registration@worldenergycongress.org)), according to the cancellation policy as mentioned in these Terms and Conditions.

## Child policy

Only those aged 18 and older are able to enter session rooms, receptions, exhibition hall or any other general Congress areas. Please keep these age requirements in mind when planning your trip.

## Cancellation of Congress registration

Cancellation must be done in writing to [registration@worldenergycongress.org](mailto:registration@worldenergycongress.org), and be confirmed by the Organiser. The following cancellation fees apply:

- On or before 22<sup>nd</sup> May 2023 (23:59 CEST): 100% refund
- From 23<sup>rd</sup> May 2023 to 11<sup>th</sup> December 2023 (23:59 CET): 50% refund
- From 12<sup>th</sup> December 2023 to Congress start date: No refund

Any refunds due, will be processed within 30 days. All refunds will be made by bank transfer.

## Name changes

Name changes are permitted, free of charge up until 22<sup>nd</sup> March 2024. For each name change you must notify the Congress Organiser by e-mail to [registration@worldenergycongress.org](mailto:registration@worldenergycongress.org). From 23<sup>rd</sup> March, name changes are permitted, but an administrative fee of € 25 will be charged. The Congress Organiser can administer only one name change per participant.

## Photographs and videos

By attending the 26<sup>th</sup> World Energy Congress, you accept that the Organiser use of professional photography and audio and visual recording throughout the venue and events associated with the Congress. Such media are owned by the World Energy Council and may be used for internal and external communication, such as websites and social media, and for future promotional use on all World Energy Council websites and platforms. By registering you consent to such uses.

## Data protection

By registering to this event, you agree that your personal data will be processed by the Organiser and its suppliers for processing purposes including registration and managing your participation, and to send you information in connection to 26<sup>th</sup> World Energy Congress. Your data will then be shared and held by the Data Controller, the World Energy Council, for future marketing purposes. If you do not submit the data indicated as 'required', we cannot complete your registration. You have the right to access and rectify your personal data by contacting the Organiser by sending an email to:

[registration@worldenergycongress.org](mailto:registration@worldenergycongress.org).

By registering for this event, the Organiser may share personal data with local government and local policy for safety & security reasons.

By registering for the event, you are allowing the World Energy Council and Organisers to communicate with you via email, phone, text and social media.

By attending this event, you also agree that your personal data (First name, Last name, Email, Country, Organisation, Job title, Seniority level, Sector) will be shared with sponsors and/or exhibitors when your registration badge is scanned at an exhibition stand, hospitality suite or at a meeting hosted by a third party.

## Intellectual property and copyright

Whilst it is permitted delegates to post images/videos on social media during the Congress, all materials presented and provided at the 26<sup>th</sup> World Energy Congress are the property of the 26<sup>th</sup> World Energy Congress. No content in whole or in part of the 26<sup>th</sup> World Energy Congress materials may be copied, reproduced, uploaded, posted, displayed, linked to or used in any way without the prior written permission of the Organisers. Any such use is strictly prohibited and may constitute an infringement of the copyright and other intellectual property rights of the World Energy Council, or in the case of material licensed to the Council, the owner of such materials.

If any delegate to the 26<sup>th</sup> World Energy Congress receives or has access to confidential information, whether or not marked as confidential, subject to an obligation to keep such material confidential. The delegates shall strictly abide by such obligation and shall keep the 26<sup>th</sup> World Energy Congress unconditionally and fully harmless and indemnified against any claims against the 26<sup>th</sup> World Energy Congress as a consequence of any unauthorised disclosure of the confidential information.

### Proceedings

26<sup>th</sup> World Energy Congress cannot be held responsible for errors or any consequences arising from the use of information contained in the Congress proceedings.

### Additional needs

The 26<sup>th</sup> World Energy Congress is accessible to all. If you have additional needs, please contact the Registration Department by emailing us at [registration@worldenergycongress.org](mailto:registration@worldenergycongress.org) and we will be pleased to discuss your requirements.

### Insurance & Liability disclaimers

The Organisers have the right to alter or cancel the Congress or any of the arrangements, timetables, plans or other items relating directly or indirectly to the Congress without prior notice for any reason beyond their control. Organisers shall not be liable for any loss, damage, expenditure, or inconvenience caused as a result of such alteration or cancellation.

It is recommended that delegates obtain adequate cover for travel, health and accident insurance before they depart from their countries. Organisers accept responsibility for personal injuries, or loss of, or damage to, private property belonging to the Congress delegates.

Should, for any reason outside the organisers' control (including but not limited to acts of terrorism, extreme weather conditions and/or industrial action) the venue or speakers change, or the Congress be cancelled, the Organisers will endeavour to re-schedule, but shall not be held responsible for any costs, damages or expenses incurred by registrants. If for any reason the organisers decide to make material changes to this event, they are not responsible for airfares, hotels or other costs incurred by registrants.

The delegate takes part in the event, all tours and trips at their own risk. Further, the Organisers may not be held liable for any costs or damages incurred resulting from acts outside of their control including but not limited to force majeure, strikes and/or public manifestations. Only written arrangements are binding.

Registration of a delegate entails acceptance of these conditions. In any disputes that may arise concerning the execution or interpretation of the present General Regulations, both parties agree that they will be subject to Dutch law and that the commercial courts of The Hague will be competent, without prejudice to Organiser's right to initiate proceedings under the laws and before the courts of the delegate's registered office in the event any sums are due by the delegate to 26<sup>th</sup> World Energy Congress.