EWEA Technology Workshop on Resource Assessment
2-3 June 2015, Helsinki

Registration terms and conditions

Registration
Each participant must be registered individually. All registrations must be submitted online. Registration requests made via e-mail, fax or phone will not be taken into consideration.

Each participant should be registered with their own unique e-mail address as the products related to the event (e.g. networking tool, online conference proceedings, online evaluation, etc...) require a unique e-mail address for each participant.

Fees
Fees are in Euro (including local VAT) and are payable for each participant. If participants are found to be ineligible for the membership and/or other discounts under which they have registered, EWEA reserves the right to audit or adjust the registration fees applied.

Registration fees include:
- Access to all sessions
- Access to all workshop presentations shortly after the event
- All refreshment breaks, lunches and drinks receptions
- Workshop dinner on 2 June 2015

Categories eligible for reduced registration fees

**EWEA member:** Only direct members of EWEA who have paid their membership fees, can benefit from the member’s registration fee. If your company/organisation is not a member yet and would like to benefit from the discount, please submit your membership application before registering. The processing period for new membership contracts is six weeks. If the membership status is not valid at the date of registration (either due to non-payment or to the contract processing period), the non-member fee will be charged. Any reimbursements will be made only after receipt of the membership payment.

**Academic/NGO:** Available to those with a current full-time position at an educational institution, a non-governmental organisation or a non-profit organisation. An official letter from the institution/organisation confirming the full-time employment status must be provided. This document should be uploaded during the registration process. Without this document, EWEA reserves the right to proceed with non-member (or member, if applicable) registration and to charge the corresponding registration fee.

**Student:** Student (PhD student included) registration requires proof of status, i.e. either a copy of a valid 2014-2015 student ID card or an official letter from the educational institution, confirming that the registrant is a full-time student at the time of the event. This document should be uploaded during the registration process. Without this document, EWEA reserves the right to proceed with non-member (or member, if applicable) registration and to charge the corresponding registration fee.

**Oral/Poster presenter:** Available only to oral/poster presenters who take part in the workshop programme. If you register with the reduced price and later cancel your presentation, EWEA reserves the right to charge the full amount for your registration.

Please note that it is not possible to combine one of the aforementioned reduced registration fees with any other promotions/special offers.
Payment

The methods of payment accepted for registrations are:

- **Credit card** (VISA, MasterCard and American Express). Payment will be processed during the online registration procedure. The online registration platform is a secured site. Credit cards will be debited in Euro.

- **Bank transfer** (in Euro only) until 12 May 2015. After this date, only credit card payment will be accepted. If the transfer has not been received by 29 May 2015, payment by credit card will be due at the registration desk on arrival. Badges will not be handed out unless all due registration fees have been paid in full.

  Account holder: EWEA - The European Wind Energy Association asbl/vzw | Rue d’Arlon 80 | B-1040 Brussels | Belgium
  Account No.: 363-04209360 | IBAN: BE73 3630 4209 0360 | BIC/SWIFT: BBRUBEBB
  Bank: ING Bank | Rue du Trône 14 | B-1050 Brussels | Belgium
  Please indicate the following reference in the purpose of payment: Last name - Registration number
  Payment free from bank charges to EWEA account

  (1) If you choose to pay with American Express or by bank transfer, please note that an extra administrative fee of €7.50 will be applied.

No cash payment will be accepted onsite.

Confirmation

You will receive a registration confirmation e-mail (to the e-mail address provided on the registration form) once you have completed your online registration. This confirmation e-mail will include a link to your invoice (pdf format).

If the confirmation e-mail does not arrive in your inbox, please check your spam folder first. If you do not receive the confirmation e-mail, please contact us.

Cancellation and refund policy

EWEA is aware that your business environment is continuously changing, and our aim is to support you with a flexible approach when it comes to EWEA event registration cancellations. However, please keep in mind that we commit expenses for each participant well in advance of the event and we must strictly adhere to the cancellation and refund policy outlined below.

Any cancellation of registration must be notified to the EWEA Registration Secretariat in writing to registration@eweaevents.org and will be subject to the following conditions:

- **Cancellations received on or before 18 May 2015**: refund of fee minus a cancellation fee of €75.
- **Cancellations received after 18 May 2015 or no-shows**: no refunds possible.

There will be no refund to participants not attending coffee breaks, luncheons or evening functions included in the registration fees.

Any applicable refunds will be processed after the event. Any refunds to credit card payments may only be credited back to the original credit card and cannot be refunded to a different card.

In case of overpayment or double payment, refund requests including valid proof of the overpayment or double payment must be made in writing and sent to the EWEA Registration Secretariat by e-mail no later than one month after the closure of the event.

Substitutions

Substitutions are permitted at any time and at no cost. Substitutes must work for the same company as the original registrants, must be in the same registration category (or additional fees may apply) and invoicing information must stay the same. Substitutions must be notified to the EWEA Registration Secretariat in writing to registration@eweaevents.org.

Once a badge has been issued onsite, substitutions are no longer allowed. Sharing of registrations is not permitted.
**VAT**
All prices include local VAT (24% on registration and 14% on catering). Please note that VAT paid by companies and other taxable entities can only be reclaimed if the client’s VAT number is mentioned on the invoice. If applicable, please fill out your company’s VAT number in the corresponding section on the registration form.

The EWEA VAT number for this event is: in the process of being created.

**Invoice**
If you paid by credit card, your invoice will be included (pdf format) in the e-mail confirmation you will receive upon completion of your online registration.

If you selected the ‘bank transfer payment’ option, a proforma invoice will be included (pdf format) in the e-mail confirmation you will receive upon completion of your online registration so you can initiate the payment.

*Please note that we are issuing pro forma invoices that should be considered as an invitation to pay to comply with the new invoicing rules implemented by the Belgian legislation. Basically, according to the EU Directive 2006/112/EC, a regular invoice must be issued only once the service has been supplied (or if a payment has been made upfront). This is the reason why Belgian Authorities highly recommends not to issue a regular invoice in advance. Moreover the Belgian law stipulates that regular invoices can only be issued upon occurrence of the tax point (i.e. transaction date or payment date, whatever comes first – in case of continuous services this would be the settlement period or the payment date, whatever comes first).*

NOTE: The invoice will be issued using the invoicing details provided on the registration form, so please ensure you provide us with the correct information (company name, address and VAT/TAX ID number if applicable). An administrative fee may apply if invoices have to be re-issued due to changes in the billing information.

**Invitation letter for visa application**
Invitation letter will only be provided to participants who have registered and paid the required registration fees in full. Participants who need an official invitation letter in order to obtain a visa should send their request to the EWEA Registration Secretariat (registration@eweaevents.org) with the following information: registration number, first name, last name, birth date, country of origin, passport number, passport issue date and passport expiry date.

Please note that EWEA will not be able to contact or intervene with any Embassy or Consulate office on behalf of a participant. The invitation letter does not financially obligate EWEA in any way. All expenses incurred in relation to the event and to obtaining a visa are the sole responsibility of the participant. EWEA does not accept any responsibility for travel, accommodation and/or other costs incurred due to the rejection of a participant’s visa application.

Invitation letters are sent by e-mail. If original invitation letters are required, please note that they will be sent by regular mail. In case an express delivery is needed, the participant shall arrange pick-up of the document on his/her own and will be responsible for all associated costs. EWEA does not assume any costs for express delivery.

**Photographs and videos**
EWEA reserves the right to photograph and videotape all EWEA events and participants and to use these photographs and videos in any internal and external communication related to EWEA events, including, but not limited to, its websites and mobile application, social media pages, EWEA Daily newspapers, EWEA Programme, newsletters, exhibition publications, and its annual reports. Participants hereby consent to such uses.

**Data protection**
By registering for this event, you (the participant) agree that your personal data will be processed by EWEA (The European Wind Energy Association asbl/vzw, Rue d’Arlon 80, B-1040 Brussels, Belgium) for registration and handling purposes, as well as to send you information in connection with EWEA events. If you do not submit the data indicated as ‘required’, we cannot complete your registration. EWEA’s selected partners may also use your contact details for direct marketing purposes, provided that you opt to receive such information when completing the registration form. You further agree that your personal data may be
transferred to countries outside the European Economic Area, such as the US. You have the right, upon request and gratuitously, to object to the processing of your personal data for direct marketing purposes. You also have the right to access and rectify your personal data by writing to registration@eweaevents.org.

Disclaimer

EWEA may not be held responsible for any loss, injury or damage to any property, whatever the cause may be. Liability of persons and enterprises providing means of transportation or other services, however, remains unaffected. Should, the venue or speakers change, or should the event be cancelled for any reason outside the organisers' control (including, but not limited to acts of terrorism, extreme weather conditions and/or industrial action), 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 customer takes part in the event, all tours and trips at his/her own risk. Furthermore, the organisers may not be held liable for any costs or damages incurred as a result of events outside of their control, including, but not limited to force majeure, strikes and/or public manifestations. Only written arrangements are binding. The sole legal venue is Brussels. Registration of a participant 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 Belgian law and that the commercial courts of Brussels will be competent, without prejudice to EWEA’s right to initiate proceedings under the laws and before the courts of the participant’s registered office in the event any sums are due by the participant to EWEA.