

## Analysis of Operating Wind Farms 2018

### Terms & Conditions

---

These terms and conditions apply to the registration to the event organised by WindEurope asbl/vzw – Analysis of Operating Wind Farms 2018. The registration service will be performed on our behalf by MCI Geneva (MCI).

By registering to attend Analysis of Operating Wind Farms 2018 yourself or on another's behalf, you are agreeing to the following terms and conditions, please read these carefully:

You can register to the event online: <https://windeurope.org/workshops/analysis-of-operating-wind-farms-2018/registration>

We cannot take responsibility if bookings made by other methods do not reach us. When you book online you will automatically receive your registration confirmation by e-mail once you have completed and paid your registration. Please bring this confirmation along with you to the event (or have it available on your phone). You will receive your badge at the Registration desk onsite.

If you do not receive the confirmation e-mail in your inbox, please check your spam folder. If you still do not see the confirmation e-mail, please contact the WindEurope Registration Secretariat c/o MCI at [techworkshop.windeurope@mci-group.com](mailto:techworkshop.windeurope@mci-group.com)

If you cannot register online, please call the helpdesk for assistance: +41 22 33 99 703.

We accept and process registrations on the basis that you have followed all the internal procurement procedures of your organisation and you will be charged accordingly. By registering, you are also confirming that the information you submit is accurate and complete.

Registrations are made at your own risk and we cannot take responsibility for registrations booked in error. This responsibility lies with your organisation or you if you are booking as a private individual. Furthermore, WindEurope and MCI will not refund the registration fee or any other costs should you register in error and fail to cancel with adequate cancellation notice.



# ANALYSIS OF OPERATING WIND FARMS 2018

WINDEUROPE'S 4<sup>TH</sup> EDITION OF THIS TECHNOLOGY WORKSHOP

15 – 16 May 2018 • Vilnius, Lithuania

## Minimum age

Registration and/or admittance to Analysis of Operating Wind Farms 2018 shall be limited solely to participants who are 18 years of age or older, due to current health and safety regulations and legislation in effect. Any registration by anyone who is under 18 is unauthorized and in violation of these Terms and Conditions and will automatically result in the forfeit of their registration. You hereby accept that identification is to be provided upon request. By registering to the event you represent and warrant that you are 18 years of age or older, and that you agree to and to abide by all of the Terms and Conditions.

## Badge

The name badge may be picked up onsite at the registration desk and will NOT be mailed in advance.

The registration desk will be located in the entrance area of Socialiniu mokslu kolegija (University of Applied Social Sciences), Kalvarijų st. 137E, Vilnius, 08221 Lithuania and available during the following hours:

- Tuesday, 15 May, 08.00 – 18.00
- Wednesday, 16 May, 08.00 – 14.00

For organisational and security reasons, the name badge must be worn at all times during the event. Access to the different areas will not be granted without a proper name badge (blank badges are not permitted).

Registrants may not share a pass between multiple registrants. If a badge is lost or forgotten, an administrative fee of 80 EUR will be charged for the reprint of the badge after identity verification (passport, driving license or other recognized identification documents).

## Name change

Name change is permitted at any time and at no cost. The substitute must work for the same company as the original registrant, must be in the same registration category (or additional fees may apply) and invoicing information must stay the same. Name changes must be notified in writing to the [Registration Secretariat](#) along with full contact details of the substitute. Once a badge has been issued onsite, a name change is no longer allowed.



## ANALYSIS OF OPERATING WIND FARMS 2018

WINDEUROPE'S 4<sup>TH</sup> EDITION OF THIS TECHNOLOGY WORKSHOP

15 – 16 May 2018 • Vilnius, Lithuania

### Lost/forgotten badge

In case of a lost or forgotten badge, please come to the registration desk. A replacement badge will only be provided after verification of identification (ID card, passport, driving license or any other recognised identification paper).

### Categories with reduced registration fees

#### Members

Only direct members of WindEurope, having paid their 2017 membership fees can benefit from the member registration price. 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 two 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/Non-profit/NGO

Available to those with a current full-time position at an educational institution, a non-profit organisation or a non-governmental 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, WindEurope and MCI reserve the right to proceed with regular 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 2017-2018 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, WindEurope and MCI reserve the right to proceed with regular registration and to charge the corresponding registration fee.

#### Speaker/Poster presenter:

Available only to speakers/poster presenters who take part in the conference programme. If you register with the reduced price and later cancel your presentation, WindEurope and MCI reserves the right to charge the full amount for your registration. Speakers and poster presenters will be contacted directly by the Conference Secretariat with instructions on how to register. For more information, please contact: [conference@windeurope.org](mailto:conference@windeurope.org)



## ANALYSIS OF OPERATING WIND FARMS 2018

WINDEUROPE'S 4<sup>TH</sup> EDITION OF THIS TECHNOLOGY WORKSHOP

15 – 16 May 2018 • Vilnius, Lithuania

### Onsite Registration

Please be aware that there is no onsite registration available.

### Discount code

Any discount code must be applied at the time of registration and may not be applied retroactively once the registration has been completed. The discount code will be valid only if the registration and payment terms have been met. If the invoice is not paid on time, the discount arrangements lapse automatically.

Discount codes may not be combined, are not transferable and are not available onsite.

### Payment methods

#### Credit card (recommended method)

- Accepted credit cards: Visa, MasterCard and American Express.
- The online registration system uses secure encryption to protect your card and personal details.

#### Bank transfer

- Payment is due within 7 days following submission of the registration. You will receive an invoice via the confirmation e-mail upon completion of your registration.
- If payment is not received before the event, WindEurope will require onsite payment by cash to enter the event. The name badge will not be given unless registration fees have been paid.
- Payment should be made, in EUR only, to the following bank account:
  - MCI Suisse S.A.
  - UBS S.A. – CP 2600 – CH
  - 1211 Geneva 2 – Switzerland
  - Account n°: 240-369393.71L
  - Clearing: 240
  - Swift: UBSWCHZH80A
  - IBAN: CH18 0024 0240 3693 9371 L



## ANALYSIS OF OPERATING WIND FARMS 2018

WINDEUROPE'S 4<sup>TH</sup> EDITION OF THIS TECHNOLOGY WORKSHOP

15 – 16 May 2018 • Vilnius, Lithuania

Please indicate the participant's name and "TECHNOLOGY WORKSHOP 2018" on ALL payments. All costs are to be borne by the ordering customer.

- Payment by personal cheques are not accepted.
- Credit card: Please note that the merchant name that would appear on your credit card statement would be "MCI Group Satigny CHE".

Note: The bank transfer option will no longer be available after 13/04/2018. Only credit card payments will be accepted after that date.

### Cancellation/refund policy

Cancellations must be notified by e-mail to the [Registration Secretariat](#) and will be subject to the following conditions:

- Cancellation received on or before 13/04/2018: refund of fee minus a cancellation fee of 75 EUR.
- Cancellation received after 13/04/2018 or no-shows: no refund possible and registration fees may not be transferred to a different WindEurope event.

Any applicable refund will be processed after the event.

Any refund to credit card payments may only be credited back to the original credit card and cannot be refunded to a different card or bank account

### VAT

Registration to WindEurope events falls into the exception foreseen at the article 52 of the EU VAT directive 2006/112/CE.

The VAT rate of the country where the event takes place applies when paying a registration. Even if your organisation is VAT registered, WindEurope has to apply local VAT and pay this VAT to the Lithuanian authorities.

The WindEurope VAT number for this event is under creation. WindEurope has not been attributed any Lithuanian VAT number yet. Therefore, you cannot claim the VAT of this invoice to the authorities. Nevertheless, please note that as soon as our VAT number is known, we will issue a credit note and a new correct invoice that will allow you to get the VAT back.

## Invoice

If you pay by credit card, you will access your legal tax invoice via the confirmation e-mail you will automatically receive upon completion of your registration.

If you pay by bank transfer, you will receive an invoice via the confirmation e-mail upon completion of your registration. Payment is due within 7 days after submitting your registration. Once your payment has been received, you will be sent a notification by e-mail including your registration confirmation for badge pick-up.

Note: The invoice will be issued using the invoice details you will provide on the registration form. Please make sure you provide us with the correct information. An administrative fee may apply if an invoice has to be re-issued due to changes in the invoicing information.

## Visa invitation letter

An invitation letter will only be provided to registrants who have registered and paid the required registration fees. Registrants who need an official invitation letter in order to obtain a visa should ask this immediately during the registration process or send their request to the [Registration Secretariat](#) 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 neither WindEurope nor MCI will be able to contact or intervene with any Embassy or Consulate office on behalf of a registrant. The invitation letter does not financially or legally obligate WindEurope or MCI in any way. All expenses incurred in relation to the event and to obtaining a visa are the sole responsibility of the registrant. WindEurope and MCI do not accept any responsibility for travel, accommodation and/or other costs incurred due to the rejection of a registrant's visa application.

The invitation letter is sent by e-mail. If the visa invitation letter needs to be originally signed and stamped by WindEurope, please note that it will be sent by via standard post. In case an express delivery is needed, the registrant shall arrange pick-up of the document on his/her own and will be responsible for all associated costs. WindEurope does not assume any costs for express delivery.

Should the visa application be denied or not approved in time to attend the event, WindEurope and MCI will refund the full registration fee if and only the registrant provides the WindEurope Registration Secretariat c/o MCI with an official document from the





# ANALYSIS OF OPERATING WIND FARMS 2018

WINDEUROPE'S 4<sup>TH</sup> EDITION OF THIS TECHNOLOGY WORKSHOP

15 – 16 May 2018 • Vilnius, Lithuania

concerned Embassy/Consulate rejecting the visa and that the application was submitted in due time. Please note that a notification sent to WindEurope or MCI after the event will not be accepted.

## Photographs and videos

WindEurope reserves the right to photograph and videotape the conference and social events in Vilnius and all its attendees and to use these photographs and videos in any internal and external communication related to WindEurope, including, but not limited to, its websites and mobile applications, social media pages, event daily newspapers, conference programme, newsletters, publications and annual reports.

By registering for the event, the registrant explicitly agrees to the use of his/her image in any WindEurope publicity material without any compensation in perpetuity. Any personal data will be solely used in accordance with current EU and Belgian data protection legislation and will not be disclosed to a third party without the Registrant's prior written consent.

## Data protection

By registering for this event, you (the registrant) agree that your personal data will be processed by WindEurope (WindEurope asbl/vzw, 80 Rue d'Arlon, 1040 Brussels, Belgium) and MCI Geneva (9, Rue du Pré-Bouvier, 1242 Satigny, Geneva, Switzerland) for registration and handling purposes, as well as to send you information in connection with all WindEurope's events. Any personal data will be solely used in accordance with current EU and Belgian data protection legislation and will not be disclosed to a third party without the registrant's written consent. If you do not submit the data indicated as "required", we cannot complete your registration. Please note that with the GDPR coming into force on 25/05/2018, these terms and conditions will reflect the incoming legislation.

## Disclaimer

WindEurope may not be held responsible for any loss, injury or damage to any property, whatever the cause may be in relation to this event. Liability of persons and enterprises providing means of transportation or other services, however, remains unaffected.

WindEurope reserves the right to amend, postpone or withdraw the event for any reason should any circumstances arise that are outside WindEurope's control (i.e. *force majeure* including, but not limited to, fire, flood, strikes, labour disputes, war, blockades, riots, acts



## ANALYSIS OF OPERATING WIND FARMS 2018

WINDEUROPE'S 4<sup>TH</sup> EDITION OF THIS TECHNOLOGY WORKSHOP

15 – 16 May 2018 • Vilnius, Lithuania

and/or threats of terrorism and the unavailability of means of transport). WindEurope will endeavour to amend or postpone the event but shall not be held responsible for any costs, damages or expenses incurred by registrants.

There may be circumstances that affect you that are beyond WindEurope's control such as *force majeure* (please see above). In these instances, the decision and responsibility to attend or not rests solely with you and we are unable to refund registration fees for events that take place despite the circumstances.

In cases falling outside of *force majeure*, WindEurope will try to provide adequate notice should WindEurope have to cancel or amend an event but reserves the right to amend or cancel an event at any time without liability for any travel, registration or accommodation or other costs.

Any travel/accommodation costs incurred are entirely the registrants' responsibility. WindEurope does not accept any liability for reimbursement of travel costs unless otherwise stated.

All issues, questions and disputes concerning the validity, interpretation, enforcement, performance or termination of this Collaboration Agreement shall be exclusively governed and construed in accordance with Belgian law. All disputes shall be submitted to the exclusive jurisdiction of the Dutch speaking courts of Brussels, without prejudice to WindEurope's right to initiate proceedings under the laws and before the courts of the registrant's registered office in the event that any sums are due by the registrant to WindEurope.