



**3 Easy Ways to Register:**

**Email:** Email a copy of this form to [gwilliams@gep-events.com](mailto:gwilliams@gep-events.com)

**Book online:** [www.eaogs.com](http://www.eaogs.com)

**Telephone:** Rob Percival + 44 7815 750344

**Delegate Booking Form - The 4th East Africa Oil and Gas Summit 15 – 17 November 2016, KICC, Nairobi**

**Delegate Fees**

Delegate rate (until 31<sup>st</sup> October)..... \$1975

Onsite rate..... \$2375

*\*Delegate prices include access to all sessions, documentation and all networking functions*

**Delegate 2**

Mr/Mrs/Ms/Miss Other.....

First name.....

Surname .....

Job Title .....

Email .....

Telephone number.....

Mobile .....

**Company contact details (for the invoice)**

First name .....

Last name .....

Job title .....

Email .....

Company .....

Address 1 .....

Address 2 .....

Town .....

City .....

Country/State .....

**Delegate 3**

Mr/Mrs/Ms/Miss Other.....

First name.....

Surname .....

Job Title .....

Email .....

Telephone number.....

Mobile .....

**Delegate 1**

Mr/Mrs/Ms/Miss Other.....

First name.....

Surname .....

Job Title .....

Email .....

Telephone number.....

Mobile .....

Full payment must be made before the East Africa Oil and Gas Summit (EAOGS) takes place. Once you have completed and returned this form you will be sent an invoice to be paid by bank transfer.

Total to pay .....

I have read and agreed to the terms and conditions for delegate bookings and payment at The East Africa Oil and Gas Summit (EAOGS)

Signature .....

Date .....

# Global Event Partners Ltd (GEP), Terms & Conditions for Delegates at Conferences

## Payments

All bookings made prior to the conference must be paid in full to guarantee registration. Once payment has been received, an email confirmation and a receipted invoice will be sent. If payment is not made at the time of booking, registration will be provisional. Bookings received less than two weeks before the conference date can only be paid by credit card.

## Substitutions & Cancellations

Delegates may nominate an alternative person from their organisation to attend up to 24 hours prior to the start of the event, at no extra charge. Should substitution not be possible, cancellation charges apply as follows:

- \*25% of fees will be retained if the cancellation is made in writing 5 weeks prior to the event
- \*100% of fees will be retained if the cancellation is made less than 5 weeks prior to the event
- \*All substitutions and cancellations must be received in writing

## Access Requirements

Delegates should advise of any special access requirements at the time of registration.

## Registration Information

Registration information will be sent to registered delegates by email at least seven days prior to the event. Any delegate not receiving the registration information should contact us by email to [gwilliams@gep-events.com](mailto:gwilliams@gep-events.com)

## Alterations to Programme - Cancellation/Postponement of Event

Global Event Partners Ltd reserves the right to make alterations to the conference programme, venue and timings.

1. In the unlikely event of the programme being cancelled by GEP, a full refund will be made. Liability will be limited to the amount of the fee paid by the delegate.
2. In the event of it being found necessary, for whatever reason, that the conference is being postponed or the dates being changed, the organisers shall not be liable for any expenditure, damage or loss incurred by the delegate.
3. If by re-arrangement or postponement the event can take place, the booking between the delegate and the organisers shall remain in force and will be subject to the cancellation schedule in paragraph.

## Speakers

Views expressed by speakers are their own. GEP cannot accept liability for advice given, or views expressed, by any speaker at the conference or in any material provided to delegates.

## Photography & Filming

For promotional purposes, there may be a professional photographer and video production taking place during the conference. Delegates who do not wish to be filmed or recorded should advise the organisers by email [gwilliams@gep-events.com](mailto:gwilliams@gep-events.com) prior to the event.

## Data Protection

By submitting registration details, delegates agree to allow GEP and companies associated with the conference to contact them regarding their services. Delegates who do not wish to receive such communications please email [gwilliams@gep-events.com](mailto:gwilliams@gep-events.com). The contact details of registered delegates will be placed on the attendee list which will be passed to sponsoring companies and to all attendees for them to see who is at the conference for the purpose of networking and meetings. Delegates who do not wish to be included on this list should advise at the time of booking.

## Websites & Links

The conference and associated GEP websites may link to other websites and networking tools provided for the convenience of the users. The contents of these websites are maintained by their owners, for which GEP takes no responsibility. Neither can responsibility be taken for contents of any website linking to this website.

## Insurance

It is the responsibility of the delegate to arrange appropriate insurance cover in connection with their attendance at the conference. GEP cannot be held liable for any loss, liability or damage to personal property.

## Speakers Terms & Conditions

GEP may use the speaker's name and presentation materials for promoting delegate attendance at the conference.

GEP may audio and/or video tape the speaker's session and the recording may be reproduced and sold as part of the overall conference materials. This allows delegates to purchase audio/video copies of presentations that they may have been unable to attend.

GEP may reproduce copies of the speaker's presentation (eg. PowerPoint slides or supporting handouts) on paper and/or electronically and these may be sold as part of the overall hand-out materials during the conference and after the event.

Speakers who do not wish to give permission for the above terms and conditions, please email [gwilliams@gep-events.com](mailto:gwilliams@gep-events.com) before the commencement of the conference.

If you have any questions about these Terms & Conditions, please contact us:

Rob Percival, Director, Global Event Partners

[rpercival@gep-events.com](mailto:rpercival@gep-events.com)

+ 44 1737 784953