

# GENERAL TERMS FOR EVENTS

General Terms for participation at events organised by or in cooperation with Norwegian Energy Partners (hereafter: NORWEP). The word *events* is here used as a collective term that includes, but is not limited to, seminars, webinars, workshops, conferences, delegation trips and meetings organised by NORWEP.

## 1. CONTRACT DOCUMENTS

Participants are required to read and familiarise themselves with the general terms in this agreement between the participant and NORWEP.

## 2. REGISTRATION/PARTICIPATION ELIGIBILITY

Events may be open to NORWEP partners only or to both partners and non-partners. NORWEP may at any time refuse participation to non-partners for any reason.

## 3. REGISTRATION

- Registration is considered completed and binding after registration and payment (or registration only for free events) of the event on our website. A receipt will be sent to the participant at the e-mail address specified.
- Registration is binding and these terms are accepted until cancellation is received (see section 6).
- Participant names, titles and company will normally be published on our web site.
- Personal details (name, email address phone number, title etc.) provided when registering for an event, will be stored in our customer relationship database until the event is finished, and thereafter, until you wish to opt out.
- NORWEP will record webinars which will only be shared with the participants
- When NORWEP is arranging an event in cooperation with a co-host, NORWEP will share participation info as name and email address with the co-host
- See our Norwegian [Norwegian Energy Partners Privacy Policy](#) why we collect personal information and your choices and rights

## 4. PRICE

The event fee covers only the services described in the event programme. NORWEP reserves the right to increase/lower the fee in the case of changes in taxes/fees, misprints or expenses due to situations outside the control of NORWEP. Information about changes to the fee will be sent/published as soon as possible and no later than 14 days prior to the event. Participants may cancel their registration free of charge if the increase exceeds 10% of the advertised fee. Services beyond those mentioned in the programme are the participant's own responsibility.

In order to receive partner rates on events with different rates for partners and non-partners, NORWEP participants must log in before signing up and paying for the event.

## 5. PAYMENT

Payment is due upon registration for an event on our website.

## 6. CANCELLATION OF PARTICIPATION

When cancelling up to 15 days before the event, the entire registration fee will be refunded. For cancellations made from 14 to 3 days prior to the event, 50% of the fee will be refunded. For cancellations made 2 days prior and until the start of the event, or if the participant does not attend the event, the registration fee will not be refunded.

All cancellations should be made in writing and sent to the person(s) responsible for the event and/or to [norwep@norwep.com](mailto:norwep@norwep.com).

#### 7. INTERRUPTIONS

If a participant must cancel his participation during an event after its commencement, NORWEP is not liable for any extra costs in connection with the cancellation. Participants are not entitled to a refund for all or part of the fee or costs.

#### 8. CANCELLATION OF EVENT

NORWEP may cancel an event in the case of force majeure, insufficient registration, or the like. When an event is cancelled, NORWEP is obligated to, if possible, notify the participants without delay. If an event is cancelled, the entire registration fee will be refunded. Participants are not entitled to compensation for financial or non-financial losses beyond this.

#### 9. CHANGES

NORWEP will always try to carry out the event as closely as possible to the programme, but changes may occur. NORWEP will, if possible, inform participants about any significant changes before the start of the event. In case of substantial changes, participants are entitled to withdraw from the event within a reasonable time period and receive a full refund.

#### 10. COMPLAINTS

The person responsible for the event should be notified immediately about any complaints. A written notice and any claims should be sent to NORWEP as soon as possible and at least within 14 days after the event has ended.

#### 11. PHOTOGRAPHS AND MEDIA

Photos may be taken of participants at events organised by NORWEP. These images may be used in NORWEP's publications, website or other media related to our activities. If you wish to opt out of being photographed, you must inform us about this upon registration or before the event begins.

#### 12. SHARING OF INFORMATION

At events that are organized in cooperation with others, registration information (name, email, position, company) could be shared with our coorganiser(s).

#### CONTACT INFORMATION FOR NORWEGIAN ENERGY PARTNERS (NORWEP)

Organisation number: 979 545 231

Corporate email address: [norwep@norwep.com](mailto:norwep@norwep.com)

Web address: [www.norwep.com](http://www.norwep.com)

#### Visiting addresses:

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Norwegian Energy Partners  
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