



24th European Photovoltaic Solar Energy  
Conference and Exhibition

## Conference Registration

### REGISTRATION INFORMATION

Participants wishing to attend the Conference are encouraged to register in advance and as early as possible in order to benefit from lower registration fees. Please note that access to Conference activities, Dinner Reception and side events might become subject to availability in case of late registration.

If you wish to attend the Conference, please complete the Registration Form and return it by e-mail, fax or air mail to the address indicated on top of the form. We recommend to use the comfortable Online Registration Form.

24<sup>th</sup> EU PVSEC Registration Form and Payment Conditions/Liabilities can be downloaded on [www.photovoltaic-conference.com](http://www.photovoltaic-conference.com).

Please submit one form per delegate. Make sure that your name is legible and that your **full** address is given, since this is where your Confirmation of Payment & Invoice and your Conference Proceedings will be sent to. To enable queries, do not forget to quote your phone and fax numbers. Registration forms with incomplete address can not be accepted.

### Registration for the Conference

Parallel to your registration, please transfer - by credit card or bank transfer - the Conference fee as indicated in the chapter below "Payment Options".

***Please note that registrations are only accepted after receipt of the completed Registration Form AND payment!***

**Registration fees are based on the date of receipt. The prices indicated are per person and are only applicable if BOTH the Registration Form AND the payment are received before the below mentioned deadlines, otherwise the higher registration fees will be applied.**



24th European Photovoltaic Solar Energy Conference & Exhibition

## Registration Fees

Category	Early Registration and Payment until 30.06.2009	Regular Registration and Payment until 18.09.2009	Onsite Registration and Payment
Full Conference Week	€ 810	€ 920	€ 1.020
Full Conference Week incl. Dinner Reception	€ 900	€ 1.010	€ 1.110
One Day, <i>please indicate:</i> Mon / Tue / Wed / Thu / Fri	€ 400	€ 450	€ 550
Students	€ 250	€ 290	€ 350

**Please note:** All prices are quoted in Euro (€) and include the German VAT of 19%. Registration is subject to availability.

All Conference delegates will be invited to the late afternoon Welcome Reception on Monday, 21 September 2009.

Since Conference Registration and Dinner Reception capacity are limited, the organiser reserves the right to allocate the Registration and Dinner Reception admission on a first come/first served basis.

**The fees for the Full Conference Week (21-25 September 2009) comprise:**

- attendance of all Plenary Sessions, Oral Sessions and Visual Presentations
- attendance of all Conference Side Events
- admittance to the Exhibition (21-24 September 2009)
- the Catalogue of Exhibitors
- the Welcome Reception
- invitation to all Coffee Breaks
- the Conference Proceedings on CD ROM
- the Delegate Bag with all information about the event
- German VAT of 19%

**One day Admission**

Access is only valid for the day registered. The Conference Proceedings on CD ROM are included. Dinner Reception is *not* included.

**Students**

To qualify for the reduced fee, the student's registration must be accompanied by the following documents: (a) a copy of your valid student ID card proving the age of under 30 years; or (b) a personalised letter signed by the head of the relevant university or institutional department proving the full-time student status and an ID card confirming the age of under 30 years. These documents should be send when submitting the Registration Form. Without these documents, the organiser is not in the position to register you as a student. The **valid student I.D.card** (a) or **original personalised letter** (b) has also to be presented on site! Please note that the student registration fee does neither cover the Conference Proceedings nor the Dinner Reception. The Conference Proceedings can be purchased separately.



## Registration & Payment Conditions

Payments for registration have to be settled in EURO. All prices are quoted in Euro (€) and include the German VAT of 19%. Registration will be confirmed by means of the Confirmation of Payment & Invoice, which will automatically be sent to you upon receipt of the registration fee. Payment in any other currency will not be accepted. Payment must accompany the Registration Form. Registrations received without payment will not be processed and confirmed.

Since Conference Registration and Dinner Reception capacity are subject to availability, the organiser reserves the right to allocate the Registration and Dinner Reception admission on a first come/first served basis. In order to benefit from the early registration fees, all payments must be received within the relevant deadlines 30.06/18.09.2009. Submission of the Registration Form without payment within deadlines does not entitle to benefit from the reduced fees at a later date. For all payments received after 18 September 2009 and on-site at the Registration Desk in Hamburg the 'Onsite Fee' applies.

Admittance to the Conference without full registration including payment of the registration fee cannot be granted. Advance payment is highly recommended since this will considerably accelerate your registration procedure upon your arrival in Hamburg. The following options for advance payment are available:

### Payment Options

#### By credit card

Visa and Mastercard credit cards are accepted. Please enter all relevant information on the Registration Form. It is also imperative that the name of the credit card holder is clearly mentioned if it differs from the name of the registrant. You have the possibility to either send your credit card details via fax or to enter them via a secure page in our online Registration Form. Please do only use one of the two possibilities.

#### By bank transfer

The bank transfer must clearly state the name of the Conference, the name of the participant and the organisation, as unidentified bank transfers cannot be processed. Bank charges are the responsibility of the participant and should be paid at source in addition to the registration fees. If payment is made for more than one person or by a company, please make sure that all participant names are indicated. Participants are also requested to send a copy of the bank remittance receipt with their registration form to the Conference Secretariat by email at [pv.conference@wip-munich.de](mailto:pv.conference@wip-munich.de) or by fax at +49-89-720 12 791.

***We strongly recommend not to use the bank transfer possibility after 14 September 2009*** (bank transfer and confirmation of payment might not arrive in time for the 24<sup>th</sup> EU PVSEC). After 14 September 2009 please use credit card payment.

Payment should be transferred to the following account:

Bank: HypoVereinsbank  
Am Harras 13  
81373 München, Germany  
Account holder: WIP  
Account No.: 36 48 36 36  
Bank sorting code: 700 202 70  
For international bank transfer please use  
IBAN DE35 7002 0270 0036 4836 36, SWIFT (BIC): HYVEDEMM

***Please mention name/s of participant/s and your organisation.***

***Bank drafts and cheques will not be accepted as payment.***

### **Confirmation of Registration**

The Confirmation of Payment & Invoice will be sent to you by mail upon receipt of full payment. You need to present this confirmation letter upon arrival at the onsite pre-registration desks in order to collect your name badge and conference materials.

If you have not received the official registration confirmation within 14 days, please contact the Conference Secretariat at [pv.conference@wip-munich.de](mailto:pv.conference@wip-munich.de) or at +49 89 720 12 730.

**Upon arrival at the CCH Hamburg, all participants** have to register themselves at the Conference **Registration Desk**. The desk is scheduled to be open during the following hours:

Sunday, 20 September 2009	14:00 – 18:30
Monday, 21 September 2009	07:30 – 20:00
Tuesday, 22 September 2009	08:00 – 18:30
Wednesday, 23 September 2009	08:00 – 18:30
Thursday, 24 September 2009	08:00 – 18:30
Friday, 25 September 2009	08:00 – 14:00

Upon registration in Hamburg our Conference Team will provide you with detailed information about the event and a **badge which should be worn visibly at all times at the Conference site**. Your personalized badge authorises you to visit all Conference Sessions and Conference Special Side Events. Kindly be informed that your badge is not transferable to another person. We ask for your understanding that person-related admission could be a control issue of our staff. In case you lose or find a badge, please report immediately to the Registration Desk.

***Lost badges cannot be replaced.***

### **Cancellation Conditions**

Any cancellation of registration must be notified in writing to the Conference Secretariat by email to [pv.conference@wip-munich.de](mailto:pv.conference@wip-munich.de) or by fax to +49-89-720 12 791. Cancellations will be subject to the following conditions:

**For cancellations received before 30 June 2009:**

refund of registration fee minus a 25% administrative charge

**From 30 June 2009 & before 18 September 2009:**

refund of 50% of registration fee

**From 18 September 2009 no reimbursement can be made**

All refunds will be processed after the Conference and all bank service charges will be deducted from the refunded amount. Requests for reimbursements must be sent in writing.

### **Name Change**

All registrations are only valid for the respective person mentioned in the form. A registered participant unable to attend the Conference may nominate (free of charge) a substitute participant by notifying in writing the Conference Secretariat before 30 June 2009. The procedure allows to give the last name, first name and email address of the new participant. However, we cannot change the invoice or make any other changes. From 30 June – 18 September 2009 an administration fee of € 30 applies. After 18 September 2009 no name changes can be accepted for administrative reasons.

### **Invitation Letter for Visa Application**

Delegates must have registered and paid the required registration fees before requesting an official letter of invitation for visa purposes. We strongly recommend to send visa requests via email before **1st July 2009** in order to receive your visa in time for the Conference. Please note that the organisers will not be able to contact or intervene with any Embassy or Consulate office on behalf of a delegate.

## Disclaimer

The Conference Organiser cannot 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, for any reason outside the organisers' control (e.g. political or economic circumstances or in the case of a 'force majeure') the venue or speakers change, or the event 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 conference, they are not responsible for airfares, hotels or other costs incurred by the participants. The customer takes part in the conference, all tours and trips at his own risk. Only written arrangements are binding. Sole legal venue is Munich, Germany. Registration of a participant entails acceptance of these conditions.

Status as of 22 April 2009