



# Terms & Conditions

## Conference Registration

### How can I register?

#### Online Registration

- Follow this link: <https://userarea.photovoltaic-conference.com/>
- Enter your e-mail address and password to access your personal user profile.
- Proceed to Conference registration and follow the instructions.
- The online registration process is completed with the receipt of your online registration form and your successful payment.
- A direct payment via credit card is recommended. Visa, Master and American Express cards are accepted.
- You may also ask for a proforma invoice and pay at a later point in time via bank transfer or credit card.
- Your personal accreditation document and your invoice will automatically be sent to your e-mail address after successful payment.
- Your invoice and accreditation will also be available in your user profile for instant download, at any time after payment.





## Conference Registration Fees and Categories

Category	Early Bird Registration and Payment by 30 June 2017 (CET)	Regular Registration and Payment by 23 September 2017 (CET)	On-Site Registration and Payment from 24 September 2017 (CET)
Full Conference Week	€ 989	€ 1.127	€ 1.253
One Day Admission Mon/Tue/Wed/Thu/Fri Choose 1 day	€ 499	€ 569	€ 644
Two Days Admission Mon/Tue/Wed/Thu/Fri Choose 2 days	€ 799	€ 914	€ 1.012
Students (Full Week)	€ 299	€ 339	€ 402
Networking Lunch (Mon-Thu)	€ 35 per day ticket	€ 35 per day ticket	-
EU PVSEC Dinner (Wed)	€ 95 per ticket	€ 95 per ticket	-

Above mentioned prices include Dutch Value Added Tax according to the Dutch Value Added Tax Law.

Conference fees have to be invoiced with the value added tax of the country, in which the service is provided. (here: The Netherlands)

### Full Conference Week comprising:

- Access to all Plenary Sessions, Oral Sessions and Visual Presentations of the EU PVSEC Conference Programme
- Access to all EU PVSEC Parallel Events
- Access to the Industry Exhibition (25-28 September 2017)
- Access to the Solar Industry Forum (26-27 September 2017)
- Welcome Reception
- Invitation to all Coffee Breaks
- Conference Proceedings of the EU PVSEC 2017
- Complete EU PVSEC Information material (e.g. programme brochure)
- Free WLAN on-site
- Dutch VAT





### One Day Admission comprising:

- Access to all Plenary Sessions, Oral Sessions and Visual Presentations of the EU PVSEC Conference Programme on day registered
- Access to all EU PVSEC Parallel Events on day registered
- Access to the Industry Exhibition on all four days (25-28 September 2017)
- Access to the Solar Industry Forum on day registered
- Welcome Reception
- Invitation to all Coffee Breaks on day registered
- Conference Proceedings of the EU PVSEC 2017
- EU PVSEC Information material (e.g. programme brochure)
- Free WLAN on-site
- Free use of wardrobe on-site
- Dutch VAT

### Two Days Admission

- Access to all Plenary Sessions, Oral Sessions and Visual Presentations of the EU PVSEC Conference Programme on days registered
- Access to all EU PVSEC Parallel Events on days registered
- Access to the Industry Exhibition on all four days (25-28 September 2017)
- Access to the Solar Industry Forum on days registered
- Welcome Reception
- Invitation to all Coffee Breaks on days registered
- Conference Proceedings of the EU PVSEC 2017
- EU PVSEC Information material (e.g. programme brochure)
- Free WLAN on-site
- Free use of wardrobe on-site
- Dutch VAT

### Students

To qualify for the reduced student fee, it is obliged to show one of the following **original** documents **on-site**:

(a) Original and valid student I.D. card indicating the date of validity! **OR**:

(b) An original, personalised letter signed by the head of the relevant university or institutional department proving the full-time student status.

- The organiser is not in the position to grant access to the EU PVSEC 2017 as registered student without one of those documents.
- The student fee is also applicable for PhD students.





The student fee includes:

- Access to all Plenary Sessions, Oral Sessions and Visual Presentations of the EU PVSEC Conference Programme
- Access to all EU PVSEC Parallel Events
- Access to the Industry Exhibition (25-28 September 2017)
- Access to the Solar Industry Forum (26-27 September 2017)
- Welcome Reception
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### Group Booking Discount

Send 10 or more delegates from your organization to participate in the EU PVSEC 2017 and save up to 20% from the Early Bird or Regular Conference registration fee:

Category	Early Bird Fee	Regular Fee	Number of registrations		
			10-19	20-29	> 29
Full Week	€ 989	€ 1127	10% OFF	15% OFF	20% OFF
One Day	€ 499	€ 569			
Two Days	€ 799	€ 914			
Students	€ 299	€ 339			

Discounts are available within Early Bird or Regular registration periods.  
 EU PVSEC 2017 Conference Proceedings included.

Discounts will be assigned to your company on the basis of the number of participants, that you announce to the Conference Secretariat, via [pv.conference@wip-munich.de](mailto:pv.conference@wip-munich.de) or call +49-(0)89 720 12 730.

If the number of registrants, which is the basis of the group booking discount calculation, is not reached at the end, the discount will be lapsed accordingly. An administrative fee of 30 Euros will apply for every invoice that needs to be changed within this process.





## EU PVSEC Dinner

- The EU PVSEC Dinner will be held on Wednesday evening, 27 September 2017.
- The EU PVSEC Dinner can be booked optionally in every registration category.
- You can book one or more dinner tickets.
- Dutch VAT included.
- The dinner tickets will be handed out at the registration desk.
- Kindly note that lost or not redeemed dinner tickets cannot be replaced.

## Networking Lunch

- A networking lunch will be available for interested delegates from Monday to Thursday, 25-28 September, in a special dedicated networking area in the RAI Convention and Exhibition Centre.
- This avoids queueing up in lunch periods and provides a networking environment.
- The networking lunch will be served in buffet style.
- Tickets can be bought within the online registration process and are available until end of August 2017 (subject to availability) and need to be paid in advance.
- Tickets will not be sold on-site.
- Access to the networking lunch will be granted upon presentation of a lunch voucher which you will receive at the registration desk on-site along with your registration documents.
- Kindly note that lost or not redeemed lunch tickets cannot be replaced.

## EU PVSEC Proceedings

- The EU PVSEC 2017 Proceedings contain all scientific papers presented at the EU PVSEC 2017 and submitted for publication.
- They constitute a comprehensive source of state-of-the-art information and vital point of reference for researchers, technologists, decision-makers, entrepreneurs and all involved in the global PV sector.
- The EU PVSEC 2017 Proceedings include full presented papers, slides presentations and poster presentations (if available).
- Conference participants will have immediate and free access to the EU PVSEC 2017 Proceedings right after publication in November 2017.
- The EU PVSEC Proceedings are available on [www.eupvsec-proceedings.com](http://www.eupvsec-proceedings.com)





## General Registration Conditions

- To enable queries, do not forget to quote your phone number and your e-mail address.
- To complete the registration process, the receipt of both the online registration and the payment is imperative!
- Registration fees are based on the date of receipt of payment.
- The prices indicated are valid per person and are applicable only if both the online registration and the payment are received by the below mentioned deadlines (payment conditions). Otherwise the higher registration fees will apply.
- We strongly recommend registering as early as possible in order to benefit from lower registration fees.
- Please note that access to Conference activities may become subject to availability in case of late registration.
- After successful registration and payment you will have direct access to your invoice and accreditation and invitation letter in the user area.
- After your personal participation in the EU PVSEC you will have direct access to your “letter of attendance” in the user area.





## Payment Conditions

- Payments have to be settled in EURO.
- Payments in any other currency will not be accepted.
- In order to benefit from the lower registration fees, all payments must be received by the relevant deadlines 30 June 2017 for Early Bird prices and 23 September 2017 for regular prices.
- Submission of the online registration without successful payment within your aspired deadline will automatically lead to an upgrade into the next higher category.
- Admittance to the Conference without payment of the registration fee cannot be granted.

### Payment Options

#### By credit card

- In order to benefit from receiving your accreditation immediately, we strongly recommend a prompt payment via credit card within the online registration process.
- Visa, Master and American Express are accepted.

#### By bank transfer

- Bank charges are at the expenses of the participant and have to be paid at source in addition to the registration fees.
- If payment is effected for more than one person or by a company, please make sure that all participant names are indicated.
- We strongly recommend not using the bank transfer option later than 1 September 2017, especially for bank transfers from foreign countries (bank transfer might not arrive by time prior to the event). Pay per credit card in this case.

#### Bank details

Bank: HypoVereinsbank (Unicredit)  
Am Harras 13  
81373 München, Germany

Account Holder: WIP  
Account No.: 36 48 36 36  
Bank Sorting Code: 700 202 70

IBAN DE35 7002 0270 0036 4836 36  
SWIFT (BIC): HYVEDEMMXXX

**Please mention invoice number, name/s of participant/s and your organisation!**

Cheques are not accepted.





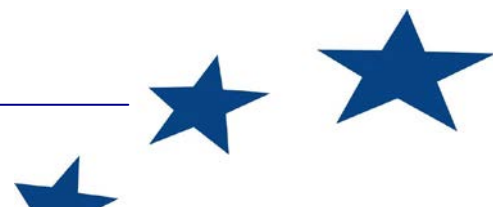
## Badges

- Upon arrival at the RAI Convention & Exhibition Centre, please proceed to the Registration Desks, in order to receive your badge and Conference material.
- Please present your accreditation document or passport.
- Student registrants must show their **original** student I.D. card (with indication of date of validity!) or a personalised letter signed by the head of the institutional department (see page 4 for more information).

**The registration desks will be open during the following hours:**

<b>Sunday</b>	<b>24 September 2017</b>	<b>16:00 – 18:00</b>
<b>Monday</b>	<b>25 September 2017</b>	<b>07:30 – 19:00</b>
<b>Tuesday</b>	<b>26 September 2017</b>	<b>08:00 – 19:00</b>
<b>Wednesday</b>	<b>27 September 2017</b>	<b>08:00 – 19:00</b>
<b>Thursday</b>	<b>28 September 2017</b>	<b>08:00 – 19:00</b>
<b>Friday</b>	<b>29 September 2017</b>	<b>08:00 – 09:30</b>

- Your personalised badge authorises you to visit all EU PVSEC Conference Sessions on the day/s registered, all EU PVSEC Parallel Events and the Solar Industry Forum.
- The badge shall therefore be worn visibly at all times at the venue.
- Kindly note, that your badge is not transferable to another person.
- We ask for your understanding that your personalised admission may be controlled by our staff.
- Kindly note that lost badges cannot be replaced.







## Further Information

### Cancellation Conditions

Any cancellation of registration must be notified in writing to the Conference Secretariat by e-mail to [pv.conference@wip-munich.de](mailto:pv.conference@wip-munich.de).

- For cancellations received by 30 June 2017:  
75 % refund of registration fee.
- From 01 July – 31 August 2017  
50 % refund of registration fee.
- From 01 September 2017 no reimbursement  
All refunds will be processed after the Conference.
- All bank service charges will be deducted from the refundable amount.
- Requests for reimbursements must be sent in writing.

### Name Change

- All registrations are only valid for the registered person.
- A registered participant, unable to attend the Conference, may indicate in the user area a substitute participant. This service is free of charge.
- Accreditations will be changed to new participant. Previous invoices cannot be changed.

### Invitation Letter for Visa Application

- Conference Delegates must be an accepted and confirmed author of the upcoming EU PVSEC, **or** must have registered and paid the required registration fees, before requesting an official letter of invitation for visa purposes.
- We strongly recommend requesting your invitation letter directly after receipt of notification of paper acceptance, or earlier, in order to apply for your visa in time for the Conference.
- The personalized invitation letter with stamp and signature will be available in your user profile for direct download.
- Please note that the organiser will not be able to contact or intervene with Embassies or Consulate offices on behalf of a Conference delegate.
- For any questions, please contact us via [pv.conference@wip-munich.de](mailto:pv.conference@wip-munich.de).





## 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 its 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 18 April 2017

