



# OPEC

## International Seminar

Petroleum: An Engine for Global Development

3–4 June 2015, Hofburg Palace

Vienna, Austria

# Updated Programme



01 June 2015

[www.opecseminar.org](http://www.opecseminar.org)

The Organization of the Petroleum Exporting Countries (OPEC) is a permanent, intergovernmental Organization, created at the Baghdad Conference on 10–14 September 1960, by Iran, Iraq, Kuwait, Saudi Arabia and Venezuela.

The five Founding Members were later joined by nine other Members: Qatar (1961); Indonesia (1962) — suspended membership as of January 2009; Libya (1962); United Arab Emirates (1967); Algeria (1969); Nigeria (1971); Ecuador (1973) — suspended its membership from December 1992–October 2007; Angola (2007)

and Gabon (1975–1994). OPEC had its headquarters in Geneva, Switzerland, in the first five years of its existence. It was then moved to Vienna, Austria, on 1 September 1965.

OPEC's objective is to coordinate and unify the petroleum policies of its Member Countries and ensure the stabilization of oil markets in order to secure an efficient, economic and regular supply of petroleum to consumers, a steady income to producers and a fair return on capital for those investing in the petroleum industry. For more information about OPEC, please visit [www.opec.org](http://www.opec.org).

## About the OPEC International Seminar

The OPEC International Seminar is today regarded as one of the premier events on the world energy calendar.

Seminar participants customarily include Ministers from OPEC Member Countries and other oil-producing and oil-consuming nations, as well as heads of intergovernmental organizations, chief executives of national and international oil companies, in addition to other industry leaders, academics, energy experts and the specialist media.

The seminars have taken various forms over the years, but they have always had a wide reach across the energy sector and beyond.

The latest in the series of seminars, which began in 2001, has provided fresh impetus to key industry issues and developed existing and new avenues of dialogue and cooperation. Insightful presentations and panel discussions have sought to move the energy debate forward, with high-calibre speakers discussing a wide range of topical issues affecting the industry, both in the short and long term, against a backdrop of uncertainty and instability.

The seminars have increased in size and scope over the years, embracing, as time has passed, such related areas as global finance, sustainable development and the environment and their reputation has grown steadily. While an early seminar in 1978 was attended by some 200 participants, there was nearly four times that number over three decades later in 2012.

The very first OPEC seminar, although not part of the present series, was held in Vienna on 30 June–5 July 1969, with the topical theme of 'International oil and the energy policies of the producing and consuming countries'.

There was then a gap of more than eight years before the next seminar, which turned out to be the first in a mini-series, listed as follows:

- October 1977 — 'The present and the future role of the national oil companies'
- October 1978 — 'Downstream operations in OPEC Member Countries: prospects and problems'
- October 1979 — 'OPEC and future energy markets'
- November 1981 — 'Energy and development; options for global strategies'

Another decade passed before there was a one-off 'Seminar on the environment' in April 1992, to help acquaint OPEC Member Countries with key environmental issues in the build-up to the Earth Summit in Rio de Janeiro in the June of that year.

- ⇒ **Hear directly from OPEC Member Country Ministers and international oil company CEOs on the topical issues that really matter**
- ⇒ **Share experiences and participate in lively discussions on industry challenges**
- ⇒ **Meet old acquaintances and make new business contacts at the magnificent Hofburg Palace, former home of the Habsburg dynasty**
- ⇒ **Network with 700+ industry players**

The new and current series of the 'OPEC International Seminar' began one year into the New Millennium. It comprises:

- September 2001 — The First OPEC Seminar (as it was then called), 'OPEC and the global energy balance: towards a sustainable energy future'
- September 2004 — The Second OPEC International Seminar, 'Petroleum in an interdependent world'
- September 2006 — The Third OPEC International Seminar, 'OPEC in a new energy era: challenges and opportunities'
- March 2009 — The Fourth OPEC International Seminar, 'Petroleum: future stability and sustainability'
- June 2012 — The Fifth OPEC International Seminar, 'Petroleum: fuelling prosperity, supporting sustainability'

The 6<sup>th</sup> OPEC International Seminar, with the theme 'Petroleum — an engine for global development', aims to build on the success of the previous events from the past decade. It will underpin OPEC's longstanding commitment to strive for a secure and stable international oil market by promoting cooperation and dialogue with stakeholders around the world.

Topics will include the global energy outlook, oil market stability, production capacity and investment, technology and the environment, and prospects for the world economy.

Speakers are drawn from leading players in the oil industry worldwide. These include petroleum and energy ministers from OPEC Member Countries, and also from major oil-producing and consuming countries. Chief executives from major oil companies and international energy institutions will also attend.

As in past seminars, OPEC will again honour distinguished scholars who have made outstanding contributions to the petroleum industry and related areas during their lifetimes with its 2015 OPEC Award for Research and OPEC Award for Journalism.

# Programme - Day One

Wednesday, 3 June 2015

8:00-9:00 Registration and welcome coffee

9:00-9:15 **Opening of the 6<sup>th</sup> OPEC International Seminar by the Alternate President of the Conference**

9:15-10:50 **Session I: Global Energy Outlooks**

**Objectives:**

- Present the recent trends and energy outlooks
- Analyze the challenges and opportunities facing the energy industry
- Review key global and regional energy developments

**Chairperson:**



9:15 HE Ali I Naimi  
Minister of Petroleum & Mineral Resources, Saudi Arabia

**Speakers:**



9:25 HE Abdalla S. El-Badri  
Secretary General, OPEC



9:35 HE Maria van der Hoeven  
Executive Director, IEA



9:45 Rex Tillerson  
CEO and  
Chairman of the Board,  
Exxon Mobil Corporation



9:55 Bob Dudley  
Group Chief Executive, BP

10:05-10:50 Discussion

10:50-11:20 *Coffee break*

# Programme - Day One



Wednesday, 3 June 2015

## 11:20-13:10 Session II: Oil Market Stability

### Objectives:

- Discuss the importance of co-operation in stabilizing the world oil market
- Debate on the role of interaction between physical and financial markets
- Address the strengthening of consumer-producer dialogue

### Chairperson:



11:20 HE Bijan Namdar Zangeneh  
Minister of Petroleum, IR Iran

### Keynote Speaker:



11:30 HE Adil Abd Al-Mahdi  
Minister of Oil, Iraq

### Speakers:



11:45 HE Asdrúbal Chávez J.  
Minister of Popular  
Power of Petroleum  
and Mining, Venezuela



11:55 HE Dharmendra Pradhan  
Minister of Petroleum and  
Natural Gas, India



12:05 HE Dr Aldo Flores-Quiroga  
Secretary General, IEF



12:15 HE Dr Urban Rusnák  
Secretary General,  
Energy Charter Secretariat

12:25-13:10 Discussion

13:10-14:55 Lunch

# Programme - Day One

Wednesday, 3 June 2015

## 14:55-16:45 Session III: Production Capacity and Investment

### Objectives:

- Assess how capacity expansion and investments are managed
- Discuss trends in demand as a determinant of oil upstream investment
- Review prospects for enhancing collaboration between NOCs and IOCs

### Chairperson:



14:55 HE José Maria Botelho de Vasconcelos  
Minister of Petroleum, Angola

### Speakers:



15:05 HE Alexander V. Novak  
Minister of Energy,  
Russian Federation



15:15 Fu Chengyu  
Former  
Chairman,  
Sinopec



15:25 Claudio Descalzi  
CEO, Eni



15:35 John S. Watson  
Chairman of the  
Board & CEO,  
Chevron  
Corporation



15:45 Patrick  
Pouyanné  
CEO, Total

15:55-16:45

Discussion

16:45

Coffee break and close of day one

19:30 Gala dinner at Vienna City Hall

Presentation of OPEC Awards for Research & Journalism

# Programme - Day Two

Thursday, 4 June 2015

8:00-9:00 *Morning coffee*

## 9:00-10:55 **Session IV: Technology and the Environment**

### Objectives:

- Present an overview of technology advancements supporting the oil industry
- Elaborate upon the role of multilateralism and developments in addressing climate change
- Evaluate emerging technologies in the transportation sector

### Chairperson:



9:00 HE Suhail Mohamed Al Mazrouei  
Minister of Energy, UAE

### Keynote Speaker:



9:10 HE Pedro Merizalde-Pavón  
Minister of Hydrocarbons,  
Ecuador

### Speakers:



9:25 HE Dr Ali Saleh Al-Omair  
Minister of Oil,  
Kuwait



9:35 Dr Joseph Dawha  
Group Managing  
Director, NNPC



9:45 Ryan Lance  
Chairman & CEO,  
ConocoPhillips



9:55 Ben van Beurden  
CEO,  
Royal Dutch  
Shell plc



10:05 Markus Mitteregger  
CEO, RAG  
(Rohöl-  
Aufsuchungs-  
Aktiengesellschaft)

10:15-10:55 Discussion

10:55-11:20 *Coffee break*

# Programme - Day Two

Thursday, 4 June 2015

## 11:20-13:00 Session V: Panel Discussion – Prospects for the World Economy

### Objectives:

- Identify the challenges to the world economy and its impact on the oil market
- Analyze the evolving paradigm in reconciling economic growth and regulations
- Review world efforts on energy poverty eradication

### Chairperson:



HE Mohammed Bin Saleh Al-Sada  
Minister of Energy & Industry, Qatar

### Panelists:



HE Suleiman J.  
Al-Herbish  
Director General,  
OFID\*



HE Dr Seyed  
Mohammad  
Hossein Adeli  
Secretary General,  
GECF



Dr Thomas Helbling  
Chief of the World  
Economic Studies  
Division, IMF



Dr Paulo de Sa  
Practice  
Manager of  
the Energy and  
Extractives  
Global Practice,  
World Bank

13:00 Closing Remarks  
*followed by Lunch*

14:30 Organized group visit to RAG, Zistersdorf  
*(approx.)*

This agenda, as well as speakers, panelists and topics, may be subject to change based on speaker schedules.

\* To be confirmed.

OPEC has always recognized the important role of students and younger generations for the future of the oil and gas industry.

In preparation for the 6<sup>th</sup> OPEC International Seminar, OPEC is offering talented students the opportunity to attend the Seminar, and learn about global energy markets and the role of oil in the world economy.

As participants at the Seminar, they will have a chance to listen to high-level speakers and attend sessions with leaders from across the energy industry.

Students selected for participation will be able to attend all Seminar sessions and events at the historic Hofburg Palace, and enjoy a three-day stay in the city of Vienna.

All accommodations, airfare and the Seminar registration fee will be fully covered by the Organization.



أرامكو السعودية  
saudi aramco



Saudi Aramco is a fully integrated, global petroleum enterprise, and a world leader in exploration and producing, refining, distribution, shipping, marketing and petrochemicals manufacturing. The company manages proven reserves of 260.2 billion barrels of oil and manages the fourth-largest gas reserves in the world, 284.8 trillion cubic feet. In addition to its headquarters in Dhahran, Saudi Arabia, Saudi Aramco has affiliates, joint ventures and subsidiary offices in China, Japan, India, the Netherlands, the Republic of Korea, Singapore, the United Arab Emirates, the United Kingdom and the United States. For more information, go to [www.saudiaramco.com](http://www.saudiaramco.com).



The Nigerian National Petroleum Corporation, NNPC, was established by the Federal Government of Nigeria, on April 1, 1977, as an integrated Oil and Gas Company, engaged in adding value to Nigeria's hydrocarbon resources for the benefit of all its citizens and other stakeholders. In addition to its upstream activities, the Corporation was given powers and operational interests in midstream and downstream operations. To effectively pursue its mandate, the Corporation, in 1988, undertook a major restructuring of its operations, creating strategic business units covering the entire spectrum of the petroleum industry operations and empowering each to aggressively attain its set goals. The sectors identified were: exploration, development, production, transportation, refining, petrochemicals, distribution and marketing and the strategic business units were: the Integrated Data Services Limited (IDSL), Nigerian Petroleum Development Company (NPDC), the Nigeria Gas Company (NGC), the National Engineering and Technical Company (NETCO), Warri Refinery and Petrochemical Company (WRPC), Port Harcourt Refinery Company (PHRC), Kaduna Refinery and Petrochemical Company (KRPC), Pipelines and Products Marketing Company (PPMC), Hydrocarbon Services Limited (HYSON), NNPC Retail and Duke Oil Limited.

The upstream sector of the Nigerian oil industry is largely Joint Venture operated, with the NNPC having controlling shares. Six international oil companies, Shell Petroleum Development Company (SPDC), Chevron Nigeria Limited (CNL), Mobil Producing Nigeria Unlimited (MPNU), Nigerian Agip Oil Company (NAOC), Elf Petroleum Nigeria Limited (EPNL) and Texaco Overseas Petroleum Company Nigeria (TOPCON) are into Joint Venture operations with the NNPC, producing about two-thirds of the nation's daily crude oil production.

The other one third is produced by various medium and small indigenous oil firms, with the Nigerian Petroleum Development Company (NPDC), a strategic business unit of the NNPC as the leader of the indigenous producers.

Another major restructuring of the Nigerian oil industry is expected when the Petroleum Industry Bill, now before the Nigerian Parliament becomes law. The proposed law would see NNPC given more freedom to operate as a profit-oriented business. It also proposes to reduce to the barest minimum the bureaucracy associated with entry into the oil and gas business in Nigeria. Furthermore, it aims to improve transparency and accountability in the operations of the Nigerian oil industry, thus minimizing the uncertainties in the investment environment.

We welcome our guests to the NNPC-sponsored Gala dinner at the 6<sup>th</sup> OPEC INTERNATIONAL SEMINAR.

Kuwait Petroleum Corporation (KPC) is a government-owned umbrella organization founded in January 1980 to manage the rapidly diversifying oil industry of the State of Kuwait. It is unique among Middle Eastern oil companies for its integrated portfolio of ten subsidiaries specializing in the following activities:

- Exploring & producing oil and gas inside & outside Kuwait.
- Refining and gas liquefaction.
- Marketing of petroleum products in Kuwait and KPC-owned gas stations in Europe and Asia.
- Producing and marketing of fertilizers and petrochemicals.
- Exporting & transporting Kuwaiti crude oil, petroleum products & liquefied gases.
- Providing aviation fuelling services.
- Providing construction and security services for KPC and its subsidiaries, as well as residential and medical services for employees.
- Contracting with international oil companies to develop Kuwait's northern oil fields, namely: Rawdatain, Sabriya, Ritqa and Al-Abdali.

Iraq is the ancient cradle of civilization. This land is rich in history as evidenced by abundant archeological sites rich in artifacts from preceding civilizations such as those at Ur, Acadian, Sumerian, Assyrian, and Babylonian.

Iraq has the world's 4th largest proven oil reserves and is increasingly seen as one of the more attractive investment opportunities in the Middle East. At the present time, the country produces about 3.5 million b/d and has an ambitious plan to rapidly increase its oil and natural gas production capacity with the cooperation of the International Oil Companies.



Iraq's policy towards OPEC and throughout the international community makes Iraq an active and effective participant in various dialogues between producers and consumers through the medium of international oil forums and the programs fostering mutual understanding.



The Ministry of Energy & Industry is tasked with overseeing the utilization of Qatar's vast hydrocarbon resources to ensure maximum benefit to the State and to its people. Furthermore, the Ministry is mandated to diversify income sources through industrial development and the creation of a suitable environment to attract local and international investments, while maintaining concentrated efforts to contribute to the four pillars of Qatar's National Vision 2030 of Economic, Social, Human, and Environmental Development.

Under the guidance of His Highness the Emir, Qatar has become the largest exporter of LNG in the world, reaching production levels of 77 mtpa, a feat not to be taken lightly.



Abu Dhabi National Oil Company (ADNOC) was established in 1971 to operate in all areas of the oil and gas industry. ADNOC has steadily been broadening its activity creating an integrated oil and gas industry in the fields of exploration and production, support services, oil refining and gas processing, chemicals and petrochemicals, maritime transportation, refined products and distribution.

ADNOC has affiliate subsidiary companies that include ADCO, ADMA-OPCO, ZADCO, Al Dhafra Petroleum Operations Company Ltd., Al Yasat Petroleum Operations Company Ltd., NDC, GASCO, ADGAS, Al Hosn Gas, ELIXIER, Al Reyadah, TAKREER, ADNOC Distribution, BOROUGE, FERTIL, ESNAAD, IRSHAD, ADNATCO & NGSCO.



The Ministry of Petroleum, hereinafter referred to as MINPET, is the auxiliary organ of the President and Chief Executive of Angola, and it is the responsible body for the formulation, conduct, implementation and control on the policy of the Executive in regards to the Oil, Gas and Biofuels sector, particularly the exploration, development, production and refining, marketing of crude oil and gas, petrochemical, storage, transportation, distribution and marketing of oil products, as well as the production and marketing of biofuels, without prejudice to environmental protection.

The oil sector has been the core of Angola's national economy, and it is expected that it will continue to perform this role in many years to come, despite the programs for diversification of the economy currently being implemented.

Angola is the second largest oil producer in Sub-Saharan Africa and regularly exports significant volumes to Asia, Europe and the Americas.



Sonatrach, the national oil and gas company of Algeria, manages the research, exploitation, pipeline transportation, processing and marketing of hydrocarbons and their by-products. Its purpose is to make optimum use of Algeria's hydrocarbon resources to create funding and support for the social and economic development of the country.

With 50 years of experience in oil and gas exploration, Sonatrach offers:

- Recognized know-how and proven expertise;
- Qualified human resources with more than 133,000 employees;
- An integrated group, including subsidiaries with significant experience across the entire value chain;
- An extensive hydrocarbon transportation network (maritime fleet, oil and gas pipelines,) characterized by its flexibility, reliability and proximity to the European market;
- A diversified portfolio of activities;
- An international presence in some fifteen countries.

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Web Site: <http://www.sonatrach-dz.com>



The Ecuadorian Ministry of Hydrocarbons (MH) is the governmental entity in charge of implementing the oil policies issued by the Presidency of the Republic of Ecuador. The Ministry consists of two institutions which regulate and control all hydrocarbon-related activities: the Secretariat of Hydrocarbons (SH) and the Agency of Hydrocarbon Control and Regulation (ARCH).

The first manages the country's patrimony of hydrocarbon resources and is responsible for contracting foreign oil companies; the second supervises operational activities in all industrial stages.

The exploration and production of hydrocarbons fall under the responsibilities of the national enterprise PETROAMAZONAS as well as private companies, while PETROECUADOR is in charge of transport, refining and commercialization.

## Pre-Seminar & Seminar registration times & location

Pre-Seminar registration:  
Monday, 1 June 2015  
from 14:30 to 18:00

and

Tuesday, 2 June 2015  
from 10:00 to 18:00

Seminar registration:  
Wednesday, 3 June 2015 from 08:00 to 09:00

Location:  
Hofburg Palace  
Heldenplatz  
1014 Vienna  
Austria  
Tel: +43 1 5337570

## Press accreditation

Journalists must apply for press accreditation by emailing [seminar@opec.org](mailto:seminar@opec.org).

Journalists must register separately for the OPEC International Seminar and the OPEC Conference.

Those who would like to register for the OPEC Conference, should accredit separately through OPEC's website: [www.opec.org](http://www.opec.org).

## OPEC social media

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## Media partners



# Seminar venue: Hofburg Palace

The residence once inhabited by the imperial family is today a sought-after location where 300 special events occur each year, hosting up to 4,900 persons.

In its 35 conference rooms, the location provides the perfect mix of imperial ambience and state-of-the-art conference facilities.

Imbued with elegance, the Hofburg Congress Center is located in part of the Old Imperial Palace (13th century), the New Imperial Palace (around 1900) and the Leopold Wing (17th century).

The Royal Ball Rooms or “Redoutensäle,” built in 1705 as an imperial opera house, suffered a devastating fire in 1992 and were consequently renovated with faithful attention to the original designs and furnished with contemporary paintings.

[www.hofburg-wien.at](http://www.hofburg-wien.at)



OPEC has always placed great importance on the role of scholars and journalists in increasing public awareness of the Organization's work and emphasizing the petroleum industry's essential contributions to the global economy. In support of this, OPEC will once again honour individuals who have made outstanding professional contributions to these areas by recognizing them with the 2015 OPEC Award for Research and the OPEC Award for Journalism. The Awards will be presented by the President of the OPEC Conference at a gala event during this year's OPEC International Seminar.

The OPEC Award for Research is given to dedicated scholars who have contributed to improving understanding of the determinants of oil market stability, and who have exhibited a critical, yet impartial, view of oil-related issues. The OPEC Award for Journalism is given to experienced print or broadcast journalists who engage in objective and balanced reporting of the oil market and related issues.

Instituted in 2004, the Award for Research was previously given to Prof. Robert Mabro (2004), a fellow at Oxford University and a former Director of the Oxford Institute for Energy Studies; Prof. Peter Odell (2006), formerly of Erasmus University in Rotterdam; Prof. Paul Stevens (2009) of the University of Dundee; and Prof. Øystein Noreng (2012) of the BI Norwegian Business School. The Award for Journalism, which was instituted in 2009, was previously granted to Dr. Walid Khadduri, former Executive Editor and Editor-in-Chief of the Middle East Economic Survey. In 2012, the Award was given to the Bloomberg News OPEC News Team.

# Gala Dinner venue: Vienna City Hall

Vienna's City Hall is one of the most splendid amongst the numerous monumental buildings along the city's Ringstraße. Designed by Friedrich Schmidt (1825-1891), it was erected between 1872 and 1883. The architecture along the Ringstraße is dominated by historicism, a unique style combining various architectural elements of the past. Friedrich Schmidt, however, focused on one particular epoch, designing City Hall in the Gothic style, with towers similar to Gothic cathedrals.

Today, City Hall is the head office for Vienna's municipal administration and its more than 2,000 employees. Visitors are stunned by the magnificent state rooms, which frequently provide an historic backdrop to various special events such as press conferences, concerts or balls.

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Register now:

# 6<sup>th</sup> OPEC International Seminar

3–4 June 2015, Hofburg Palace, Vienna, Austria



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### VENUE DETAILS

**HOFBURG PALACE**  
**Heidenplatz, 1014 Vienna, Austria**  
**Tel:** +43 1 5873666  
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**Website:** [www.hofburg.com](http://www.hofburg.com)

### STEP 1: SELECT YOUR PACKAGE (please tick option)

CHOOSE YOUR PACKAGE	DATES	REGISTER TODAY
<b>2 DAY SEMINAR</b>	<b>3–4 June 2015</b>	<input type="checkbox"/> <b>€2300</b>

The amount you are charged will be determined when your invoice is raised. We are happy to accept a replacement delegate for the whole Seminar, however delegate passes cannot be split or shared between delegates under any circumstances. All discounts are subject to approval. Please note the Seminar fee does not include travel or hotel accommodation costs.

#### FEE:

Bookings made within 2 weeks of the Seminar start date must be accompanied by a credit card confirmation.

#### ARE YOU REGISTERED?

You will always receive an acknowledgement of your booking. If you do not receive anything please call us on +44 (0)20 7017 5518 to make sure we have received your booking

#### TERMS AND CONDITIONS:

Attendance at this Seminar is subject to the IBC Energy Delegate Terms and Conditions at [www.informaglobalevents.com/IBCenergytermsandconditions](http://www.informaglobalevents.com/IBCenergytermsandconditions). Your attention is drawn in particular to clauses 6, 8 and 14 of the IBC Energy Delegate Terms and Conditions which have been set out below:

#### Cancellation Policy

If you cancel in accordance with this policy, you will receive a refund of your fees paid to IBC Energy (if any): (i) if you cancel your registration 28 days or more before the Seminar, subject to an administration charge equivalent to 10% of the total amount of your fees; or (ii) if you cancel your registration less than 28 days, but more than 14 days before the Seminar, subject to an administration charge equivalent to 50% of the total amount of your fees. IBC Energy regrets that the full amount of your fee remains payable in the event that your cancellation is 14 days or less before the Seminar or if you fail to attend the Seminar. All cancellations must be sent by email to [energycustserv@informa.com](mailto:energycustserv@informa.com) marked for the attention of Customer Services and must be received by IBC Energy. You acknowledge that the refund of your fees in accordance with this policy is your sole remedy in respect of any cancellation of your registration by you and all other liability is expressly excluded.

#### Changes to the Seminar

OPEC may (at its sole discretion) change the format, speakers, participants, content, venue location and programme or any other aspect of the Seminar at any time and for any reason, whether or not due to a Force Majeure Event, in each case without liability.

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### STEP 2: DELEGATE DETAILS

#### 1<sup>st</sup> Delegate Mr/Mrs/Ms

Job Title \_\_\_\_\_  
Department \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
Email \_\_\_\_\_  
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In completing the above I acknowledge I would like to receive information about upcoming events by email.

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Job Title/Dept \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
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In completing the above I acknowledge I would like to receive information about upcoming events by email.

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Job Title/Dept \_\_\_\_\_  
Company \_\_\_\_\_  
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#### Line Manager Mr/Mrs/Ms

Job Title/Dept \_\_\_\_\_  
Telephone \_\_\_\_\_  
Email \_\_\_\_\_

#### Booking Contact Mr/Mrs/Ms

Job Title/Dept \_\_\_\_\_  
Telephone \_\_\_\_\_  
Email \_\_\_\_\_

### STEP 3: PAYMENT DETAILS

Please use this form as our request for payment. Your participation is guaranteed only when full payment has been received, which must be received before the Seminar. Please tick one:

- For payment by **Bank Transfer** - full details of bank transfer options will be given with your invoice on registration
- Please **invoice** my company

**To make payment by Credit Card:** To ensure we provide the highest level of security for your credit card details we are unable to accept such payments via email or fax which ensures that these details are never stored on our network. To make payment by credit card on-line, please enter your credit card details in our secure payments website that you will use when making your booking via the Seminar website (the Seminar web address is near the top of the booking form). Alternatively call our customer service team on +44 (0)20 7017 5518

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