

## WGC2022 CONFERENCE TERMS AND CONDITIONS

### Interpretation and Definitions

#### 1. Interpretation and Definitions

- I. **This Agreement** means the registration application provided at WGC2022 registration portal, the official registration forms, group booking form or on-site registration (Registration Form) and these **Conference Terms and Conditions**.
- II. **Event** means the 28<sup>th</sup> World Gas Conference to be held in Daegu, Republic of Korea from 23 May 2022 to 27 May 2022, inclusive of the conference and exhibition portions.
- III. **Organizer** means Korea Gas Union, the Host Association to manage the Event and each of its officers, directors, shareholders, employees, agents, contractors, representatives and/or invitees, as applicable.
- IV. **Conference Manager** means P.O.D Communications Inc., a representative of the Organizer to manage the conference portion of the Event and each of its officers, directors, shareholders, employees, agents, contractors, representatives and/or invitees, as applicable.
- V. **Exhibition Manager** means Exhibitions and Trade Fairs Pty Limited, a representative of the Organizer to manage the exhibition portion of the Event and each of its officers, directors, shareholders, employees, agents, contractors, representatives and/or invitees, as applicable.
- VI. **Housing Bureau** means HanaTour, a representative of the Organizer to manage the accommodation portion of the Event and each of its officers, directors, shareholders, employees, agents, contractors, representatives and/or invitees, as applicable.
- VII. **Venue** means the Daegu Exhibition & Convention Center (EXCO) and any other venue where Event activities or Event related activities are held and each venue's officers, directors, shareholders, employees, agents, contractors, representatives and/or invitees, as applicable.
- VIII. **Registrant and Delegate** Registrant means any person registering to attend the conference portion of the Event, or any part thereof, or registering to attend the exhibition, whether online, or via the official registration form or on site. Once payment of all the agreed fees has been received the Registrant will become a Delegate.
- IX. **Registration Form** means the registration application provided at WGC2022 registration portal, the official registration forms, group booking form or on-site registration form.
- X. **Accompanying Person** means any guest of a Delegate who is not a professional of the gas or energy industry and will not use the Event as a business networking opportunity.
- XI. **Group** means a group of 10 or more Registrants belonging to the same organization, coordinated by one nominated contact person.

#### 2. Agreement

2.1 By completing and submitting the Registration Form and checking "I have read and agree to the Conference Terms and Conditions" on the registration form, Delegate agrees to accept and abide by this Agreement and all amendments thereto and decisions of the Conference Manager and Organizer on behalf of the Delegate and any Accompanying Person booked under the Delegate's registration. The registration application becomes a binding agreement between Organizer and Registrant once the Registrant submits the registration application. The individual who accepts the terms of this Agreement on behalf of a Delegate warrants that he or she is authorized to enter into agreements that are binding on the Delegate(s).

### Registration

#### 1. Registration Guidelines

1.1 Registration must be made via the official Event website at the WGC2022 registration portal or the official registration form. When the Registrant registers via the registration portal, the registration application will be accepted if all required fields are filled in. When the Registrant registers via the official registration form through emails or from the Organizers, the registration application will be accepted if all required fields are filled in, signed, and sent to the Conference Manager by email (registration@wgc2022.org) or presented at the on-site registration desk.

1.2 Online registration will be closed on 17 May 2022 and thereafter Registrants may register at the on-site registration desk from 22 May to 27 May 2022.

1.3 Delegates who have registered from 23 April 2022 to 27 May 2022 may not be able to attend events such as the Opening Ceremony or Closing Ceremony due to the enforcement of security policies.

1.4 Any changes to a Delegate's registration will be allowed until 22 April 2022.

1.5 On receipt of the Registration application by the Conference Manager, the Delegate shall be bound by these Conference Terms and Conditions. The Organizer shall have the full power to interpret and amend these Conference Terms and Conditions, provided that it provides notice of such amendments to any Registrants or Delegates who may be affected by the amendment(s).

#### 2. Confirmation

2.1 A confirmation of registration will be sent by the Conference Manager to the email address provided on the Registration Form and means the Delegate has successfully completed the registration application and provided a full payment.

2.2 All Delegates are requested to present the registration confirmation to receive their badge at the on-site registration desk.

2.3 Delegates may request an official letter of invitation via online registration. Delegates must acknowledge that an

official letter of invitation is only to be issued after submitting a registration application and that the full fee must be paid prior to sending a request.

**2.4** The Organizer does not guarantee that the visa issuing authority will issue the visa in a timely manner. The Organizer or Conference Manager will not contact or intervene with any Embassy or Consulate office on behalf of a Delegate. The Organizer cannot be held responsible if a Delegate's visa is not approved and registration fees will not be refunded for such reason.

### **3. Payment**

**3.1** All payment must be made in full and in clear funds to the Organizer no later than 17 May 2022. After 17 May 2022, the Registrant should pay at the on-site registration desk.

**3.2** All registration fees referred to are in USD (\$) for standard currency.

**3.3** Registration fees must be paid in USD (\$), no other currency will be accepted.

**3.4** Payment should be made in advance using a credit card for individuals. Should Groups of 10 or more Delegates wish to process the payment using a credit card or if system error incurred during the process of payment, contact the Conference Manager via email, [registration@wgc2022.org](mailto:registration@wgc2022.org).

**3.5** The following transaction fees will be applicable for all payment:

- Payment made through credit cards
  - Transaction fee: 4% of registration fee (USD)
  - In case of a payment through credit card issued in Korea, 3.3% transaction fee will be applied
- Payment made through bank transfers
  - Transaction fee: 2%

**3.6** In the case of overpayment or double payment, refund requests (including all relevant information regarding the bank account if applicable) must be made in writing and sent to Conference Manager via email, [registration@wgc2022.org](mailto:registration@wgc2022.org), no later than 17 May 2022.

**3.7** Registrants who are eligible for an invitation code will receive an email with registration instructions and a special code to submit upon registration. An invitation code is provided to the designated Registrant only and cannot be applied to multiple Registrants.

### **4. Costs**

**4.1** The Delegate shall be responsible for paying for their own costs and expenses for attending the Event, including meals, travel and hotel accommodation. The Organizer will not accept any invoices or charges for any costs and expenses incurred by the Registrant or Delegate.

### **5. Invoice/Receipt**

**5.1** The Invoice/Receipt will be issued to the email address which Delegates have provided on the Registration Form.

### **6. Payment by Credit Card**

**6.1** The payment will be processed via a secured Payment Gateway System. Credit card payment is highly recommended as a payment method as then registration will be confirmed with limited delay. Only Visa, MasterCard, JCB, AMEX and Union Pay are accepted.

**6.2** After 17 May 2022, payment by credit card will not be accepted, and the Registrant should register and process payment at on-site registration desk.

### **7. Payment by Bank Transfer**

**7.1** Payment via bank transfer is only allowed for Groups of 10 or more registrations from the same organization.

**7.2** A Registrant paying using Wire Transfer must provide the Organizer with a receipt for international wire transfer including: Account Name, Account Number, Swift Code, Bank Name, Bank Address.

**7.3** The Registrant is solely responsible for covering all bank charges inclusive of transaction fees as written in the actual invoice issued by Organizers.

**7.4** After 17 May 2022, payment by bank transfer will not be accepted, and the Registrant should register and process payment by credit card at the on-site registration desk.

### **8. Withdrawal or Cancellation by Delegate**

**8.1** Should a Delegate wish to withdraw or cancel attendance at the Event, notice must be sent in writing by the Delegate to the Conference Manager on or before 22 March 2022. Cancellation will be deemed to have occurred when written notification has been received by the Conference Manager on or before 22 March 2022.

**8.2** An administration fee of the amount set out below shall be payable by the Delegate and deducted from any refund for cancellation of attendance:

Category		Administration Fee
Executive Club Member		\$850
Delegate		\$450
Speaker / Government		\$360
IGU Executive Committee Member IGU Charter Member (if registered with an invitation code) IGU Committee Member		\$360
Young Leaders Program		\$100
Professional Training Class (fee per class)		\$95
Accompanying Person		\$95
Luncheon Address (fee per luncheon)		\$20
Technical Tour	KOGAS/Daewoo Shipbuilding & Marine Engineering	\$35
	Hyundai Heavy Industries/POSCO	\$30

**8.3** No refunds will be made for any withdrawal or cancellation received after 22 March 2022, except in the case where a Delegate must cancel their registration due to the Korean Government's issuance of an entry restriction to the Republic of Korea due to COVID-19 or equivalent pandemic, in which case the Delegate must notify the Conference Manager in writing on or before 21 May 2022. Once written approval of withdrawal or cancellation has been provided by the Conference Manager to the Delegate, the total amount paid by the Delegate less any applicable administration fees as listed in clause 8.2 will be refunded. The Delegate agrees that the administration fee accounts for the sum of estimated loss of the Organizer due to withdrawal or cancellation of the Delegate, such as the costs already incurred for the organization of the Event and which could not be recovered from third parties.

**8.4** It is the responsibility of the Delegate to be informed of the latest regulations as regards entry to the Republic of Korea. The Organizers cannot be held liable for refunds in cases where the Delegate has been refused entry to the Republic of Korea due or partly due to the Delegate not adhering to the latest regulations issued by the Republic of Korea as regards entry to the country.

**8.5** If a Delegate has a body temperature of 37.5°C or higher, or displays respiratory symptoms such as coughing, shortness of breath, chills, muscle pain, headache, sore throat, loss of taste or smell, pneumonia, or any other symptoms associated with COVID-19 that have been listed in public notifications issued by the Korean Government, such Delegate shall not be allowed to enter or stay at the Venue. No refund will be made to such Delegate. Delegates are responsible for and must at all times conduct self-monitoring of their health conditions.

**8.6** Refunds, if any, will be reimbursed within 60 days of cancellation being approved.

## 9. Prohibition of Transfer

**9.1** The rights and obligations of the Delegates arising under this Agreement are not transferable or assignable to any other person without the prior written consent of the Conference Manager. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of the Delegates and their respective successors and assigns, and no other person shall have any right, benefit, or obligation under this Agreement.

**9.2** The Conference Manager reserves the right to refuse attendance at the Event, or the conference or exhibition portions, to a replacement individual who is not the named Delegate and Accompanying Person where consent has not been given in accordance with the provisions of clause 9.1.

**9.3** No transfers will be accepted after 22 April 2022.

## 10. Event Postponement or Cancellation by Organizer

**10.1** The Organizer reserves the right to postpone the Event. If the Event is postponed due to Force Majeure including COVID-19 or equivalent conditions, the Organizer is entitled to retain all fees paid by the Delegate for the postponed Event. This Agreement shall remain in force for the postponed Event.

**10.2** Should the Event be postponed or cancelled due to clause 10.1, Organizer, Conference Manager, Exhibition Manager or Venue cannot be held liable for any damages, costs, or losses incurred by the Delegate such as transportation costs, accommodation costs, financial losses, etc.

**10.3** In the case of Event cancellation, the total fees paid by the Delegate will be refunded to the Delegate after deducting 5% of the total fees paid by the Delegate.

**10.4** If the Event is postponed or cancelled, the Organizer will use reasonable endeavors to alert Delegates of any postponement or cancellation and details of the postponement or cancellation will be posted on the Event website. Delegates are responsible for checking this information prior to the Event.

**10.5** The Organizer in its sole discretion, reserves the right to change any and all aspects of the Event, which includes modifying the content or timing of the Event or speaker line-up. The Organizer shall not be liable to refund Delegate fees or pay for additional costs incurred by Delegate attending the Event.

## 11. Insurance

**11.1** Registration fees do not include insurance of any kind. It is strongly recommended that all Delegates take out an adequate insurance policy. The policy should include loss of fees through cancellation of participation in the Event,

or through cancellation of the Event, or any portion of the Event, loss of international/domestic air fares through cancellation for any reason, loss of tour monies through cancellation for any reason including airline or related services strikes, failure to utilize tours or pre booked arrangements due to airline delay, Force Majeure or any other reason, medical expenses, loss or damage to personal property, additional expenses and repatriation should travel arrangements have to be altered.

**11.2** None of the Organizer, Conference Manager, Exhibition Manager, nor Venue can take any responsibility for any Delegate failing to arrange its own adequate insurance.

## **12. Compliance, Consent & Copyright**

**12.1** The Delegate shall comply with all Venue regulations, health and safety and other regulatory requirements and any and all applicable Government rules and regulations.

**12.2** The Delegate must comply with any reasonable instructions given by the Venue or any other authorized authority regarding fire or other emergency precautions.

**12.3** The Delegate shall not do anything which in the Organizer's reasonable opinion is or may be prejudicial, defamatory, dangerous, harmful or otherwise in contravention of what was envisaged under this Agreement.

**12.4** The Organizer, Conference Manager and Exhibition Manager reserve the right to exclude or remove from the Event any person whose presence or action, in the opinion of the Organizer, Conference Manager or Exhibition Manager, is or is likely to be undesirable or may put the safety and wellbeing of the other Delegates, or other persons at risk.

**12.5** The Organizer, Conference Manager and Exhibition Manager reserve the right to exclude or remove the Delegate, or any other person from the whole or any part of the Event, without any liability to refund any fees, where their presence, conduct or action, in the opinion of the Organizer or any person acting with the authority of the Organizer, is or is likely to be undesirable or inappropriate or may put at risk the safety or wellbeing of any person or involves a contravention of this Agreement.

**12.6** By attending the Event, the Delegate consents to being photographed, filmed and/or recorded and consents to the Organizer, Conference Manager, Exhibition Manager, or Venue using the images and recordings of them for promotional purposes, without compensation or acknowledgment.

## **13. Audio Visual Equipment**

**13.1** Audio Visual Equipment (including without limitation CD players, microphones, video/sound recorders and radios) or other sound devices operated in a manner objectionable to the Organizer, shall be prohibited and the Delegate shall immediately cease using such equipment if so requested by the Organizer or Conference Manager.

## **14. Executive Club Members**

**14.1** Executive Club Members are defined as Delegates with additional benefits.

**14.2** The following items are included in the Executive Club Member's registration:

- Use of the VIP Lounge
  - Bookable meeting space inside the lounge
  - Networking opportunities with VIP participants
  - Lounge area with refreshments and light snacks
  - Working area with desks, laptops, printers, and charging points
  - Secure storage areas for baggage or laptops
  - Receptionist / Concierge (to arrange meetings inside the VIP Lounge, etc.)
- Complimentary tickets for all four Luncheon Addresses
- Dedicated VIP onsite registration desk
- Use of the VIP entrance to the Convention Center and the Welcome Reception
- Reserved VIP seat for the Plenary Sessions and for Opening and Closing Ceremonies
- Executive Club badge
- Your name and profile in the Event App (optional)
- Your name and profile featured in WGC2022 Newsletters and social media (optional)

## **15. Accompanying Persons**

**15.1** Accompanying Persons are defined as any guest of a Delegate who is not a professional of the gas or energy industry and will not use the Event as a business networking opportunity. If the Organizer believes the Accompanying Person is attending in a professional or business capacity, the Organizer reserves the right to refuse or to cancel the registration of the Accompanying Person and request they register as a Delegate.

**15.2** The following items are included in the Accompanying Person's registration:

- Accompanying Person's Bag
- Welcome Reception on 23 May 2022 and Opening Ceremony on 24 May 2022
- Networking Reception on 26 May 2022 and Closing Ceremony on 27 May 2022
- Admission to the exhibition portion of the Event
- Accompanying Person's Tour
- City Tour
- Any complimentary shuttle bus service that may be provided between the official hotels and the venues for the Event

## 16. Young Leaders Program

**16.1** When registering online, Registrant will have the option to register and pay for the Conference portion of the Event or register and pay for the Young Leaders Program (YLP). Eligibility for the YLP is limited to 200 eligible Delegates who are:

- Aged under 35 (born on or after 1 January 1987)
- Required to show photo identification (Passport) at on-site registration desk to receive a badge

If the registered YLP fails to meet any of the requirements as stated above during the receiving badge at on-site registration desk, the Organizer will reserve the right to cancel the registration and no refund will be made.

The following items are included in the YLP registration:

- Conference sessions from 25 to 27 May 2022  
(YLP are not eligible to join programs from 23 to 24 May 2022)
- Dedicated YLP Session
- Networking Reception on 26 May 2022 and Closing Ceremony on 27 May 2022
- Admission to the exhibition portion of the Event
- Conference Proceedings
- City Tour
- Any complimentary shuttle bus service that may be provided between the official hotels and the venues for the Event

## 17. Tour Program

### 17.1 Definition

- I. **Technical Tour** means a visit for Delegates, who have the right to attend technical tour, to an industrial facility. \*Only Executive Club Members, Delegates, Young Leaders, Media/Press are eligible to register and must make a full payment.
- II. **City Tour** means a tour program which allows the Delegates, who have the right to attend the city tour, to explore the Daegu City's culture, history and sightseeing spots \*City Tour is included in the registration package.
- III. **Accompanying Person's Tour** means a tour program specially designed for Accompanying Persons which allows the accompanying persons to explore culture, history, and sightseeing spots. \*Accompanying Person's Tour is included in the registration package of Accompanying Person only.

**17.2** Technical Tour, City Tour, Accompanying Person's Tour are available to persons who have registered and paid in full, no later than 17 May 2022. Should a Registrant or Delegate wish to proceed with tour registration after 17 May 2022, please visit the on-site Tour information Desk. Tour programs are subject to availability.

**17.3** Cancellations or amendment requests to Technical Tour, City Tour, Accompanying Tour must be made in writing to [tour@wgc2022.org](mailto:tour@wgc2022.org) no later than 22 April 2022. Any approved refunds for technical tour will be reimbursed within 60 days of cancellation being approved, an administration fee of 10% shall be payable by the delegate and deducted per cancellation of any activity. Delegate agrees that this is a genuine pre-estimated of the loss and damage incurred by Organizer. After 22 April 2022, no refunds will be made for cancellation of any activity.

**17.4** All Tour participants are to assemble according to the information provided. No refunds will be granted for no-shows and late comers.

**17.5** The Conference Manager will make every effort to operate all activities and events according to the advertised schedule. Deviation from a pre-agreed program is sometimes necessary depending on local factors, including weather, road conditions, flights, or other factors beyond the Organizer's control. However, this will be done only if necessary and the Delegate will be informed in advance when possible. The Organizer and Conference Manager reserve the right to amend, modify, substitute, cancel or reschedule itineraries if deemed necessary.

**17.6** Should the activity date selected not achieve the minimum number of participants required to run the activity, the Conference Manager will notify the Delegate in advance and suggest an alternative. If the alternative activity is not suitable to the Delegate, a refund will be made in full.

## 18. Limitation of Liability

**18.1** The Delegate agrees that his/her participation in the Event is wholly at his/her own risk (including risk to property and persons). The Organizer, Conference Manager, Exhibition Manager and Venue do not warrant or guarantee any of the following and are specifically excluded from any liability to the Delegate in relation to any of the following:

- I. any difference between estimated and actual number of attendees at the Event or any portion of the Event;
- II. any difference between estimated and actual number of exhibitors or identity of exhibitors at the exhibition portion of the Event;
- III. timeliness or quality of services, or failure or deficiency in provision of services, that are the responsibility of the providers and operators of a venue for the Event;
- IV. cancellation or postponement of the Event either as a whole or in part, subject to clause 18.2 below;
- V. cancellation or postponement of any speakers or other representatives scheduled to appear at the Event (or which the Delegate has been notified may appear the conference portion of the Event). The Organizer has the right to substitute speakers at the Event without any prior notice; and
- VI. any event or circumstance outside the Organizer's control, including, but without limitation, to any delay, failure or interruption resulting directly, or indirectly from industrial action, blackout, fire, war, explosion, terrorism, SARS, COVID-19 or other virus, civil or military unrest, government sanction, pandemic, or ministerial action having the force of law, earthquake, flood, or other act of God, or labor dispute, which impacts upon, prevents or limits the operation of the Event, or any portion thereof, or performance of Organizer's obligations under this Agreement.

**18.2** The Organizer, Conference Manager, Exhibition Manager and Venue:

- I. Exclude all warranties, conditions, terms, representations, statements, undertakings, and obligations whether expressed or implied by statute, common law, custom, usage or otherwise, to the fullest extent permitted by the law of the Republic of Korea (the "**Exclusions**"). For the avoidance of doubt, only the express terms and conditions of this Agreement shall apply in place of the Exclusions
- II. Exclude all liability for injury to or death of the Delegate; and
- III. Exclude all liability for any indirect, special, economic, or consequential loss or damage or loss of revenue, profits, goodwill, bargain or opportunities or loss of anticipated savings incurred or suffered by the Delegate.

**18.3** The extent of any liability of the Organizer, Conference Manager, Exhibition Manager and Venue to the Delegate which is not excluded by law, is limited to the aggregate combined liability of the Organizer, Conference Manager, Exhibition Manager and Venue to an amount that does not exceed the fees paid by the Delegate under this Agreement, in respect of any liability under or in relation to this Agreement, the performance of this Agreement or any activity contemplated by this Agreement, whether for breach of contract, tort (including without limitation negligence) or under any statute or otherwise.

## **19. Nondiscrimination policy**

**19.1** The Organizer and Conference Manager prohibits discrimination, harassment, and bullying against any person for any reason—for example, because of age, ancestry, color, disability or handicap, national origin, race, religion, gender, sexual or affectional orientation, gender identity, appearance, matriculation, political affiliation, marital status, veteran status, or any other characteristic protected by law.

**19.2** The Organizer is committed to providing an Event in which everyone is treated with respect, free from discrimination or harassment based on clause 19.1.

**19.3** Discrimination or harassment of Delegates or any other attendees at the Event will not be tolerated in any form. Delegates violating this rule may be sanctioned or expelled from the Event without a refund at the discretion of the Organizer.

**19.4** Harassment includes: offensive verbal comments, sexual images visible in public spaces, deliberate intimidation, stalking, following, harassing photography, or recording, sustained disruption of talks or other events; inappropriate physical contact, and unwelcome sexual attention.

**19.5** If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact a member of Conference Manager's staff immediately.

## **20. Indemnification**

**20.1** The Delegate indemnifies each of the Organizer, Conference Manager, Exhibition Manager, and Venue against all suits, claims, cost, loss, expense, damage and liability which they or any one of them may suffer or incur arising from any loss or damage to property and/or injury to or death of any person whatsoever (including any Delegate, member of the public, agent or contractor) however caused by any act, omission or default of the Delegate and/or breach by the any of them of any obligation or warranty under this Agreement.

## **21. General**

**21.1** This Agreement is governed by the substantive laws of the Republic of Korea (without regard to its conflict of laws provisions) and the Organizer and Delegates submit to the exclusive jurisdiction of the courts of the Republic of Korea.

**21.2** Waiver by Organizer of a breach of this Agreement, or of any rights created by or arising under this Agreement, must be in writing and signed by the Organizer, and variation of any part of this Agreement must be in writing and signed by the Organizer to be effective.

**21.3** Nothing in this Agreement will be construed to place the parties in the relationship of partners, joint ventures or fiduciaries, nor may either party act as agent for the other.

**21.4** No statement or representation about the Event or otherwise concerning the subject matter of this Agreement may be relied upon by the Delegate unless expressly set out in this Agreement to the extent permitted at law.

**21.5** The Delegate may not assign its rights or obligations under this Agreement.

**21.6** The Conference Manager, Exhibition Manager, Venue may rely on each of the covenants, agreements, exclusions, releases and indemnities given or made under this Agreement as if each were a party to this Agreement and each is an intended third party beneficiary of this Agreement.

**21.7** This Agreement is subject to the provisions of any applicable law which cannot be excluded and any invalid, unenforceable, or void part will be severed to the extent invalid, unenforceable, or void and the remainder will remain in full force and effect.

**21.8** The Delegate consents under all applicable privacy laws, to the disclosure of all of the Delegate's contact information to contractors appointed by the Organizer to assist in the organization or management of the Event, and to use of such contact information by the Organizer for the purpose of informing the Delegate of other products, services and events promoted by the Organizer, the Conference Manager or Exhibition Manager, or any of their respective contractors. The Delegate may obtain details of the information the Organizer holds about it, or request in writing that related contact information should not be used.

**21.9** All dates and deadlines, mentioned in these terms and conditions, refer to the Korea Standard Time (KST).