



HydroVision.
INDIA

SWITCHING ON INDIA'S
HYDRO POWER FUTURE

19-21 APRIL 2012, PRAGATI MAIDAN, NEW DELHI, INDIA

REGISTRATION INSTRUCTIONS

Online Registration Instructions

Step 1: Logging Into the Online Registration

1. **Click on Online Registration** - This will direct you to the login screen.
2. **Login Screen** - You will now be prompted to enter your email address and password.

If you have never registered for a PennWell event, you must **create** a 6-20 digit password. (The password may contain letters and/or numbers, but it must be at least six characters.)

If you have been to a prior PennWell event, you are already established in the system with an email address and password. If you do not remember your password, click on “**Retrieve Password**”, and you will receive an email containing your password to register. Please remember to check your Junk or Spam folder as these emails are sometimes directed there based on your company’s security parameters.

Once you have successfully logged in, you will then be able to proceed to the next step.

Step 2: Your Account Information and Email

1. **Contact Information** - If you have not previously registered for a PennWell event, this area will be blank. You will need to provide your contact details to establish a registration account. If you have attended any prior PennWell events, the fields will be auto-populated with your information. Verify it is correct and make corrections if needed.
2. **Email** - Verify the email address on record is valid so that your registration email confirmation and receipt will be received.

Step 3: Complete the Registration Process

1. All registrations submitted online will be processed and credit cards charged immediately
2. Credit Cards accepted online include:
 - Visa
 - MasterCard
 - American Express
 - Discover
3. **Payment is due upon registration** submission. If you need to pay by check or wire transfer, please print a hard copy of the registration form and follow the directions for submission.



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4. **Email confirmation** of your registration will be sent immediately. Please review this information for accuracy and keep the email on file until after the event. This is your receipt of payment and onsite Fast Track confirmation.
5. Your unique **Email** and **Password** will be used when registering for all future PennWell events. Anyone who qualifies for complimentary registration (Conference Speakers, Committee Members, etc) will **not be able to use the Online Registration Form**.
6. For questions, please contact the Registration Department on **+1-888-299-8016** or **+1-918-831-9160, 8:00 a.m. – 5:00 p.m. CST**, or via email at registration@pennwell.com.

Onsite Registration Instructions

Registration Dates & Hours:

To be determined

Fast Track Registration:

Available onsite to all pre-registered attendees and exhibitors by:

1. Presenting a copy of registration confirmation; or
2. Providing Confirmation Number or Email Address

Attendee Badge Policy:

All registered attendees will be issued an Attendee Badge and badge holder, as well as the appropriate event tickets and electronic business card.

Please wear your badge at all times when attending official HydroVision India 2012 functions. Badges are a security measure to identify people who have a legitimate reason to be in the conference and exhibit areas. If you are not wearing your badge, you may be asked to show proof of your registration and picture ID.

Cancellation Policy

Cancellations must be received in writing **before 23 March 2012** in order to receive a refund, minus a €100 administrative charge.

After 24 March 2012, refunds on any HydroVision India 2012 activities/conference sessions are not available under any circumstances.

Substitutions of personnel may be made at any time by contacting the registration office in writing.