



16 - 18 March 2010 | KLCC | Kuala Lumpur

Offshore Asia  
 KLCC  
 Kuala Lumpur, Malaysia  
 16-18 March, 2010

## REGISTRATION INFORMATION

<u>Registration Options &amp; Descriptions</u>	<u>Early Bird Rate*</u>	<u>Full Rate</u>
<b><i>Individual Full Conference</i></b>	<b>\$750</b>	<b>\$950</b>
<ul style="list-style-type: none"> <li>• All Conference Sessions for Offshore Asia</li> <li>• Exhibition Floor Entrance</li> <li>• Delegate Lunches</li> <li>• Conference Proceedings</li> </ul>		
<b><i>One-Day Conference</i></b>	<b>\$495</b>	<b>\$650</b>
<ul style="list-style-type: none"> <li>• All Conference Sessions for Offshore Asia for one day</li> <li>• Exhibition Floor Entrance</li> <li>• Delegate Lunch for one day</li> <li>• <b><u>DOES NOT INCLUDE</u></b> Conference Proceedings</li> </ul>		
<b><i>Exhibitor Full Conference</i></b>	<b>\$370</b>	<b>\$475</b>
<b><i>(Must be an exhibiting company for Offshore Asia)</i></b>		
<ul style="list-style-type: none"> <li>• All Conference Sessions for Offshore Asia</li> <li>• Exhibition Floor Entrance</li> <li>• Delegate Lunches</li> <li>• Conference Proceedings</li> </ul>		
<b><i>Corporate Delegate Plan 5</i></b>	<b>\$3000</b>	<b>\$3800</b>
<b><i>Corporate Delegate Plan 10</i></b>	<b>\$5250</b>	<b>\$6650</b>
<ul style="list-style-type: none"> <li>• All Conference Sessions for Offshore Asia</li> <li>• Exhibition Floor Entrance</li> <li>• Delegate Lunches</li> <li>• Conference Proceedings</li> </ul>		
<b><i>Exhibition Floor Only</i></b>	<b>Free</b>	<b>Free</b>
<b><i>(Lunches, conference sessions and conference Proceedings are NOT included)</i></b>		

## Ancillary Items

Additional Delegate Lunch Tickets (Wed. or Thurs.) \$25 per day

### **\*Early Bird Cut-off Date: 22nd January 2010\***

*Registration and payment must be received by this date in order to receive the Early Bird pricing.*

### **Cancellation Policy:**

*Cancellation of registration must be received in writing. Any individual, exhibitor, or corporate registrations cancelled before 14<sup>th</sup> February 2010 will receive a 50% refund of registration fee. After 14<sup>th</sup> February 2010, no refunds will be permitted. Substitutions may be made at any time by contacting the registration office in writing.*

### **3 Ways to Register:**

Online: [www.offshoreasiaevent.com](http://www.offshoreasiaevent.com) (Online instructions below)

Fax: Fax completed form to 888 299-8057 (U.S. only) or +1918-831-9161

Mail: PennWell /Offshore Asia (please specify which conference on check)  
PO Box 973059  
Dallas, TX 75397-3059

## **ONLINE 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. **If you have never registered for a Pennwell event**, you must create a new six digit password to go with your email address. **(The password can contain letters and numbers, but it must be at least six characters.)**

**If you have been to a Pennwell event** and you know your password, enter your password and then proceed to register. If you do not remember your password, click on "**Retrieve Password**" and you will receive an email in a few seconds containing your password to register. You will be able to proceed to the next step.

### **Step 2: Your account information, Source Code 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. Otherwise, if your information is in the registration system, just verify that your contact details are current.

2. **Source Code**- Choose the source code, by clicking on the down arrow to review your choices. If you don't have a source code from any of the event pamphlets or emails, select "**Other**" to proceed to the next step of registration.
3. **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.**

- All registrations submitted online will be processed and credit cards charged immediately.
- Credit Cards accepted online
  - Visa
  - MasterCard
  - American Express
  - Discover
- Payment is due upon registration submission. No exception. 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.
- 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.
- 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.

For questions, please contact the registration department at 888-299-8016 or +1918-831-9160, 8:00 a.m. – 5:00 p.m. CST.

### **Onsite Registration\*\***

#### **Registration Dates & Hours:**

***Mon March 15 – 10.00 – 17.00***

***Tues March 16 – 08.00 – 18.30***

***Wed March 17 – 08.30 – 19.00***

***Thurs March 18 – 08.00 – 17.00***

**\*\*Fast Track Registration: Available onsite to all pre-registered attendees and exhibitors by:**

1. Presenting a copy of registration confirmation; or
2. Providing Confirmation No. 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 Offshore Asia 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.