EI Oil and Gas Training 2010

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Practical workshop: economic analysis of natural gas supply chains

22-25 February 2010, London, UK

EI member £2,585.00 inc VAT Non-member £2,820.00 inc VAT*

***includes complimentary Affiliate membership to the Energy Institute**

NEW COURSE

This new course provides hands-on instruction for building, developing and applying spreadsheet economics, risk, finance and decision evaluation models to a range of projects along natural gas supply chains. Delegates are required to bring their own laptop computers for use on the course. Delegates are provided with a number of spreadsheets to load and then develop into increasingly sophisticated economic evaluation models for use in evaluating a range of investment opportunities. Some basic knowledge of operating Excel software is required, but detailed computer modelling expertise is not essential. The emphasis is on fit-for-purpose gas industry model applications rather than developing spreadsheet skills.

The course is structured in time into approximately one-quarter theoretical instruction and three-quarters practical hands-on facilitated spreadsheet model development. Brief PowerPoint presentations are delivered to review the key requirements and objectives of gas industry project economics and these will lead swiftly into the practical sessions. The economic analysis theory sections also aim to provide insight to the key economic issues impacting the gas supply chain.

Many companies make extensive use of proprietary economic modelling software, often requiring macros to be built to evaluate case-specific problems. In such cases, even though spreadsheets may not be used routinely, it is of enormous benefit for analysts and decision-makers to understand how such models can be built, developed and manipulated on a spreadsheet platform. Spreadsheets in conjunction with built-in functions, add-ins and VBA macros provide an extremely powerful platform for such analysis. The course practical sessions will demonstrate how such features can be simply and effectively harnessed to build quite sophisticated, but highly functional, analytical models.

Digital copies of all training materials will be provided to delegates.

Course content:

Day one – Upstream economic analysis

- Theory: Why economic evaluation models are critical for investment decisions
- Theory: Essentials of cash flow analysis and discounting techniques
- Practical: Develop cash flow analysis model for upstream gas field development
- Theory: Upstream fiscal terms and production sharing contracts
- Practical: Develop cash flow analysis model for Production Sharing Contract
- Theory: Gas pipeline technical and commercial issues
- Practical: Develop cash flow analysis model for building and operating a gas pipeline

Day two – Sensitivity analysis and liquefied natural gas project analysis

- Theory: Requirements for sensitivity analysis
- Practical: Develop sensitivity model to evaluate breakeven gas price for upstream project
- Theory: Cost and revenue components for constructing a gas liquefaction plant
- Practical: Develop cash flow analysis model for construction of gas liquefaction plant
- Theory: Economics of transporting LNG by ship
- Practical: Develop operating cash flow analysis model for LNG transportation
- Theory: Factoring in risk analysis and calculating expected values

Day three – Decision trees, GTL and CNG project evaluation

- Theory: Decision trees and their application
- Practical: Develop decision tree model to evaluate upstream gas project alternatives
- Theory: Economic issues associated with Gas-to-Liquids (GTL) plants
- Practical: Develop breakeven price evaluation model for GTL plant
- Theory: Underground Gas Storage (UGS) and peak shaving gas to power projects
- Practical: Develop economic model to evaluate underground gas storage project
- Theory: Economic and risk issues associated with Compressed Natural Gas (CNG)
- Practical: Develop economic model to compare CNG and LNG transportation options
- Theory: Monte Carlo simulation – how it works and why it is so powerful

Day four – Simulation, Gas-to-Power, debt finance and hedging

- Theory: Gas-to-Power and Combined Cycle Gas Turbines (CCGT)
- Practical: Develop cash flow model evaluating a CCGT plant construction
- Theory: Statistical analysis of simulation model results
- Practical: Develop model to statistically analyse simulation results
- Theory: Debt financing alternatives for natural gas projects
- Practical: Develop debt supported cash flow model for upstream field development
- Theory: Options and swaps to hedge natural gas price exposure
- Practical: Develop simple profit and loss model for swaps and options

Who should attend?
Commercial, technical and financial analysts, economists, planners and decision-makers plus others working in the natural gas industry wishing to develop practical economic analytical skills using spreadsheets to evaluate natural gas projects.

Fundamentals of the natural gas industry

16-19 March 2010, London, UK

EI member £2,585.00 (inc VAT) Non-member £2,820.00 (inc VAT)*

***includes complimentary Affiliate membership to the Energy Institute**

The world gas market has seen unprecedented change over the last few years resulting from liberalisation, increasing imports required in Europe, the USA and Asia, the need to reduce carbon emissions and major developments in the LNG market.

This **4-day** course is structured to generate interactive participation amongst those attending and is designed to update those already working in the gas industry, as well as those affected by it: new entrants, investment analysts, regulatory experts, bankers, gas buyers and sellers, lawyers and journalists.

Course content

Baseline Knowledge
- What is natural gas, what are the key technical factors which affect the commercial structure?
- The physical and commercial gas chain
- World gas reserves, production and consumption and the future
- Gas trade: LNG and pipeline gas

Pricing
- Fundamentals of pricing gas
- Comparison of pricing in long-term contract markets and spot markets
- Price indexation examples
- Pricing to end-users
- Spot gas pricing
- LNG pricing

Gas Contracts
- Contract principles
- Pipeline contracts
- LNG contracts
- Spot contracts

Liberalisation
- Principles of energy liberalisation
- EU liberalisation
- Other countries
- Gas Trading
  - o Why gas trading?
  - o Gas hubs
  - o Spot markets
  - o Derivatives
  - o Hedging

Large scale monetisation of gas
- Gas to power
  - o technology
  - o economics
  - o convergence of gas and power
- LNG
  - o technology
  - o supply chain economics
  - o future trends
  - o identification of producers and markets
- GTL
  - o technology
  - o economics vs LNG
  - o future trends
  - o identification of projects

Who should attend?
New industry entrants, commercial and investment analysts, regulatory experts, bankers, gas buyers and sellers, lawyers and journalists.

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Global LNG markets, pricing and competition
30-31 March 2010, London, UK

EI member £1,410.00 inc VAT Non-member £1,645.00 inc VAT*
***includes complimentary Affiliate membership to the Energy Institute**

LNG remains one of the fastest growing sectors of the energy industry with many new suppliers and buyers entering the market since the turn of the century. This diversification, coupled with technological developments that have facilitated economies of scale along the long and complex LNG supply chain, mean the economic criteria for establishing value for LNG buyers and sellers have changed in recent years.

The emergence of profitable short-term LNG trading opportunities has opened up a new dimension to the traditional long-term supply contracts. Variable energy drivers in the three main gas consuming markets (Asia, Europe and North America) result in different price indexation preferences in regional LNG sale and purchase agreements. The development of a global LNG reference price seems unlikely and the economics of LNG supply vary according to regional market specifics and volatility in those markets lead to fluctuating arbitrage opportunities.

Shipping, distance to market and economies of scale are important in determining the netback LNG price that a supplier can secure. The industry is capital intensive and cost inflation of key materials has placed upward pressure on the cost of new infrastructure. The sellers' market that has persisted since 2003 is expected to continue in the short-term as final investment decisions on new capacity are delayed. However, short-term oversupply in specific regional markets cannot be ruled out and the economics of both buyers' and sellers' markets are relevant. Break-even prices are critical for profitability and for securing equity and debt finance in the face of competition from pipeline gas.

This course is focused on the technical and commercial issues, but does not shy away from the key and, in some cases, complex technical and technological issues which hold the key to extracting value from LNG. Through a series of presentations, case studies and exercises delegates are provided with information with which to analyse the economics of LNG supply. This information should help them to identify the key commercial issues in buyer – seller commercial negotiations.

Course content:

Day one – The LNG supply chain, markets and upstream issues

Morning session – characteristics of LNG supply chains
- LNG supply chains spanning the globe
- Three distinct markets: Asia, Europe and North America
- Long-term versus short-term strategies for buyers and sellers
- Arbitrage and swap opportunities in LNG trading
- Contractual relationships along the supply chain
- Operating in both sellers' markets and buyers' markets

Afternoon session – Gas production, liquefaction and storage
- Economics of upstream gas supply to liquefaction Projects
- Production profiles, reserves and process losses
- Factors influencing capital and operating costs of liquefaction plants
- Flexibility of destination: FOB, ex-ship and CIF contracts
- Gas and LNG storage, hubs and cargo compositions
- Cost of supply and break-even prices
- Competitive issues: LNG versus pipeline gas

Day two – Shipping, pricing, financing and contractual issues

Morning session – shipping and pricing
- LNG shipping vessels and containment systems
- Boil-off losses and their impact
- Evolution of LNG shipping markets
- Capital costs of LNG ships and economies of scale
- Ship ownership versus chartering
- LNG netback pricing, cost deductions and profitability
- Spark spreads and competing fuels for power generation
- Price indexation and term of sale

Afternoon Session – Regasification, finance and contracts
- LNG regasification alternatives and unit costs
- Sources of project finance and risk issues
- Key sale and purchase agreement (SPA) terms
- Mitigating and exploiting price volatility
- Minimising the impact of contract breaches
- Regional market drivers that prevent global LNG pricing

Who should attend?

This course is designed for a multi-disciplined audience with some prior basic knowledge of LNG and natural gas. It is focused on establishing value and cost components of the supply chain segments from gas producers through to gas consumers. The knowledge and industry insight provided by the course will be of value to economic and commercial analysts, risk managers, gas traders, gas portfolio managers, gas strategists, contract, finance and legal professionals.

Attendees should include:

Commercial and technical analysts and managers working along the LNG supply chain; gas strategists; portfolio managers; gas traders and LNG shippers; finance, contract and legal professionals.

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Practical Workshop: Building Excel Models of Oil and Gas Fiscal Terms

13–15 April 2010, London, UK

EI member £1,600.00 (£1,880.00 inc VAT) Non-member £1,800.00 (£2,115.00 inc VAT)*

***includes complimentary Affiliate membership to the Energy Institute**

A key task for oil and gas organisations working with upstream assets is to be able to understand and model the economic implications of varying fiscal terms on their projects. Proprietary software designed to analyse fiscal terms has many short-comings in this regard (e.g. black-box methodology and the need for expensive specialist software engineers to modify / update it). Most analysts need from time to time to build, and rapidly modify, their own models to facilitate detailed analysis. Excel offers the ideal platform for such work with its transparent and highly flexible functions, supplemented by excellent graphics and visual basic (VBA) macro options.

This course offers hands-on instruction for building, developing and applying spreadsheet models to analyse the economic performance of upstream fiscal terms. It is built around a series of workbook modules compatible with Excel 2007 and 2003 versions. **Delegates are required to bring their own laptop computers loaded with a functioning version of Excel 2003 or 2007 for use during the course.** Delegates are not confronted with one large complex model that is difficult to interpret and audit. Rather they are provided daily with a number of workbooks to load, evaluate and develop through structured exercises into increasingly sophisticated models. Some basic knowledge of operating Excel software is required, but detailed expertise is not essential, as the workbooks provided are concise, user-friendly and structured to explain their objectives in easy-to-follow steps. The emphasis of the workshop is on providing insight to fiscal analysis rather than developing advanced spreadsheet skills, but both should be part of the learning outcomes.

The course is broken down into approximately **one-quarter theoretical instruction and three-quarters practical** hands-on facilitated spreadsheet model development. Brief PowerPoint presentations are delivered to review the key fiscal elements involved in a wide range of upstream fiscal designs. The presentations provide delegates with useful insight into how upstream fiscal systems are structured. They address mineral interest (tax and royalty) and production sharing systems and the common components used in those alternatives around the world, including R-factors, rates of return and a range of depreciation methods. Investment yardsticks are developed in some workbooks to analyse fiscal performance. These include the discounted cash-flow metrics of net present value, rates of return, profit / investment ratios, payback time and financial exposure measures.

The models are developed from the perspective of investing companies and the government's (i.e. total government take and partial government take, e.g. state-owned company positions). Concepts of state-take percentages of revenues and cash-flows are developed. Some models address the issues of inflation and buying-power valuation and explain in simple terms how nominal (money-of-the-day) and real values are derived and their significance.

The workbook modules introduce the delegates to some powerful graphics' techniques and illustrate how visual basic (VBA) macros can greatly enhance the speed and power of many fiscal models. These enable wide-ranging sensitivity analysis to be conducted and displayed rapidly.

Many companies make extensive use of proprietary economic modelling software, often requiring macros to be built to evaluate case-specific problems. In such cases, even though spreadsheets may not be used routinely, it is of enormous benefit for analysts and decision-makers to understand how such models can be built, developed and manipulated on a spreadsheet platform. Spreadsheets in conjunction with built-in functions, add-ins and VBA macros provide an extremely powerful platform for such analysis. The course practical sessions will demonstrate how such features can be simply and effectively harnessed to build quite sophisticated, but highly functional, analytical models.

The training materials provided to delegates for this course are all in digital formats. The course workbooks should arm the delegates with easy-to-adapt tools for building their own fiscal models.

Detailed content covered by course

Day one – Key Features of Upstream Licence Agreements

- Common Types of Upstream Fiscal Design
- Contracts versus Licences and Licence Agreement
- Division of Economic Rent
- Royalty, Production Taxes and Income Taxes
- Progressive and Regressive Fiscal Elements
- Time Value, Discounting and Depreciation
- Economic Performance Measurements and Yardsticks
- Net Present Value (NPV) and Mid-year Discounting
- Investor's Rate of Return (IRR) and Payback
- Production Sharing Agreements and Contracts (PSA or PSC)
- Cost Recovery Allocations: Cost Oil and Cost Gas
- Profit Oil and Gas
- Revenue Split Flow Diagrams to Illustrate Fiscal Design
- Splitting the Proceeds of One Production Unit

Day two – Components of Multi-year Spreadsheet Fiscal Models

- Multi-year Production Sharing Contract Cash Flow Models
- Switching Production Data Profiles for Analysis Using CHOOSE Function
- Programming and Display Styles: Named Ranges Versus Nested IFs
- Gross and Net (of cost) Tax Bases
- Royalties and Their Regressive Nature
- Minor Fiscal Terms: Bonuses and Rentals
- Establishing Economic Limits and Field Shutdown / Abandonment Logic
- Fiscal Terms Driven By Production, Reserves and Economic Yardsticks
- Sliding Scales Using Simple and Compound VLOOKUP Function
- Annotating Dynamic Graphics driven by Spinners
- Inflation, Money of the Day versus Real Terms
- Issues Associated with Fiscal and Contractual Stability

Day three – Models to Interrogate Fiscal Performance and Risk

- Sensitivity Analysis Using Multipliers Driven by Spinners
- Using Solver and Goal Seek Excel Functions for Break-even Analysis
- Detailed Sensitivity Analysis Using VBA Macro
- Risk Analysis of Project Cash Flows
- Probabilistic Analysis
- Expected Value (EV) and Expected Monetary Value (EMV)
- Farm-out Analysis Using a Decision Tree
- Tax Floors and Ceilings
- Income Taxes, Carry-forward Losses and Time Limits on Tax Allowances
- Debt Supported Cash Flows
- Developing VBA Macros for Scenario Analysis

Who should attend this course?

This course is suitable for commercial, technical and financial analysts, tax accountants, economists, bankers, planners, lawyers and others working in the upstream oil and gas industry wishing to develop fiscal analysis skills using Excel spreadsheets to evaluate oil and natural gas projects. The material is designed to illustrate perspectives of oil and gas companies, governments, state-owned oil companies and those providing financial services to the industry.

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Practical Workshop: Building Excel Models of Oil and Gas Fiscal Terms

14–17 June 2010, London, UK

EI member £2,585.00 inc VAT Non-member £2,820.00 inc VAT*

***includes complimentary Affiliate membership to the Energy Institute**

This course provides hands-on instruction for building, developing and applying spreadsheet economics, risk, finance and decision evaluation models to a range of projects from the oil, natural gas and power supply chains. The course is built around a series of workbook modules compatible with Excel 2007 and 2003 versions. ***Delegates are required to bring their own laptop computers loaded with a functioning version of Excel 2003 or 2007 for use during the course.*** Delegates are provided with a number of spreadsheet workbooks to load and then evaluate with structured exercises. Some basic knowledge of operating Excel software is required, but detailed computer modelling expertise is not essential. The emphasis is on fit-for-purpose gas industry model applications rather than developing spreadsheet skills, but both should be part of the learning outcomes.

The course is broken down into approximately ***one-quarter theoretical instruction and three-quarters practical*** hands-on facilitated spreadsheet model evaluation. Brief PowerPoint presentations are delivered to review the industry topics covered and these will lead swiftly into the practical sessions. The economic analysis theory sections also aim to provide insight to the key economic issues impacting the supply chains covered.

Many companies make extensive use of proprietary economic modelling software, often requiring macros to be built to evaluate case-specific problems. In such cases, even though spreadsheets may not be used routinely, it is of enormous benefit for analysts and decision-makers to understand how such models can be built, developed and manipulated on a spreadsheet platform. Spreadsheets in conjunction with built-in functions, add-ins and VBA macros provide an extremely powerful platform for such analysis. The course's practical sessions will demonstrate how such features can be simply and effectively harnessed to build quite sophisticated, but highly functional, analytical models.

Digital copies of all training materials will be provided to delegates.

Detailed content covered by course

Day one – Oil and Gas Project Analysis

- Overview of Cash Flow Analysis and Discounting Techniques
- Cash Flow Model For Oil and Gas Exploration, Development and Production
- Fiscal Models for Tax and Royalty and Production Sharing Terms
- Excel's VLOOKUP Function Aids Models with Sliding Scales
- Rate Building Models (Tariff Calculations) for Midstream Infrastructure
- Levelized and Rolled-in Tariffs

Day two – Pricing Issues and Sensitivity and Scenario Analysis

- Inflation, Money of the Day versus Real Terms
- Selecting Alternative Multi-year Pricing Profiles
- Excel's Spinners and Choose Function
- Netback Pricing Models
- Establishing Break-even Prices
- Using Excel's Solver and Goal Seek Functions
- Requirements for Sensitivity and Scenario Analysis
- VBA Macros: Powerful Dimension to Excel's Sensitivity and Scenario Analysis
- Cost and Revenue Components For Constructing a Gas Liquefaction Plant
- LNG Shipping and Netback Price Model
- Risk Analysis, Probabilities and Expected
- Monetary Values

Day three – Decision Trees and Simulation

- Building Oil and Gas Production Profiles Using Decline Equations
- Building Cost Escalation Using growth Equations
- Decision Trees and their Application
- Dynamic Graphics with Updating Labels Driven by Spinners
- Monte Carlo Simulation Method and input Distributions
- Statistical Analysis of Simulation Outputs
- Refinery Economics: Gross Product Worth (GPW) and Margin Analysis

Day four – Power Generation, Debt Finance and Hedging

- Cash flow Model for Combined Cycle Gas Turbines (CCGT)
- Cash flow Model for Coal-fired Power Plant
- Carbon Capture and Sequestration (CCS) Models
- Cash flow Model for Full-cycle Nuclear Power Plant
- Cash flow Model for Offshore Wind Farm
- Debt Financing Upstream Oil and Gas Projects
- Evaluating Hedging Alternatives
- Profit and Loss Model for Futures Swaps and Options

Who should attend this course?
Commercial, technical and financial analysts, economists, planners and decision makers plus others working in the oil, gas and power industry wishing to develop practical economic analytical skills using spreadsheets to evaluate natural gas projects.

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Fundamentals of the Liquefied Natural gas (LNG) supply chain
8-11 November 2010, London, UK

EI member £2,585.00 inc VAT Non-member £2,820.00 inc VAT*
***includes complimentary Affiliate membership to the Energy Institute**

This course addresses the key technical, commercial and contractual issues impacting the LNG supply chain. LNG continues to increase its share of year-on-year growth in the global natural gas trade and remains one of the fastest growing sectors of the energy industry.

Modern technologies and increasing infrastructure have enabled LNG to emerge from a strategic energy source into one that can now compete in terms of price and supply with pipeline gas in many regions of the world. Global demand for gas and LNG is increasing and diversifying significantly, particularly in Asia, United States and Europe. An increasing number of new producers, contractors and consumers are becoming directly involved in LNG trade. Many new world-scale projects are under development or expansion. These developments offer huge opportunities for the petroleum companies, contractors and suppliers that understand and can exploit the unique and evolving technical, commercial and risk issues associated with the industry.

LNG supply chain segments extend from gas field development, liquefaction processes, shipping, re-gasification, storage, and finally to its supply to power generators and gas distribution networks. There are embedded short-term and long-term opportunities for LNG within existing natural gas markets. Key features of LNG contracts, price indexation, project finance and economic valuation are also examined as part of this course.

To place LNG in context, gas monetisation alternatives involving pipelines, gas to liquids (GTL), compressed natural gas (CNG) and other potential technologies are reviewed and contrasted.

The course differs from other LNG and gas courses in providing a broad, but integrated, insight to the technologies, the markets, the economics, the risks and the financing issues of the industry with an even balance between technology and commercial issues that is explained in non-technical language suitable for a multi-disciplined audience. Extensive use of is made of short videos from a range of sources to supplement PowerPoint presentations, case studies and group exercises.

Course content:

Day one – Supply chain, history, process, costs and markets

- Basic LNG industry facts and its supply chain
- Market segments, trends and forecasts for the industry
- Competition LNG versus gas by pipelines
- History and evolution of the LNG industry and markets
- Japan LNG markets: long-term and short-term LNG trade and pricing
- LNG pioneers: Algeria, Alaska and Indonesia
- Long-term and short-term trade and pricing
- Liquefaction process options and plant capacities
- Characteristics of Pacific and Atlantic Basin markets
- Liquefaction plant cost components, trends and implications for the future
- Phases of technology improvement and cost reduction
- Re-gasification technologies, costs and developments

Day two – Economics, shipping, storage, and strategies

- Economics of the LNG supply chain
- The impact of LNG on European Union
- LNG shipping technology and market evolution
- LNG storage, stock and throughput issues
- Price indexation and netback pricing
- Offshore liquefaction and receiving terminals
- Booming US LNG market and facilities developments
- Liquefaction project development: Sakhalin II - Russia
- Project planning, FEED and EPIC contracting of liquefaction plants
- Operating LNG project: Atlantic LNG Trinidad and Tobago
- North African operating LNG projects: Algeria and Libya
- LNG project under development: Norway - Snøhvit
- North African LNG project under development: Egypt
- Peak shaving operations and receiving terminals within UK

Day three – Contracts, safety, finance and project examples

- LNG project and supply contract structures and drivers
- Potential new liquefaction project in Alaska - LNG versus pipeline
- Environmental and safety issues and developments for LNG facilities
- Gas-to-liquids offers diversification to some LNG suppliers
- LNG opportunities to supply power generation projects
- Spark spreads and competition from competing fuels
- Expanding liquefaction projects in Nigeria and Equatorial Guinea
- Evolving liquefaction projects: Angola and Peru
- LNG developments contrasted for Oman and Yemen
- Operating and future LNG projects in Australia
- Developing markets for LNG sales to China and India
- Liquefaction projects in Qatar, Abu Dhabi, Malaysia, Indonesia and Brunei
- Slow but tantalising progress for liquefaction projects in Venezuela and Iran
- Challenges for LNG Buyers such as Turkey and Korea

Day 4 – Monetisation options for remote gas: potential threats to LNG?

- Technical and geopolitical issues for exploitation of stranded gas reserves
- Gas-to-liquid (GTL) technologies, product quality and markets
- Fischer-Tropsch (FT) synthesis processes and providers
- Economic viability of FT-GTL, costs and economies of scale
- FT-GTL case studies (Malaysia, Qatar and South Africa)
- Synthesis gas (Syngas) as a route to a range of useful liquids
- Methanol, Dimethyl Ether (DME) and Formaldehyde
- Catalysts, pilot plants, technical developments
- Compressed natural gas (CNG) technologies for bulk gas transportation
- Gas to wire: using high voltage direct current (HVDC) technology
- Coal and bio-mass gasification technologies
- Gas to solids: a potentially useful role for gas hydrates
- Natural gas as a source of hydrogen in a future gas economy

Who should attend?

The course is pitched to appeal to professionals from a large range of technical and commercial backgrounds and with varying levels of experience. There is a broad skill-set required for companies operating across the LNG and gas supply chains that includes: petroleum, process and marine engineers, economics and commercial analysts, risk managers, contract, legal, strategic planning and finance professionals. This course is designed to address that skill-set and, with the aid of case studies, provide a global perspective to the industry, presenting numerous international case studies that illustrate rapidly evolving opportunities to monetise gas. Technical sections of the course are presented in non-technical language to accommodate a multi-disciplined audience.

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Registration form

UK Entry Visas – Please note that there have been recent changes to the UK Entry Visa application system. Given this, it now takes a minimum of 15 working days/3 weeks, to process any applications. If you wish to attend a course and need a visa, you are urged to apply at least 1 calendar month prior to the start date of the course. Full information at: **www.ukvisas.gov.uk/en/howtoapply/wheretoapply/**

To register, by post or fax, please complete this registration form in BLOCK CAPITALS and return it to the address below, together with payment of all fees. Nick Wilkinson, EI Oil and Gas Training, Energy Institute, 61 New Cavendish Street, London W1G 7AR, UK f: +44 (0)20 7255 1472 To register by email, please provide the same contact details (shown below), together with the relevant course details and send to: **nwilkinson@energyinst.org** To book online, visit: **www.energyinst.org**

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Under UK Excise Regulations, delegates from all countries are required to pay VAT on any course taking place in the UK.

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Payment: Full payment must be received before a place can be guaranteed. Under UK Excise Regulations, delegates from all countries are required to pay VAT on any event taking place in the UK. Please note that VAT may be liable to amendment. All prices are correct at the time of going to press, but may be subject to change without prior notice.

Acknowledgement of registration: Confirmation of registration and a VAT receipt will be sent to all delegates. Joining instructions will be sent out prior to the start date of the course. If you have not received your acknowledgement seven days prior to the start date of the course, please contact EI Oil and Gas Training at the Energy Institute to confirm your booking.

Language and course materials: All presentations, course materials and supporting documentation will be presented in English. Audio-visual recording of presentations is strictly forbidden. Course materials cannot be purchased by non-attendees.

Cancellation: In the event of a delegate cancelling, a refund of the registration fee less a 20% administration charge will be made provided that notice is received in writing at least 28 days before the date of the course. No refunds will be paid after that date. However, course papers, as supplied to attendees, will be provided after the event.

Substitution
If you are unable to attend, a substitute delegate may attend in your place, provided that EI Oil and GasTraining is notified in advance.

Enquiries
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DATA PROTECTION ACT
The EI will hold your personal data on its computer database. This information may be accessed, retrieved and used by the EI and its associates for normal administrative purposes. If you are based outside the European Economic Area (the 'EEA'), information about you may be transferred outside the EEA. The EI may also periodically send you information on membership, training courses, events, conferences and publications in which you may be interested. If you do not wish to receive such information, please tick this box ☐

The EI would also like to share your personal information with carefully selected third parties in order to provide you with information on other events and benefits that may be of interest to you. Your data may be managed by a third party in the capacity of a list processor only and the data owner will at all times be the EI. If you are happy for your details to be used in this way, please tick this box ☐

Please note that all courses are available on a prvate/in-house basis.
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