



INFORMATION FOR ATTENDEES

Thank you for registering for the AIEN 2022 International Energy Summit. This event will take place at the London Hilton on Park Lane, September 27-29. In anticipation of your arrival, we'd like to provide you with information to help you in your travel planning.

Program

The most up-to-date program is accessible on the IES website at the below link under "Program & Workshops". A printed program will be given to you at the event, as well. <http://internationalenergysummit.org/>

Access to Presentations & Delegate List

Subject to the speakers' approvals, and if sent to AIEN beforehand, the presentations will be provided to you online and on the conference mobile app, prior to the conference. Presentations will be added as they are received. Please note that printed presentations will not be provided onsite. Complimentary basic wireless internet access will be available in the meeting room at the hotel.

To access the presentations, [please click here](#) and login using your AIEN website username and password. No password is needed for online website access to the presentations, but you will need your AIEN website username and password. If you do not know your AIEN username, please email events@AIEN.org.

The conference delegate list will also be available [within the same area](#), as mentioned above. A printed delegate list will be given to you when you pick up your name badge at the registration desk.

The presentations & delegate list will also be available on the 2022 IES mobile app, under the "Presentations" icon, accessible by entering the password **aien22ies**. Please note that the password is case sensitive. You will only need to enter the password one time. More details on the conference app can be found below.

Conference Mobile App

The 2022 International Energy Summit App is ready for download to your smartphone or tablet! The conference app will feature easy-sharing of attendee contact details*, personalized schedule, maps of the venue and city-specific attractions, speaker biographies and photos, and presentations. **Attendees opt-in to this feature; it is not required.*

Download from the App Store on your iPad or iPhone or from Google Play with your Android. Search "**AIEN Events**". It is highly recommended that you download the conference app so you can stay up-to-date with special announcements and have access to the conference presentations.

For all other device types, including Blackberry, Windows and all other web-browser enabled devices, point your mobile browser to [here](#) to be directed to the proper download version for your phone or device.

Location Information

Registration and all conference sessions will take place at the London Hilton on Park Lane, 22 Park Lane, Mayfair, London W1K 1BE.

More information on travel to and around London may be found on the IES website under "[Location & Hotel](#)".

Registration Information

The conference registration desk will be located on the 1st level of the hotel in the Registration Area. Please visit the registration desk to pick up your conference badge. You will need your badge to attend all conference sessions and evening events. The registration desk will be open during the following hours:

- Tuesday, September 27, 1:00 p.m. – 7:00 p.m.
- Wednesday, September 28, 7:30 a.m. – 5:00 p.m.
- Thursday, September 29, 7:30 a.m. – 5:00 p.m.

Conference Sessions

The conference sessions will take place in the Grand Ballroom 2 & 3.

Registration Types*

There are several registration types for the IES, listed below.

Full Delegate: Includes Welcome Reception, Awards Dinner, all breakfasts, breaks and luncheons, and digital materials. (This registration type also includes NOC/Government/Academic, Student, Group and Corporate Sponsor registrations.)

Day Delegate: Includes breakfast, breaks and lunch and digital materials for the selected day.

Networking Only: Includes Welcome Reception, Awards Dinner, breakfasts, breaks, and luncheons

*If you are unsure which of the above registration types you registered for, please email Kristin@aien.org.

Meals & Entertainment

Depending on your registration type, the below may or may not be included in your registration. Please see above note on registration types for more details.

Breakfast, Lunch & Refreshment Breaks

- Coffee and continental breakfast will be served Wednesday and Thursday at 7:30 a.m. in the Grand Ballroom Foyer
- Morning and afternoon refreshment breaks will be served in the Grand Ballroom Foyer.
- Wednesday and Thursday's networking luncheons will be held at 12:30 p.m. in Ballroom 1.

Welcome Reception

The Welcome Reception will take place from 7:30 p.m. – 9:30 p.m. on Tuesday, September 27, in the Wellington Ballroom on the 1st level at the London Hilton on Park Lane. Drinks and heavy hors d'oeuvres will be served. Your spouse and any other guests may attend for an additional fee. This event is a great opportunity to network with your colleagues.

Awards Dinner

The Awards Dinner will take place from 7:00 p.m. – 11:00 p.m. on Wednesday, September 28 at Kensington Palace. Transportation from the Hilton Park Lane will be provided however if you wish to take private transportation, please note access is only via the Orme Square Gate on the Bayswater Road (W2 4RS), there is no access from High Street Kensington. Additionally, there is absolutely no parking within the Palace grounds. There is a car park adjacent to the Orme Square Gate. This car park is open 24 hours. **If you will be taking the provided transportation, please be in the hotel lobby by 6:15 p.m. The buses will depart promptly at 6:30 p.m., so please be there on time. Because of venue requirements, it is very important that you wear your name badge and bring your Award Dinner ticket with you.** The ticket will be handed out upon check-in. Your spouse and any other guests may attend for an additional fee.

Pre-Conference Workshops

If you have signed up for one of the [four pre-conference workshops](#) you will receive a separate attendee email with more information. If you have not yet signed up for any of these optional activities, but would like to, you may do so by emailing Kristin@aien.org.

Speed Networking Event

The Speed Networking Event will take place from 5:30 p.m. – 7:00 p.m. on Tuesday, September 27 in the Grand Ballroom. In an effort to streamline the onsite registration process for participants, the event will be limited to 80 participants (including up to 8 student participants) and will be on a **first come, first serve basis with no pre-registration required**. All IES conference attendees are invited to participate, no matter your registration type.

Registration will open at 5:15 p.m. The registration desk will be located in the foyer outside Grand Ballroom 1.

To ensure a successful event, it is very important that you arrive and register before 5:30 pm so that we may stay on time for the evening. No one else will be allowed to participate after check-in ends at 5:30 pm, or if the event hits capacity, whichever comes first.

Dress Code

- The dress code for the conference is business/business casual. Please bring a jacket to the conference sessions, as the conference room can get cold.
- The dress code for the Welcome Reception is business casual.
- The Awards Dinner will be cocktail/business attire such as suits and dresses.

Optional Europe Chapter Event *(separate registration required)*

IES delegates are invited to register for the Europe Chapter reception following the IES! Details are below.

AIEN-YN Europe Chapter Reception

5:30 - 8:00 p.m. Thursday, September 29, 2022

The Kings Head | 10 Stafford St, Mayfair, London W1S 4RX UK, United Kingdom

AIEN's Europe Chapter Young Negotiators invite you to join us for drinks and canapés to round off this year's International Energy Summit! The King's Head is a short 10-minute walk away from the Hilton Park Lane, so conveniently located for those attending the IES. The evening will provide an ideal opportunity for Europe Chapter members and Europe Young Negotiators to meet and network with one another in a relaxed setting. All are welcome to attend this event.

Registration is \$25 for members, \$30 for non-members and \$20 for students. Please [register online](#) as space is limited. Fee includes two drink tickets.

Questions?

If you have any questions, please feel free to email me at Kristin@aien.org or Events@aien.org

We look forward to seeing you at the IES!