



*Conference:
Contracts Administration: From Award to
Completion*

*1 - 5 September 2025
London (UK)
Landmark Office Space - Oxford Street*

Conference: Contracts Administration: From Award to Completion

Conference code: CO8244 From: 1 - 5 September 2025 Venue: London (UK) - Landmark Office Space - Oxford Street
Conference Fees: 6000 € Euro

Introduction

This conference focuses on achieving organizational objectives by ensuring the contracting process delivers fair pricing, high quality, and timely results. World-class organizations recognize the importance of best practices in contract administration, emphasizing skills needed post-award. Participants will explore key topics, including effective contract administration, interpreting contract terms, maintaining schedules, and controlling contract changes. This fast-paced session equips attendees with practical tools to enhance contract management and drive successful project outcomes.

Objectives

- Be able to provide better outcomes from contracts
- Review Contract administration techniques
- Explore contract monitoring techniques
- Learn how to get fair treatment in contract changes
- Know how to analyze contracts
- Discuss contract termination issues
- How to Prepare for claims and disputes
- Review acceptance and Contract closeout issues
- Study the Inputs and outputs in contract administration

Methodology

Participants will increase competencies through a variety of instructional methods including a lecture by an experienced practitioner and consultant, exercises, and group discussions covering current practices and their relationship to the implementation of new concepts.

Summary

With the ever-increasing quantity of outsourcing by organizations, Contract Administration is emerging as an essential competency for professionals and managers in most functional activities that are involved in the acquisition of goods, equipment, and services. This conference is designed to take the participant through the many steps of contract administration from the time the award is made through to final acceptance, payment, and the contract closeout so that the total objectives of entering into the contract are achieved.

Outlines

Day 1: Objectives of contract administration

- Effective Contract Administration
- The Most Critical Elements
- Key Players In Contract Administration
- Post-Award Conference
- Analysis Of The Contract
- Establishing Major Deliverables
- What Needs To Be Measured?

Day 2: Outputs and contract types

- Typical Outputs Of Contract Administration
- Monitoring Techniques
- Identify The Risk
- Responses To Risk
- Contract Types
- Administration In Cost Type Contracts
- Economic Price Adjustments

Day 3: Maintaining schedules and contract changes

- Maintaining Contract Schedules
- Expediting Techniques
- Major Causes Of Changes
- Contract Price Changes
- Evaluating Price Changes
- Practical Considerations for Bonds and Guarantees
- Types of Bonds and Guarantees

Day 4: Issues in contract performance

- Contract Terminations
- Service Level Termination Event
- What Constitutes a Breach?
- Responding To A Breach
- Right To Cover
- Manuals And Drawings
- Supplier/Contractor Relations
- Sub-contractor Issues

Acceptance and closeout

- Warranties
- Source Code Escrows
- Forms Of Payment
- Progress Payments
- Claims and Disputes
- Negotiation Of Claims And Disputes
- Final Acceptance
- Close-Out Procedures
- Post Contract Review Meeting

Registration form on the Conference: Contracts Administration: From Award to Completion

Conference code: CO8244 From: 1 - 5 September 2025 Venue: London (UK) - Landmark Office Space
- Oxford Street Conference Fees: 6000 € Euro

Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

Delegate Information

Full Name (Mr / Ms / Dr / Eng):
 Position:
 Telephone / Mobile:
 Personal E-Mail:
 Official E-Mail:

Company Information

Company Name:
 Address:
 City / Country:

Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng):
 Position:
 Telephone / Mobile:
 Personal E-Mail:
 Official E-Mail:

Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

Easy Ways To Register

Telephone:
+201095004484 to
provisionally reserve your
place.

Fax your completed
registration
form to: +20233379764

E-mail to us :
info@gh4t.com
or training@gh4t.com

Complete & return the
booking form with cheque
to: Global Horizon
3 Oudai street, Aldouki,
Giza, Giza Governorate,
Egypt.