



*Conference:  
Contracts Administration: From Award to  
Completion*

*27 - 31 July 2026  
Barcelona (Spain)*

## Conference: Contracts Administration: From Award to Completion

Conference code: CO8244 From: 27 - 31 July 2026 Venue: Barcelona (Spain) - Conference Fees: 6300 € 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

### Target Audience

This conference is designed for:

- Contract Administrators and Contract Specialists
- Procurement and Purchasing Professionals
- Project Managers and Project Coordinators
- Supply Chain and Logistics Professionals
- Commercial and Tendering Managers
- Legal and Compliance Professionals involved in contracts
- Engineers and Technical Professionals responsible for contract execution
- Operations and Maintenance Managers
- Finance Professionals involved in contract cost control and payments

- Professionals responsible for contract monitoring, claims, disputes, and closeout activities
- Individuals seeking to enhance their knowledge and practical skills in contract administration and management

## 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

#### Day 5: 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

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

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- Please find enclosed a cheque made payable to Global Horizon
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