



*Conference:
Contracts Administration: From Award to
Completion*

*30 August - 3 September 2026
Dubai (UAE)*

Conference: Contracts Administration: From Award to Completion

Conference code: CO8244 From: 30 August - 3 September 2026 Venue: Dubai (UAE) - Conference Fees: 5390 € 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

Conference code: CO8244 From: 30 August - 3 September 2026 Venue: Dubai (UAE) - Conference Fees: 5390
 □ 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.