



Open and Inhouse-Seminars

- SAFe Agilist (SA) – Leading SAFe 4.5
- Agile Requirements Engineering
- Managing Requirements EFFECTIVELY – Requirements Engineering
- ISTQB® Certified Tester, Foundation Level
- CISSP® – Certified Information Systems Security Professional
- Secure Coding
- Design Thinking

www.conect.at

Co-operations:



COMPUTERWELT



About CON•ECT Event Management

CON•ECT Business Academy on Demand enables us to customize your event in terms of date, topic and speakers. A broad range of CON•ECT Business Academy workshops—including ITIL® v3, software methods and architecture or business processes—is available for booking and we will be happy to arrange your in-house workshop. Our extensive program offers top-notch events, training and certification programs, seminars and workshops bringing together the cream of the crop among speakers from Austria, Germany and Switzerland. In this context, combining business and IT issues is a special focus of ours.



and professional event management skills. No matter whether you're an organizer, sponsor, speaker, IT decision-maker or attendee—our events will give you the most important benefit in the business: being first to market.

CON•ECT Business Academy brings you an extensive selection of sterling events featuring top ranking speakers from Austria, Germany and Switzerland. The range of offerings covers training and certification programs, such as ITIL training or Service Level Agreements, seminars and workshops on special topics including IT service or business process management as well as security, project management and communication, to name only a few. Special emphasis is placed on combining the business and IT angles. Informative lectures make the program complete. Training and certification can be obtained in fields such as software architecture and requirement engineering according to IREB and Exim, seminars and workshops are available in special areas such as IT service management, business process management, security, IT strategy, mobility, cloud computing and the like.



CON•ECT Informunity events range from two-hour evening meetings, the so-called trend talks, business breakfasts or brunches to multi-day conferences or awareness-raising symposia on topics relevant to the public, such as IT strategies, cloud computing & IT services, software trends, mobile applications, security, collaboration, e-government as well as IT & health care. Moreover, these events offer an opportunity to get abreast of up-to-the-minute developments and/or gain experience with new technologies and business developments—including in-depth exchanges of information with users, providers and experts.



CON•ECT Webinars are virtual events: lectures and presentations with professional moderators are broadcast via live stream on the Internet. Webinars enable two-way communication between lecturer and participants, with access being available via www.conect.at. Information is communicated at determined starting and closing times. Webinar moderators can grant participants the right to speak. File downloads, asking questions in chat format or participation in surveys are other typical forms of interaction. Speakers from our expert network, which comprises more than 700 people, are available for Webinars.



CON•ECT is the event agency familiar with the latest IT trends. We aim to be one step ahead of everybody else in terms of information about IT news—for the benefit of our clients. How we do it? With the help of an efficient network of partners and thanks to our feel for know-how with a potential for the future. Our clients can profit from our competitive edge as we combine our expert know-how



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SAFe Agilist (SA) – Leading SAFe 4.5

Trainer: Almudena Rodriguez Pardo

Duration: 2½ days

Who will benefit?

- Executives and leaders, operational managers, directors, CIOs and VPs
- Development, quality assurance and infrastructure managers
- Project managers, portfolio and program managers, PMO
- Product managers
- Line managers
- Process managers
- Enterprise architects, system architects, solution architects
- Scrum masters, agile coaches, team facilitators, release train engineers, value stream engineers

Course objectives

During this two and half day course, you'll learn the principles and practices of the Scaled Agile Framework® (SAFe), how to execute and release

value through Agile Release Trains, and what it means to lead a Lean-Agile transformation at enterprise scale.

You will gain an understanding of the Lean-Agile mindset and why it's so effective in today's adapt-or-die marketplace. You will also get practical advice on supporting Agile teams and programs, empowering a Lean Portfolio, building a continuous delivery pipeline and DevOps culture, and coordinating large solutions.

After this course, the participants will be able to:

- Apply SAFe to scale Lean and Agile development in your enterprise
- Support the execution of release trains
- Coordinate the development of large solutions (Value Streams)
- Empower a Lean portfolio
- Develop a SAFe framework in your organization
- Foster motivation in your Agile development teams
- Support a Lean-Agile transformation in your enterprise
- The first two days the course will concentrate on the theory and official agenda given by the SAFe methodology, the third course day (½ day) will be used to clarify questions and analyze practical experiences.

The Trainer

Almudena Rodriguez Pardo SAFe Program Consultant (SPC4), Management 3.0 Licensed Trainer, PMI-ACP. Business Agility Consultant at Improvement21.



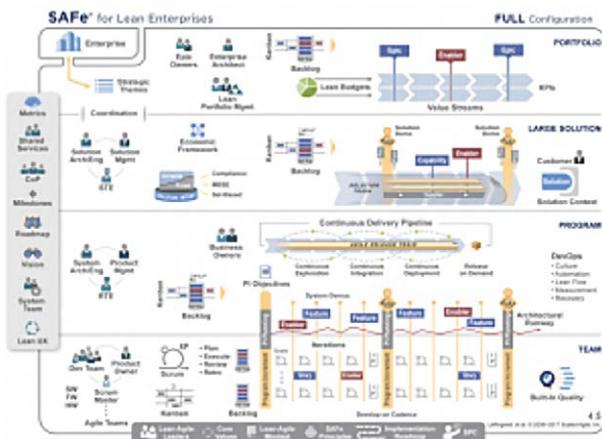
Almudena Rodriguez Pardo has more than 22 years operational experience in the telecommunication industry, where she has been engaged as a senior software developer, quality coordinator and technical market support engineer in several IT projects. Passionate Agilist, expert for Agile and DevOps methodologies and change management, Almudena has supported with her Agile consulting services the successful Agile deployment of a wide spectrum of European companies. The Agile transformations driven by Almudena affect a wide variety of industrial sectors such as insurance, telecommunications, retail, government, apps, media... these experiences build the fundamentals of her Leading SAFe course, where she combines the theory with lots of practical examples and lessons learned while supporting enterprises with Business Consultancy.

As an international speaker, Almudena has been invited to numerous Agile and DevOps international conferences like Agile Practitioners Israel, Agile Tour London, ScanAgile Helsinki, Delivery of Things World Berlin, etc. ...

2018 Almudena is invited speaker at the Agile Serbia Conference and Agile Conference Austria, as well as keynote speaker at the UCCAT Paris and Hustef in Budapest.

Prerequisites

Some experience and knowledge in Agile methodologies is required, specially Scrum – previous experience working with Scrum and/or a certification CSM/PSM I is helpful for the participants to follow the SAFe SA course topics.



Agile Requirements Engineering

Specifying Requirements in Iterative Projects

Trainer: Dr. Peter Hruschka (Atlantic Systems Guild)

Duration: 2–3 days

Why “agile” requirements?

“Agile requirements” means “Just in time-Requirements”. As a client – in SCRUM-terminology: as a Product Owner – you don’t have to have ALL requirements done, before the development team starts to implement them. Only the right requirements with the right level of detail for the next iteration.

You will learn about methods and tools to fill, organize and prioritize your Product Backlog. In other words: effective Requirements Engineering in the context of iterative, incremental project.

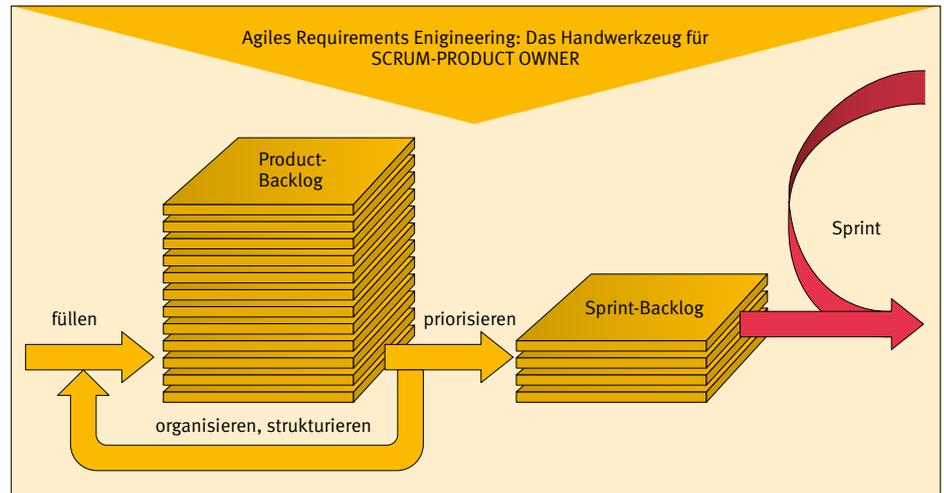
SCRUM and other agile, iterative methods are meanwhile mainstream and are used in many different domains all around the world. The basic ideas of SCRUM are easy and can be introduced quickly. As a management framework SCRUM deliberately does not prescribe the engineering part of a project: How do work with requirements, how to design and test in an iterative environment. This workshop offers techniques where basic SCRUM introductions stop.

Content

In each part of the workshop you will LEARN and PRACTICE other key requirements management topics.

Part 1:

- Introduction to Agile Requirements Engineering
 - You will understand, why cooperative, iterative, incremental Requirements Engineering (with or without SCRUM) works better than “waterfall-like Requirements Engineering”
 - You will get an overview of the different kinds of requirements: functional requirements, quality requirements, technical and organizational constraints.
- The important “Iteration Zero”: Prerequisites for a successful project start.
 - Absolutely necessary activities BEFORE the iterative sprints of the development team
 - Fixing Project Goals: different techniques for specifying goals or visions:



from precisely formulated goals via press release to vision-boxes.

- Organizing the players: stakeholder analysis, i.e. knowing all relevant stakeholders, their objectives and their roles. Understanding win-conditions.
- Determining the Scope: Identifying interfaces between product/systems and their environment. Different kinds of notations for scoping: diagrams, interface tables, ...
- Creating the product backlog: coarse release planning, road-mapping and sprint planning)

Part 2:

- Structuring the Product Backlog
 - About Epics and Stories: more general about “granularity” of requirements, since fine enough granularity and precision are a prerequisite for the hand-over of requirements to the development team
- Working with User Stories
 - The similarities and difference to “Use Case driven” approaches
 - Decomposition criteria for larger epics and stories: rather “horizontal” so that each requirement (or detailed story) offers immediate “Business Value”
- User Stories and Epics: discovery, decomposition, derivation of test cases
 - Criteria for decomposing & deriving requirements; for functional and for non-functional requirements
 - Criteria for stopping decomposition (granularity of requirements, “Definition of Ready”)
 - Relationship of requirements and test-cases: suggestions for formulating acceptance criteria
- Organizing User Stories as Story Map

Part 3:

- Estimating the backlog
- Sorting the backlog according to business priorities
- Handling dependencies
- Selecting the sprint backlog

In this part we discuss the timing dimension of requirements engineering:

- When should the product owner look at requirements in more detail?
- When and how should the development team estimate complexity and effort of a backlog item (Estimation Meeting). How should Product Owner and Development Team cooperate during a sprint?
- How to prioritize requirements and how to select the “right ones” for the next iteration? (Juicy- Bits-First or Risk-First)
- How to define the sprint backlog (Planning Meeting). And how do you deal with dependencies among requirements (if one requirement is a prerequisite for implementing another requirement).

Part 4:

- Scaling agile projects
- Handling complex requirements
- Coordinating multiple development teams
- Product Backlog and Roadmaps for big projects

Organizational and content criteria for building and managing product owner teams. Criteria for distributing work among multiple product owners. Cooperation of product owner teams in the large. The purpose of this part of the workshop is to demonstrate how agile requirements engineering can work with tough constraints (e.g. large projects, distributed projects, projects with many organizations, off-shoring or near-

shoring, ...) In other words: the workshop demonstrates that agile requirements does work, even when more than 7–10 persons are involved in product development.

Listening, learning and practicing:

The topics of every workshop part are accompanied by a case study in which you as a participant will play the role of a product owner and you will have to master handling requirements.

Prerequisites:

You should have basic knowledge about agile principles and heard about the roles of a SCRUM projects. If needed – these prerequisites can be established in a one-day introduction to agility and SCRUM. Ask for more details.

Trainer:

Dr. Peter Hruschka is a partner of Atlantic Systems Guild, an internationally renowned group of software technology experts, and the founder of an agile developers network. His clientele includes Fortune 500 companies as well as medium-sized enterprises with small IT units and small-scale software companies.



Peter Hruschka has published numerous books and articles, including “Erfolgreich mit Objektorientierung” (Oldenbourg Verlag) about process models for object-oriented projects and “Process for System Architecture and Require-

ments Engineering” (Dorset House, New York) on the development of large systems. The year 2002 saw the publication of “Agile Software-Entwicklung für Embedded Real-Time-Systems mit UML”, co-authored by Chris Rupp (Hanser Verlag). His more recent work (fall 2007) includes “Adrenalin-Junkies und Formular-Zombies”, with contributions by Tom DeMarco and other authors, which deals with the typical behavior of project collaborators. Peter Hruschka is a member of the Board of Editors of “Objekt-Spektrum”, an SIG journal for which he writes regular columns on new analysis and design trends. He is also a co-editor of “Cutter IT Journal” and a much acclaimed speaker at national and international conferences and events.

Managing Requirements EFFECTIVELY – Requirements Engineering

Continuous Management of (Customer)-Requirements in Projects Based on IREB CPRE Syllabus 2.2 (Foundation Level)

Trainer: Rudolf Siebenhofer (SielTMCI)

**Duration: 3 days
with an optional practice day**

Motivation to Participate

“When starting a project in most cases customers don’t know their exact demands but when they get the results delivered they know that THIS they don’t want to get.”

Based on that problem many projects fail. The challenge is to do THE RIGHT THINGS in the RIGHT WAY. Focusing on both is same important. To deal with the stakeholders requirements is the base for success or failure of projects.

The main focus of the seminar is: *How we can elicit requirements from customers; how we can document requirements in the right way; how we can validate all requirements and get them agreed by all stakeholders and how we can manage the requirements during the project life cycle.*

In this Seminar You Will Learn

- to use right processes and methods for the elicitation, documentation, validation, negotiation and the management of requirements in projects,
- Systemic view on projects and the products to be developed considering the whole system context.
 - Methods to identify all relevant stakeholders.
 - Effective methods for the elicitation of requirements for different domains and products.
 - Suitable methods for the documentation of requirements whether using natural language or formal models like UML and others.
 - Effective methods for the validation and negotiation of requirements with all relevant stakeholders.
 - Managing requirements during the whole product development life cycle and methods for a suitable change management.
 - Introducing effective support of the requirements engineering process by tools.

Requirements engineering has a technical dimension as well as a sales perspective. For the right management of requirements especially the soft skills of requirements engineers or business analysts have to be considered.

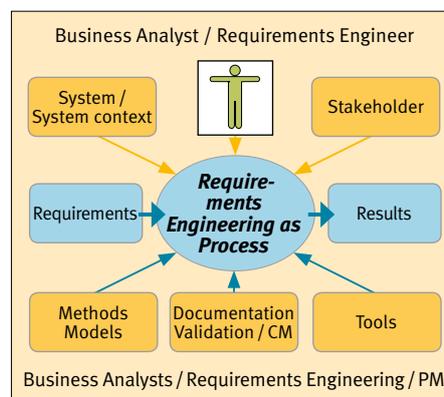
Seminar Goals

During the seminar knowledge and competences are trained based on the syllabus of IREB as base for a certification as “Certified Professional for Requirements Engineering” Foundation Level of the International Requirements Engineering Board IREB.

Seminar Content

Training of all elements of excellent requirements engineering

- System context analysis
- Analysis and management of stakeholders
- Eliciting requirements
- Interview techniques, creativity techniques
- Documentation in natural language
- Documentation using formal models
- Methods: Evaluation - Prioritization
- Validation of requirements
- Validation of requirements-specification documents
- Negotiation of requirements
- Models for conflict resolution
- Managing requirements changes
- Selection and introduction of tools for managing requirements



Methodology – Didactics

Presentation and discussions based on industrial case studies and many exercises and roll plays of participants especially focusing on the soft-skills of requirements engineers / business analysts for the effective management of requirements.

Pre assumptions

Experience in managing projects, für system development or experience in sales, technical sales for customer projects.

Target group

Requirements Engineer, Business Analyst, Project Manager, Team Leader, Sales Team, Developer, Tester, Stakeholder, Management

The Trainer

Rudolf Siebenhofer has more than 35 years of experience in engineering and software development and project management for projects in various domains for customers worldwide.



Since 2010 founder and owner of SielTM-Ci Siebenhofer. Consulting e.U, President of coopPSE – Corporation for Information Technology and since 2003 lecturer at the Institute for applied computer science and software systems at the University Klagenfurt. Until 2010 CEO of Siemens PSE (Nanjing) Co., Ltd.

Certified Professional Requirements Engineer, Certified Business Trainer.

DOING THE RIGHT THINGS as base for successful projects: Requirements Engineering als key success factor for successful projects.

ISTQB® Certified Tester, Foundation Level

Trainers: Martin Klonek, Helmut Pichler, Bernhard Rauter (ANECON)

Duration: 4 days

Motivation for the topic

The training for the ISTQB® Certified Tester, Foundation Level is the most basic of the software ISTQB's testing education programs. The training can be concluded with a certification examination. This is also a prerequisite for participating in the Advanced Level of the ISTQB® Certified Tester Program.

Chapters according to the syllabus

Chapter 1: Fundamentals of SW Testing
Chapter 2: Testing in the Software Life Cycle
Chapter 3: Static Testing
Chapter 4: Test Design Techniques
Chapter 5: Test Management
Chapter 6: Test Tools

Target group

The Foundation qualification is aimed at anyone involved in software testing. This includes those who may be expected to go on to the advanced qualification in due course, such as testers, test analysts, test engineers, test consultants, test managers, user acceptance testers, and software developers. The Foundation qualification is also appropriate for anyone who wants a basic grounding in software testing such as project managers, quality managers, software development managers, business analysts, IT directors and management consultants.

Key areas of the training

- Ready-to-use basic knowledge on testing software systems
- An overview ranging from developer-centric unit-testing, across system- and
- acceptance-testing to test management and test tools
- Test design techniques

CISSP® – Certified Information Systems Security Professional

Trainer:

Dr. Ulrich Bayer (SBA Research)

Duration: 5 days

For the Next Generation of Information Security Leaders

The vendor-neutral CISSP certification is the ideal credential for those with proven deep technical and managerial competence, skills, experience, and credibility to design, engineer, implement, and manage their overall information security program to protect organizations from growing sophisticated attacks.

Backed by (ISC)², the globally recognized, nonprofit organization dedicated to advancing the information security field, the CISSP was the first credential in the field of information security to meet the stringent requirements of ISO/IEC Standard 17024. Not only is the CISSP an objective measure of excellence, but also a globally recognized standard of achievement.

Who should obtain the CISSP certification?

The CISSP is ideal for those working in positions such as, but not limited to:

- Security Consultant
- Security Manager
- IT Director/Manager
- Security Auditor
- Security Architect
- Security Analyst
- Security Systems Engineer
- Chief Information Security Officer
- Director of Security
- Network Architect

The CISSP Helps You:

- Validate your proven competence gained through years of experience in information security
- Demonstrate your technical knowledge, skills, and abilities to effectively develop a holistic security program set against globally accepted standards

- Differentiate yourself from other candidates for desirable job openings in the fast-growing information security market
- Affirm your commitment to the field and ongoing relevancy through continuing professional education and understanding of the most current best practices
- Gain access to valuable career resources, such as networking and ideas exchange with peers

Learning Objectives

- Understand and apply the concepts of risk assessment, risk analysis, data classification, and security awareness and Implement risk management and the principles used to support it (Risk avoidance, Risk acceptance, Risk mitigation, Risk transference)
- Apply a comprehensive and rigorous method for describing a current and/or future structure and behavior for an organization's security processes, information security systems, personnel, and organizational sub-units so that these practices and processes align with the organization's core goals and strategic direction and address the frameworks and policies, concepts, principles, structures, and standards used to establish criteria for the protection of information assets, as well as to assess the effectiveness of that protection and establish the foundation of a comprehensive and proactive security program to ensure the protection of an organization's information assets
- Apply a comprehensive and rigorous method for describing a current and/or future structure and behavior for an organization's security processes, information security systems, personnel, and organizational sub-units so that these practices and processes align with the organization's core goals and strategic direction and examine the principles, means, and methods of applying mathematical algorithms and data transformations to information to ensure its integrity, confidentiality, and authenticity
- Understand the structures, transmission methods, transport formats, and security measures used to provide confidentiality, integrity, and availability for transmissions over private and public communications net-

works and media and identify risks that can be quantitatively and qualitatively measured to support the building of business cases to drive proactive security in the enterprise.

- Offer greater visibility into determining who or what may have altered data or system information, potentially affecting the integrity of those asset and match an entity, such as a person or a computer system, with the actions that entity takes against valuable assets, allowing organizations to have a better understanding of the state of their security posture.
- Plan for technology development, including risk, and evaluate the system design against mission requirements, and identify where competitive prototyping and other evaluation techniques fit in the process
- Protect and control information processing assets in centralized and distributed environments and execute the daily tasks required to keep security services operating reliably and efficiently.
- Understand the Software Development Life Cycle (SDLC) and how to apply security to it, and identify which security control(s) are appropriate for the development environment, and assess the effectiveness of software security

Globally Recognized Standard in Information Security

The CISSP draws from a comprehensive, up-to-date, global common body of knowledge that ensures security leaders have a deep knowledge and understanding of new threats, technologies, regulations, standards, and practices. The CISSP exam tests one's competence in the 8 domains of the CISSP CBK, which cover:

- Security and Risk Management
- Asset Security
- Security Engineering
- Communications and Network Security
- Identity and Access Management
- Security Assessment and Testing
- Security Operations
- Software Development Security

Secure Coding

Trainers: Dr. Ulrich Bayer, Gernot Goluch (SBA Research GmbH)

Duration: 3 days

Goals

The course aims at informing developers about the riskiest and most frequent programming flaws in web applications and providing testers with the knowledge required to test security-relevant applications. Apart from the pure transfer of knowledge, the course focuses on the security awareness of software developers. The theoretical concepts of the course are illustrated by many live demonstrations. This allows the attendees to gain insight into the approach of typical hackers, shows how easy it is to realize certain attacks with mature hacking tools and demonstrates the often underestimated impact of security vulnerabilities. The major objective of the training is to convince developers that a secure programming style is important and to raise awareness so that the software security level is increased, regardless of the current attack methods.

Audience

The course is designed for software developers and testers of web applications. No previous knowledge about secure software development is required.

Contents

During the course, the most typical and the riskiest security vulnerabilities of modern web applications — among those the ones listed by the OWASP organization — are discussed.

The attendees will be guided through hands-on exercises, both for the attacking and the defending side. Therefore, an own laptop is required to attend the training. The discussed attack vectors and the defensive measures can be tried out in a dedicated test environment, thereby reinforcing the concepts the attendees had previously learned. The attendees will learn the approach of hackers and the usage of available hacking tools so that they are able to build secure web applications.

As most attack scenarios are similar across all modern web applications (Java, .NET, PHP, Python, Perl etc.), the course contents are independent of a specific programming language. Security vulnerabilities which can only be found in low-level programming languages such as C and C++ (e.g., buffer overflows, integer overflows, format string vulnerabilities) are not part of this course. The code samples are written in Java, C#, PHP, or pseudocode.

Extract of the contents

- Information Disclosure
- Cross-Site-Scripting
- SQL Injections
- OS Command Injections
- Session Hijacking
- Session Authentication
- Cross-Site Request Forgery
- Security Misconfiguration
- Insecure Cryptographic Storage
- Unvalidated Redirects and Forwards
- Insufficient Transport Layer Protection
- Open Redirects
- Insecure File Upload
- TLS Attacks and Countermeasures
- Secure Storage of Passwords
- Ajax Security
- Advanced Cross-Site Scripting/Malicious JavaScript
- Command & Control with JavaScript
- CSS History Hack
- Data URI
- General Security Concepts / Secure Architecture

Course Completion

You will receive a confirmation of participation in the course.

Notes

You are required to bring your own laptop in order to attend the course. This is required so that the course attendees actively deal and experiment with the knowledge gained. The attendees can thereby put the theoretical knowledge into practice.

Language: English (course material in English)

Trainers

Ulrich Bayer has completed his Ph.D. in the beginning of 2010 under the guidance of Engin Kirda and Christopher Kruegel at the TU Wien. In this time he has performed research in the field of malware analysis and created and led the development of Anubis, a tool for the automated dynamic analysis of malware. He spent 1.5 years as a visiting scientist at the research center Eurecom in France. Bayer is a CISSP, CSSLP and CEH. He regularly gives courses and talks on secure application development and penetration testing. He is an accredited auditor for ÖNORM A7700, the official standard for web application security in Austria.



Gernot Goluch is head of the Applied Research program at SBA Research (sbaPRIME/Trainings/Whitepapers etc.)

Research Interest: His research and work focuses mainly on the sbaPRIME program and SBA trainings as well as concepts of software security and development life cycle topics. Additionally he is still involved and working on topics and research regarding security analysis and testing as well as advanced malware protection.

Bio: He received a master's degree in Business Informatics from the TU Wien and gained several industry certificates, such as the CISSP and CSSLP (both ISC2) or ÖNORM A7700 auditor during his security related work in the last years



Design Thinking

Trainer:

Gernot Goluch (SBA Research GmbH)

Duration: 1 day

Benefit

You learn about those approaches which are used by leading digital service providers like Udemy, Trivato or Airbnb.

Starting with the capturing of a service idea to planning of its execution, all steps and tools will be shown and used during the workshop. At the end the participant of this workshop gets back home with a structured set of ideas and is able to proceed with the next steps idea realisation.

Informational Part

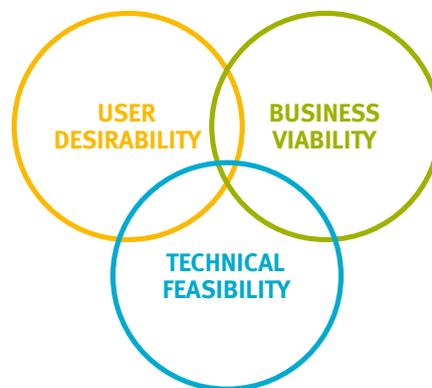
- Services as USP-Provider for product driven enterprises
- Service – Value – Warranty and Customer Demand Profiling
- KYC – Know your customer
- Servicedriven business models
- How to setup servicedriven business models
- Innovation and digital service extensions

Workshop Part 1

- Capturing service innovation ideas
- Ideating for service innovations
- Exercising a concrete idea coming from audience of workshop

Workshop Part 2

- How to workout a service value proposition
- How to prioritise service features
- How to establish a service operating model



Trainer

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Research Interest: His research and work focuses mainly on the sbaPRIME program and SBA trainings as well as concepts of software security and development life cycle topics. Additionally he is still involved and working on topics and research regarding security analysis and testing as well as advanced malware protection.

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General Terms and Conditions of Business for Training Events in the CON•ECT Business Academy

1 Training Centre

CON•ECT Eventmanagement GmbH
Kaiserstrasse 14/2, A-1070 Vienna
Phone: +43 1 522 36 36; Fax: +43 1 522 36 36 10
www.conect.at; e-mail: registration@conect.at

Any business transaction between the customer and the organising party shall exclusively be subject to these General Terms and Conditions of Business. Any Terms and Conditions of Business of the customer that are contrary to these General Terms and Conditions of Business shall be applicable only if the organising party has expressly accepted them in writing.

Any agreements diverging from these General Terms and Conditions of Business or complementing them shall be put down in writing.

2 Registration

Registrations shall be communicated to the Training Centre in writing or in electronic form and shall include the following details:

- event, date of the event, price;
- corporate address and phone number;
- invoice address (if different to corporate address);
- first name, last name and e-mail address of participant and registering party.

After registration in writing, CON•ECT Eventmanagement will send the registering party a confirmation of registration, which includes all information, conditions and costs relevant for this business transaction.

Registration is regarded as binding as soon as the registering party has received a written confirmation of registration by CON•ECT Eventmanagement.

CON•ECT Eventmanagement, also after sending a confirmation of registration, reserves the right to cancel or postpone events on reasonable grounds (e.g., illness on the part of the trainer).

3 Training schedules

The first day of the training event starts at 9 a.m. and ends at approx. 5 p.m. The exact timetable of the other days of the training event will be agreed upon on the first day of the training event.

4 Prices

Any prices listed are quoted in euros and do not include VAT. They are derived from the programme of events that is applicable during the training period in question.

The participation fee includes the following goods and services:

- training by an authorised trainer;
- teaching materials;
- refreshments during breaks;
- lunch.

5 Invoicing

After the registration has been confirmed, an invoice is made out. The invoice amount shall be due within 10 days after receipt of the invoice, but not later than one day before the start of the training event. If the invoice amount has been transferred later than 8 days before the event, a copy of the slip confirming the transfer shall be presented on the day of the event.

6 Change of registration/cancellation of participation

Any change of registration and cancellation of participation shall be made in writing.

In the case of an event that extends over a period **between 1 and 3 days**, the full participation fee shall be due if the registration is cancelled later than **15 days** prior to the start of the event. In the case of an event that lasts for **4 days or more**, the full participation fee shall be due if the registration is cancelled later than **4 weeks** prior to the start of the event.

A substitute participant may be nominated at any time without any additional costs accruing. If a participant fails to take part in the event without prior cancellation, the full price that has been agreed upon shall be paid. Payment of the price of the event or of the cancellation fee will of course always entitle the party concerned to obtain the corresponding materials.

Training event vouchers shall be valid for 12 months as of the invoice date and may be used for training events held by CON•ECT Eventmanagement within this period. No cash refunds shall be granted for training event vouchers that have not been used.

7 Special conditions

If more than one employee of a company is registered for an event, a rebate of 10% on the event fee is granted to the second or further persons only in the case of selected training events.

8 Cancellation of the event

Events may be cancelled by the organising party also after a confirmation of registration, because of an insufficient number of registrations

or for other reasons beyond the control of the organising party. In the case of a cancellation of the event, the event fee shall be refunded. No further claims against the organising party or trainers shall be admissible.

9 Change of programme of events

In exceptional cases, the right to any necessary changes of the programme of events, dates of events, trainers or locations of events shall be reserved.

10 Copyright

The training materials that are distributed in the context of events are subject to copyright and shall not be duplicated or used for commercial purposes, neither in whole nor in part, without the consent by CON•ECT Eventmanagement or the corresponding trainer. The organising party shall not be liable for the correctness and completeness of subject matters communicated by trainers in the context of training events or lectures.

11 Restriction on liability of the organising party

CON•ECT Eventmanagement shall not be liable for any loss of or damage to objects brought to the event, except in cases where this loss or damage has been due to, at least, gross negligence on the part of CON•ECT Eventmanagement. In the same way, liability for personal injury shall be excluded. Therefore it is recommended during breaks not to leave behind in the room where the event takes place any valuables or important materials.

12 Venue

Vienna shall be the place of performance and venue for any claim and dispute that arise from this contractual relationship.

CON•ECT Eventmanagement GmbH

A-1070 Vienna, Kaiserstrasse 14/2
Phone: 01-522 36 36, Fax: 01-522 36 36 10,
E-mail: office@conect.at
VATIN: ATU 44526401; Commercial Register
Number: FN 154530a; competent commercial
court: Handelsgericht Wien.

These General Terms and Conditions of Business have originally been drawn up in German. The German version shall be the authentic one and prevail over the English one for all matters of interpretation and construction. The English version shall only be deemed a translation for information purposes.