



FIDIC Recognized In-house Training Events

GUIDELINES

FIDIC aims to encourage the organization of in-house training by qualified FIDIC Experts by recognizing events. FIDIC Experts are generally individuals who have had extensive experience working with FIDIC, either on committees and task forces or in activities with which FIDIC has a close involvement, such as joint training centres.

A FIDIC recognized in-house training event:

- can be announced as “recognized by FIDIC”;
- generally involves a FIDIC Expert as a principal trainer or presenter;
- provides an attendance certificate signed by the FIDIC Expert, based on a FIDIC model and bearing the FIDIC logo, if desired;
- can purchase watermarked electronic versions of FIDIC documents for printing and distribution to participants;
- can purchase printed FIDIC documents at 25% of the regular price for distribution to participants;
- is authorised to incorporate text and artwork from FIDIC documents in presentation overheads and slides;
- is authorised to make a limited number of on-site copies of FIDIC documents for distribution to participants (no more than 10 pages per participant).

FIDIC undertakes to help ensure that:

- the FIDIC Expert reports briefly to FIDIC on the outcome of the event;
- summarises to FIDIC the results of a meaningful participants survey that aims to gauge the quality of content, delivery and organization;
- the FIDIC Experts ownership of copyrighted training and presentation materials is respected;
- the programme and content is appropriate for the indicated scope by reviewing, if asked to do so by a participant, training and presentation documentation.

FIDIC will respect the confidentiality of in-house training events announced to the FIDIC Secretariat. Event organizers and FIDIC Experts seeking FIDIC recognition for an event are asked to contact Silvia Fossati, Events Manager, FIDIC, Box 311, CH-1215 Geneva 15 (tel: +41 22 799 49 00; fax: +41 22 799 49 01, fidic@fidic.org), indicating the title, data and place of the event, with a brief description of the programme. Recognition will be acknowledged via a short email message or fax.

Geneva, January 2006

FIDIC EVENTS