

Spectrocan



2006 - 2007 Training Calendar

SPECTRUM MANAGEMENT


BROADCAST

MOBILE & MICROWAVE



www.spectrocan.com

Training	Page		January - December 2006				January - June 2007	
SPECTRUM MANAGEMENT SYSTEMS								
Principles of Radio Spectrum Management	3			19-23 Jun		09-13 Oct		11-15 Jun
Technical Issues of Radio Spectrum	3		06-10 Feb		17-21 Jul		05-09 Feb	
Spectrum Monitoring Measurements	3			10-11 Apr		30 Nov-1 Dec		16-17 Apr
Harmonized Calculation Method	3			03 Apr				02 Apr
ITU Coordination and Notification of Satellites	4			04-06 Apr				02-04 Apr
Frequency Selection and Coordination Tool CHIRplus_LM	4	•		03-05 May		04-06 Dec		23-25 Apr
Introduction to Spectrocan Spectrum Management Tool Family	4	•	13-17 Feb		24-28 Jul		26 Feb-02 Mar	
Inter-Service Calculation tool for all Frequency Ranges - SPECTRAemc	4	•		08-12 May		11-15 Dec		07-11 May
Advanced Training in EMC	4		Jan to Jun (on request); 14-18 Aug					
BROADCAST								
Broadcast Planning Basic	5		13-14 Feb			16-17 Oct	26-27 Feb	
Broadcast Planning Advanced	5		20-21 Feb			23-24 Oct	05-06 Mar	
ITU-Recommendation P.1546	5			16 May		25 Oct		03 May
Digital Radio Mondiale	5			17 May		04 Oct		04 May
Introduction to DVB-H	6			15 May		06 Oct		02 May
Goals and Purposes of the ITU in the Broadcast Field	6			18 May		05 Oct		23 May
Broadcast Planning Tool CHIRplus_BC	6	•	15-17 Feb			18-20 Oct	28 Feb-02 Mar	
MOBILE & MICROWAVE								
Basics of Microwave Services	7		06-07 Mar		11-12 Sep		19-20 Mar	
WiMAX for wireless broadband access	7			27 Apr		30 Oct	13 Mar	
Radio Link Calculation and Coordination Tool MULTIlink	7	•	08-10 Mar		13-15 Sep		21-23 Mar	
Advances MULTIlink Features	7	•		28 Apr		31 Oct	14 Mar	
Radio Network Planning Basics	7		20-22 Mar		18-20 Sep		14-16 Mar	
Professional Mobile Radio PMR	8		13 Mar		27 Sep			16 May
Characteristics GSM, GPRS, EDGE, UMTS	8		14 Mar		26 Sep			14 May
UMTS – Technical Principles and Radio Network Planning	8			03-05 Apr		06-08 Oct	26-28 Mar	
Site Evaluation	8		15 Mar		25 Sep			15 May
EMC Environment (EMVU)	9		23-24 Mar		21-22 Sep			21-22 May
Basic Training of GSM Radio Network Planning Tool	9	•	27-29 Mar		25-27 Sep		19-21 Mar	
Advanced Training of GSM Radio network Planning Tool 2G/2.5G	9	•	30-31 Mar		28-29 Sep		22-23 Mar	
Advanced Training of UMTS Radio Network Planning Tool 3G	9	•		06-07 Apr		04-05 Oct	29-30 Mar	
OTHERS								
Digital Terrain Data: Requirements, Production & Usage	10			24 Apr		27 Oct		18 Apr
Crystal Reports	10			24-26 Apr		13-15 Nov		18-20 Apr
CUSTOMIZED TRAINING	11		On request					




 Software Tool Training

SPECTRUM MANAGEMENT¹⁹

SEMINAR FOCUS & INFORMATION	DATE	FEE
PRINCIPLES OF RADIO SPECTRUM MANAGEMENT		
<p>5 days</p> <p>Law and radio regulations, radio communication standards, table of frequency allocations, spectrum assignment, international coordination, radio services and types of operation, fundamentals of radio wave propagation, radio licensing, fee calculation and invoicing</p> <p>Suitable for: all people working at or for a regulating authority</p>	<p>Jun 19 - 23, 2006</p> <p>Oct 9 - 13, 2006</p> <p>Jun 11 - 15, 2007</p>	CAD\$3,600
TECHNICAL ISSUES OF RADIO SPECTRUM MANAGEMENT		
<p>5 days</p> <p>Fundamentals of radio wave propagation, different propagation models, modulation techniques, radio coverage determination, electromagnetic compatibility (EMC), equipment type approval, introduction to broadcast, fixed, land mobile and satellite services, technical analysis and interference of different services</p> <p>Suitable for: all people working in a technical department for license assignment, international coordination and notification of a regulatory authority.</p>	<p>Feb 6 - 10, 2006</p> <p>Jul 17 - 21, 2006</p> <p>Feb 5 - 9, 2007</p>	CAD\$3,600
SPECTRUM MONITORING MEASUREMENTS		
<p>2 days</p> <p>ITU Spectrum Monitoring Handbook, Frequency, field strength and spectrum occupancy measurement, specifications for ITU conform spectrum monitoring in accordance with ITU recommendations, antennas, test receivers, direction finders and monitoring network, hands-on equipment, exercising spectrum monitoring</p> <p>Suitable for: regulatory authorities' staff members supposed to execute spectrum monitoring measurements in future.</p>	<p>Apr 10 - 11, 2006</p> <p>Nov 30 - Dec 1, 2006</p> <p>Apr 16 - 17, 2007</p>	CAD\$1,480
HARMONIZED CALCULATION METHOD (HCM)		
<p>1 day[*]</p> <p>Why "harmonized"?, the HCM program, required data (topo, morpho, borders), calculation basics: input data, point-to-point-calculations, border-preferential-line calculations, calculation of mobile position, the different calculation modes (GSM, ERMES), HCM calculations for fixed services, calculation examples</p> <p>Suitable for: all people working in a technical department for frequency assignment, international coordination and notification of a regulatory authority.</p>	<p>Apr 3, 2006</p> <p>Nov 27, 2006</p> <p>Apr 2, 2007</p>	CAD\$780

* 1 day courses are conditioned to a minimum of 8 attendees.

SPECTRUM MANAGEMENT¹⁹

SEMINAR FOCUS & INFORMATION	DATE	FEE
ITU COORDINATION AND NOTIFICATION OF SATELLITES		
<p>3 day</p> <p>General aspects of satellite systems, radio regulations for satellites networks, notification and coordination in unplanned bands, notification and coordination in planned bands, working with ITU software, coordination procedures (optional)</p> <p>Suitable for: all people working in a technical department for satellite operators involved in coordination processes.</p>	<p>Apr 4 - 6, 2006</p> <p>Nov 27 - 29, 2006</p> <p>Apr 2 - 4, 2007</p>	<p>CAD\$2,350</p>
FREQUENCY SELECTION AND COORDINATION TOOL CHIRPLUS_LM 		
<p>3 days</p> <p>Introduction and overview, general handling of the tool, the frequency plan in CHIRplus_LM, frequency selection, frequency coordination, calculations with CHIRplus_LM, summary</p> <p>Suitable for: all people working in the sector of frequency selection and coordination in the area of land mobile communications.</p>	<p>May 3 – 5, 2005</p> <p>Dec 4 – 6, 2006</p> <p>Apr 23 – 25, 2007</p>	<p>CAD\$2,350</p>
INTRODUCTION TO SPECTROCAN SPECTRUM MANAGEMENT TOOL FAMILY 		
<p>5 days</p> <p>Overview spectrum management system from Spectrocan, SPECTRAplus, SPECTRAplan, service specific technical tools, data exchange with technical tools, SPECTRAemc/MONITORplus, exercises for the services</p> <p>Suitable for: all people working in a technical department of a regulatory authority.</p>	<p>Feb 13 – 17, 2006</p> <p>Jul 24 – 28, 2006</p> <p>Feb 26 – Mar 2, 2007</p>	<p>CAD\$3,890</p>
INTER-SERVICE CALCULATION TOOL FOR ALL FREQUENCY RANGES <i>New Seminar</i> 		
<p>5 days</p> <p>Setup and start SPECTRAemc, GUI handling, Data selection from server, working with test objects, 3D visualization, prediction models, basic technical calculations, network processor, interference analysis, frequency pre-selection, desensitization analysis, usage of wizards, ITU – notification, coordination calculations</p> <p>Suitable for: frequency assignment engineers for all radio services, system engineers, and regulatory authorities.</p>	<p>May 8 – 12, 2006</p> <p>Dec 11 – 15, 2006</p> <p>May 7 – 11, 2007</p>	<p>CAD\$3,890</p>
ADVANCED TRAINING IN EMC <i>New Seminar</i>		
<p>5 days</p> <p>Fundamentals of radio wave propagation, interference analysis, technical seminar</p> <p>Suitable for: project managers, radio and fixed network planning engineers and system engineers.</p>	<p>Jan to Jun (on request)</p> <p>Aug 14-18, 2006</p>	<p>CAD\$3,890</p>

BROADCAST

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SEMINAR FOCUS & INFORMATION	DATE	FEE
BROADCAST PLANNING BASIC (FM/TV, T-DAB/DVB-T)		
<p>2 days</p> <p>General topics (history, radio regulations, notification, frequency plans, etc.), antennas, propagation models, coordination procedures, interference theory and network optimization, digital services.</p> <p>Suitable for: operators, regulators, broadcast planning engineers</p>	<p>Feb 13 – 14, 2006 Oct 16 – 17, 2006 Feb 26 – 27, 2007</p>	<p>CAD\$1,480</p>
BROADCAST PLANNING ADVANCED (FM/TV, T-DAB/DVB-T)		
<p>2 days</p> <p>Propagation model comparison, advanced coordination procedure, using an analog networks for digital services, effects of T-DAB and DVB-T parameters, optimization of analog and digital networks, advanced coverage analysis.</p> <p>Suitable for: operators, regulators, broadcast planning engineers</p>	<p>Feb 20 – 21, 2006 Oct 23 – 24, 2006 Mar 5 – 6, 2007</p>	<p>CAD\$1,480</p>
RECOMMENDATION ITU-R. P-1546		
<p>1 day*</p> <p>Insufficient points of ITU-R. P.370, new curves, inter-extrapolation, effects of the antenna height, effects of the terrain clearance angle, mixed path, sea curves.</p> <p>Suitable for: operators, regulators, broadcast planning engineers</p>	<p>May 16, 2006 Oct 25, 2006 May 3, 2007</p>	<p>CAD\$780</p>
DIGITAL RADIO MONDIALE (DRM)		
<p>1 day*</p> <p>DRM introduction, wave propagation, technical key features.</p> <p>Suitable for: operators, regulators, broadcast planning engineers</p>	<p>May 17, 2006 Oct 4, 2006 May 4, 2007</p>	<p>CAD\$780</p>
INTRODUCTION TO DVB-H New Seminar		
<p>1 day*</p> <p>DVB-H system outline, link layer and physical layer elements, DVB-H/DVB-T compatibility, DVB-H services, DVB-H networks and network planning</p> <p>Suitable for: mobile operators, broadcasters and regulatory bodies.</p>	<p>May 15, 2006 Oct 6, 2006 May 2, 2007</p>	<p>CAD\$780</p>

* 1 day courses are conditioned to a minimum of 8 attendees.

BROADCAST

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SEMINAR FOCUS & INFORMATION	DATE	FEE
GOALS AND PURPOSES OF THE ITU IN THE TERRESTRIAL BROADCAST FIELD		
<p>1 day[*]</p> <p>The radio regulations, ITU regional frequency plan, ITU wave propagation, planning standards for analog TV and FM systems, planning standards for digital systems, other meetings and agreements.</p> <p>Suitable for: operators, regulators, broadcast planning engineers</p>	<p>May 18, 2006</p> <p>Oct 5, 2006</p> <p>May 23, 2007</p>	<p>CAD\$780</p>
BROADCAST PLANNING TOOL CHIRPLUS_BC (FM/TV, T-DAB/DVB-T)		
<p>3 days</p> <p>Configuration and setup, GIS-graphical user interface, field strength calculations, network processor, analogue and digital network analysis, coordination procedures</p> <p>Suitable for: operators, regulators, broadcast planning engineers</p>	<p>Feb 15 – 17, 2006</p> <p>Oct 18 – 20, 2006</p> <p>Feb 28, 2007</p>	<p>CAD\$2,350</p>



* 1 day courses are conditioned to a minimum of 8 attendees.

MOBILE & MICROWAVE

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SEMINAR FOCUS & INFORMATION	DATE	FEE
BASICS OF MICROWAVE FIXED SERVICES (PLANNING AND COORDINATION)		
<p>2 days</p> <p>ITU Recommendations, wave propagation, path profiles, antennas, availability and error performance, power budget, frequency planning.</p> <p>Suitable for: radio link planning and realization engineers for point-to-point and point-to-multipoint, system engineers and regulatory authorities</p>	<p>Mar 6 – 7, 2006</p> <p>Sep 11 – 12, 2006</p> <p>Mar 19 – 20, 2007</p>	<p>CAD\$1,480</p>
WiMAX FOR WIRELESS BROADBAND ACCESS 		
<p>1 day*</p> <p>Business opportunities for wireless broadband, wireless systems for broadband access, the technology behind WiMAX, summary: WiMAX aside from the hype</p> <p>Suitable for: all people interested in technical and economical aspects of WiMAX networks, radio link planning and realization engineers, system engineers and regulatory authorities.</p>	<p>Mar 6 – 7, 2006</p> <p>Sep 11 – 12, 2006</p> <p>Mar 19 – 20, 2007</p>	<p>CAD\$780</p>
RADIO LINK CALCULATION AND COORDINATION TOOL MULTILINK (PTP/PMP/WiMAX) 		
<p>3 days</p> <p>Setup and start MULTILink, GUI handling, databases and spreadsheets, point-to-point microwave link design, point-to-multipoint network planning, path profile and link budget, interference calculation.</p> <p>Suitable for: radio link planning and realization engineers for point-to-point and point-to-multipoint, system engineers and regulatory authorities</p>	<p>Mar 8 – 10, 2006</p> <p>Sep 13 – 15, 2006</p> <p>Mar 21 – 23, 2007</p>	<p>CAD\$2,350</p>
ADVANCED MULTILINK FEATURES (PTP/PMP/WiMAX) 		
<p>1 days*</p> <p>Enhanced interference calculation, improvement of frequency reuse, profile calculation, interference due to passive reflectors, ITU recommendation 530-10/452-9, new map handling, database import/export functions, earth-station coordination appendix S7, SPECTRAplus interface</p> <p>Suitable for: radio link planning and realization engineers for point-to-point and point-to-multipoint, system engineers and regulatory authorities</p>	<p>Apr 28, 2006</p> <p>Oct 31, 2006</p> <p>Mar 14, 2007</p>	<p>CAD\$780</p>

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MOBILE & MICROWAVE




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SEMINAR FOCUS & INFORMATION	DATE	FEE
RADIO PLANNING BASICS FOR MOBILE NETWORKS		
<p>3 days</p> <p>Introduction to radio network planning, coverage planning, cell structure planning, traffic planning, frequency planning, radio planning in UMTS networks.</p> <p>Suitable for: radio planning and realization engineers for GSM, TETRA and UMTS networks, system engineers, agents</p>	<p>Mar 20 – 22, 2006 Sep 18 – 20, 2006 Mar 14 – 16, 2007</p>	<p>CAD\$2,350</p>
PROFESSIONAL MOBILE RADIO (PMR) (DIGITAL TRUNKED RADIO SYSTEMS TETRA AND TETRAPOL)		
<p>1 day[*]</p> <p>General PMR: Requirements of PMR services, typical PMR configurations, overview on PMR standards Systems TETRA and TETRAPOL: system architecture components, air interfaces and services.</p> <p>Suitable for: anyone interested in the technical aspects of PMR</p>	<p>Mar 13, 2006 Sep 27, 2006 May 16, 2007</p>	<p>CAD\$780</p>
CHARACTERISTICS GSM, GPRS, EDGE, UMTS		
<p>1 days[*]</p> <p>Introduction to mobile systems, evaluation of mobile systems, basics and opportunities for GPRS, EDGE and UMTS, technical characteristics of GPRS, EDGE and UMTS, future of 3G and 4G mobile systems.</p> <p>Suitable for: radio network planning and realization engineers, system engineers, agents, regulatory authorities</p>	<p>Mar 14, 2006 Sep 26, 2006 May 14, 2007</p>	<p>CAD\$780</p>
UMTS - TECHNICAL PRINCIPALS AND RADIO NETWORK PLANNING		
<p>3 days</p> <p>Overview UMTS, basics of CDMA, CDMA for mobile communications, UMTS air interface (UTRA FDD), radio resource management, radio network planning for UMTS</p> <p>Suitable for: radio network planning engineers, system engineers and regulatory authorities</p>	<p>Apr 3 – 5, 2006 Nov 6 – 8, 2006 Mar 26 – 28, 2007</p>	<p>CAD\$2,200</p>

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MOBILE & MICROWAVE

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SEMINAR FOCUS & INFORMATION	DATE	FEE
SITE EVALUATION		
<p>1 day*</p> <p>Required site information, description of different radio services, assessment of buildings regarding their suitability for specific radio services, determination of site coordinates, required space for system technology, security guidelines</p> <p>Suitable for: acquisition agents, project manager, radio and fixed network planning engineers, system engineers.</p>	<p>Mar 15, 2006 Sep 25, 2006 May 15, 2007</p>	<p>CAD\$780</p>
EMC ENVIRONMENT (EMVU)		
<p>2 days</p> <p>Physical basics, electromagnetic fields in the environment, limiting values, biological influences of electronic fields, view on electromagnetic stress due to mobile systems, discussion</p> <p>Suitable for: acquisition agents, project manager, radio and fixed network planning engineers, system engineers.</p>	<p>Mar 23 – 24, 2006 Sep 21 – 22, 2006 May 21 – 22, 2007</p>	<p>CAD\$1,480</p>
BASIC TRAINING OF GSM RADIO NETWORK PLANNING TOOL 		
<p>3 days</p> <p>General handling of the software, database handling, cell calculations, network calculations, network analysis</p> <p>Suitable for: radio network planning engineers and system engineers</p>	<p>Mar 27 – 29, 2006 Sep 25 – 27, 2006 Mar 19 – 21, 2007</p>	<p>CAD\$2,350</p>
ADVANCED TRAINING OF GSM RADIO NETWORK PLANNING TOOL (2G, 2.5G) 		
<p>2 days</p> <p>Advanced network calculations, advanced network analysis, automatic frequency allocation, analysis of frequency plans, import of drive tests data, drive test evaluation</p> <p>Suitable for: radio network planning engineers and system engineers</p>	<p>Mar 30 – 31, 2006 Sep 28 – 29, 2006 Mar 22 – 23, 2007</p>	<p>CAD\$1,730</p>
ADVANCED TRAINING OF UMTS RADIO NETWORK PLANNING TOOL (3G) 		
<p>2 days</p> <p>UMTS specific parameters, network analysis with static engine, Monte Carlo simulation, analysis of network based on graphical simulation results and text reports</p> <p>Suitable for: radio network planning engineers, system engineers</p>	<p>Apr 6 – 7, 2006 Oct 4 – 5, 2006 Mar 29 – 30, 2007</p>	<p>CAD\$1,730</p>

SEMINAR FOCUS & INFORMATION	DATE	FEE
DIGITAL TERRAIN DATA: REQUIREMENTS, PRODUCTION & USAGE		
<p>1 day[*]</p> <p>Overview, coordinate system, projection and datum, comparison vector vs. raster data, elevation data, land use data, maps for visualization, population data, conductivity data</p> <p>Suitable for: project managers for international radio communication services, system administrators for radio communication software, regulatory authorities.</p>	<p>Apr 24, 2006 Oct 27, 2007 Apr 18, 2007</p>	<p>CAD\$780</p>
CRYSTAL REPORTS		
<p>3 days</p> <p>Plan and create a report, organize and format data on a report, create formula and filter, apply conditional reporting, build parameterized reports, present data visually, distribute your report</p> <p>Suitable for: IT managers and directors, system administrators, helpdesk professionals, enterprise development managers, developers, business users, financial analysts, accounting professionals</p>	<p>Apr 24 – 26, 2006 Nov 13 – 15, 2006 Apr 18 – 20, 2007</p>	<p>CAD\$3,600</p>

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To meet your requirements in the best possible way, we also adjust the contents of our seminars and training to the specific needs of our customer and their employees. Every training can be held at our Training Center in Lichtenau, Germany, or in Ottawa, Canada, as well as at the clients' premises worldwide. Our trainers are high-qualified consultants and spectrum managers who understand the customers' work and will also transfer their wishes and needs into clear, effective and efficient project activities.

In order to meet your company's requirements in an effective and efficient way, we offer you the following possibilities to book your individual training:

PUBLIC SEMINARS / PUBLIC SEMINARS UPON REQUEST

Open training is scheduled on a regularly basis (see previous pages). We can also schedule a course upon your request at any location worldwide and at a date that meets your demand.

IN-HOUSE TRAINING

Organizations which have a number of people with similar training needs, often consider our In-house training to be the most effective, flexible method of developing groups of people. We are able to tailor any of the programmes within our broad portfolio to suit the unique needs of your organization, and to design and deliver new, bespoke programmes on your behalf.

In-house training is held exclusively for you and your company, either at your premises or wherever it is convenient for you.

THE ADVANTAGES OF CUSTOMER SPECIFIC TRAINING COURSES ARE:

- The customer can decide on the agenda
- Customer specific problems / situations can be solved
- Confidential information / issues can be discussed
- Training can be given at the customer's premises
- Exercises are based on customer specific information

MODULE PLATFORM – DRAW UP YOUR INDIVIDUAL TRAINING ACCORDING TO YOUR SPECIFIC NEEDS

The different training modules are developed to improve flexibility of our training portfolio. We would like to offer tailor-made training of proven quality. Choose your individual training modules (see next page) to your specific needs!

Should you have additional requests, please do not hesitate to contact us. We will surely find a way to help you!

TRAINING ON-THE-JOB

"Training on-the-job" will help you make your daily work easier. We will try to find solutions to work much more efficiently and to solve your specific problems in close cooperation with you. We offer "Training on the job" for the following topics:

- System Setup
- Database Handling
- Data Import and Export
- Parameters Definition
- Tool Calibration
- Definition of Planning Guideline
- RF Planning
- Frequency Coordination
- Frequency Management
- ITU Notification

LANGUAGE

The courses will be conducted in English, however, upon request the courses can also be offered in Spanish.

CHOOSE YOUR TRAINING OUT OF THE FOLLOWING MODULES

BROADCAST

- Broadcast Coordination
- Broadcast Planning
- Digital Terrain and Mapping Data
- Digital Audio Broadcast (T-DAB)
- Digital Radio Mondiale (DRM)
- Digital Video Broadcast Terrestrial (DVB-T)
- DVB-H
- Recommendation ITU-R P.1546

MICROWAVE SERVICES

- Coordination of Microwave Services
- Frequency Assignment for Microwave Services
- PtP/Microwave Planning
- PtMP/WLL Planning
- WiMAX

GENERAL

- Coordinate Systems
- Digital Terrain and Mapping Data
- Modulation
- Propagation Models
- Interference Analysis
- Site Evaluation
- Electro Magnetic Compatibility

LAND MOBILE

- Frequency Coordination for Land Mobile Service
- Frequency Selection for Land Mobile Service
- Harmonized Calculation Method
- Berlin Agreement 2003

MOBILE SYSTEMS

- Coverage Planning
- Frequency Planning
- Traffic Planning
- GSM 900/GSM 1800
- GPRS; EDGE
- CDMA
- Professional Mobile Radio
- Public Mobile Radio (PMR)
- TETRA/TETRAPOL

MONITORING

- Basics of monitoring
- Frequency measurement
- Field strength measurement
- Spectrum occupancy measurements
- Radio direction finding and location

SPECTRUM MANAGEMENT

- Air Traffic Control
- Coordination
- Digital Terrain and Mapping Data
- Development
- Earth Station Coordination
- Frequency Planning
- Licensing
- Propagation Models
- Radio Law
- Radio Services
- Satellite Coordination
- Satellite Notification
- Spectrum Auction
- Spectrum Pricing

Registration Form

To: Spectrocan. Training Center

1 Antares Drive, Suite 510
Ottawa, ON, Canada K2E 8CE

Phone: 1 (613) 228 4112

Fax: 1 (613) 228 4113

Email: info@spectrocan.com

Website: www.spectrocan.com

Yes, I would like to book the following training course

Seminar _____

Date _____

Fee¹⁾ _____ \$(CAD)

Company: _____

Participant: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

Date and Signature²⁾: _____

Note¹⁾ The rate does not include any traveling costs, accommodation or living expenses. Refreshing beverages, coffee, cookies and lunch are included.

²⁾ The commercial details (Seminar Calendar) of Spectrocan shall apply.

Registration: A copy of the attached Registration Form should be signed and returned to Spectrocan by mail or fax at least 4 weeks prior to the training course start date. Full payment of the course fee is due at least 4 weeks prior to the start date.

When submitting your application, please make sure that all the information requested in the Registration Form is provided.

To maximize group discussion and productivity, we need to restrict the number of participants. We encourage you to register at your earliest convenience.

Fees: The fees are per participant. Each price is quoted in Canadian dollars, taxes are included. The registration fee includes course material, lunch, and morning and afternoon coffee. Traveling costs, accommodation and living expenses for the participants are not included.

Language: The courses will be conducted in English unless stated otherwise. The course documentation is always in English.

Location: The scheduled courses are held at our training centers in Ottawa, Canada, and Lichtenau, Germany.

Certificates: Spectrocan will award Certificates of Participation to all those who complete a course.

Cancellation Policy: Cancellations may be made free of charge up to 4 weeks prior to the start of the training course. After this time, a cancellation charge of 80% of the course fee applies. In all cases, withdrawals must be confirmed in writing prior to the course start date, otherwise the full amount will be due. Substitutions may be made prior to the course starting.

Spectrocan Cancellation: Spectrocan reserves the right to change the course date or cancel the course if the number of participants is insufficient (unless otherwise stated, a minimum of 5 participants is required).

Spectrocan reserves the right to change or cancel any part of its published program due to unforeseen circumstances. Upon cancellation, participants will have the opportunity to reschedule into a different course or request a full refund of course fees only (travel expenses excluded).

Data Protection: As an attendee you agree that we keep and process your personal data to manage and administer the training course and to keep you informed about future training courses offered by us.

HOTEL INFORMATION

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Albert at Bay

435 Albert Street
Tel: 1 (613) 238-8858
Fax: 1 (613) 238-1433
Toll Free: 1-800-264-6644

www.albertatbay.com/destinationottawa

from CAD\$159.00



Arc the Hotel

140 Slater Street
Tel: 1 (613) 238-2888
Fax: 1 (613) 235-8421
Toll Free: 1-800-699-2516

www.arcthehotel.com

from CAD\$165.00



Crowne Plaza

101 Lyon Street
Tel: 1 (613) 237-3600
Fax: 1 (613) 237-2351
Toll Free: 1-800-227-6963

www.crowneottawa.ca

from CAD\$164.00



Delta Hotel

361 Queen Street
Tel: 1 (613) 238-6000
Fax: 1 (613) 238-2290
Toll Free: 1-800-268-1133

www.deltahotels.com

from CAD\$199.00



Ottawa Marriott

100 Kent Street
Tel: 1 (613) 238-1122
Fax: 1 (613) 783-4229
Toll Free: 1-800-853-8463

www.ottawamarriott.com

from CAD\$205.00



Radisson Hotel

402 Queen Street
Tel: 1 (613) 236-1133
Fax: 1 (613) 236-2317
Toll Free: 1-800-333-3333

www.radisson.com/ottawaca

from CAD\$149.00

Please contact the hotel for information on transportation to and from the airport.

Note: The displayed hotel rates have been taken from the hotels' websites, and as such they are subject to change. The registree has to request directly the actual rates from the hotels.