

APIS Software Training / Consulting

IQ-Software

Services

APIS Informationstechnologien GmbH

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* TR01 & TR02 are offered in combination as compact training course
TR03 "Two-in-One".



For our customers we were already in:

Austria
Belgium
Brazil
Bulgaria
Canada
China
Czech Republic
Finland
France
Germany
Great Britain
Hungary
India
Ireland

Italy
Japan
Korea
Liechtenstein
Luxembourg
Malaysia
Marocco
Mexico
Netherlands
Norway
Poland
Portugal

Romania
Slovakia
Slovenia
South Africa
Spain
Sweden
Switzerland
Taiwan
Tunisia
Turkey
UK
USA

Introduction

Welcome to **APIS IQ-Software** (IQ: Integrated Quality), the software for FMEA, DRBFM, Risk Analysis, Functional Safety and Requirement Management.

The APIS IQ-Software family includes the APIS Server software and the APIS Client software.

As well as training sessions on the use of our software tools, we also offer seminars in FMEA methodology and FMEA moderation. In addition, we are also happy to offer our services as a partner for moderation services.

We believe it is very important that the working conditions in our seminars are perfect, whether at your facilities or in one of our bright and modern training rooms for up to 12 participants. The participants will be guided by an experienced course instructor and will work with a dedicated computer, which is for their individual use only. Below you can find out a little bit more about the different seminar variants we offer, together with information about the topics covered in each of them.

We wish you a lot of success in using the APIS IQ-Software and will be happy to help with any queries you may have.

Your APIS trainer team

Upcoming training dates:

<http://www.apis.de/training>

TR01 Methodology of FMEA

- **Introduction to FMEA methodology (VDA, AIAG)**
- **FMEA project and organization**

The FMEA process serves to identify potential weaknesses, recognize and evaluate these weaknesses, and put suitable prevention/detection measures in place in good time.

Target group	This seminar is intended for future participants of FMEA meetings and FMEA moderators-to-be in the fields of design/development, process planning and quality assurance, but it is also for senior managers looking for information about FMEA methodology.
Previous knowledge	- None -
Seminar duration	1 day
Seminar fees	Please refer to our list of seminar dates and fees.
Seminar contents and schedule Day 1	<p><i>9.00 a.m. to 5.00 p.m.</i></p> <p>Introduction to FMEA methodology (VDA, AIAG) <i>FMEA project, organization, prerequisites, methodology</i></p> <p>Development of a practical example Structural analysis Functional analysis with functional nets Failure analysis with failure nets Form-based action analysis Form-based optimization and documentation Implementation and verification of success Discussion</p>

TR02 Basic Training

- **Data organization, input and maintenance**
- **Setting up VDA-FMEAs and AIAG-FMEAs**
- **Searching for and reusing information**

The APIS IQ-Software helps users to set up FMEAs. The software is perfectly adapted for the Windows environment. It already meets all of the expectations in terms of being able to reuse documented knowledge.

Target group	Managers and FMEA moderators-to-be from the areas of design/development, process planning and quality assurance. (Users of APIS IQ-FMEA, APIS IQ-RM)
Previous knowledge	Knowledge of FMEA methodology according to VDA or AIAG, as taught for example in the FMEA methodology-training course (TR01).
Seminar duration	2 days
Seminar fees	Please refer to our list of seminar dates and fees.

Seminar contents and schedule	
Day 1	<i>9.00 a.m. to 5.00 p.m.</i> APIS IQ-Software for creating FMEAs <i>Overview</i> Data organization, file, project, structure Data views (editors, Data Manager) Data types (objects) Data input and maintenance Establishing cause-and-effect relationships Risk assessment with the FMEA form
Day 2	<i>8.30 a.m. to 4.30 p.m.</i> Risk assessment with the FMEA form <i>continued</i> Cause-and-effect relationships Optimization (measures) Deadline tracking Statistics Editor Searching for and reusing information Data output Further functions

TR03 Two-in-One

TR01 + TR02 combined together into a compact training course

- **Introduction to FMEA methodology (VDA, AIAG)**
- **FMEA project and organization**
- **Data organization, input und maintenance**
- **Creation of FMEA according to VDA and AIAG**
- **Searching for and reusing information**

The FMEA process serves to identify potential weaknesses, recognize and evaluate these weaknesses, and put suitable prevention/detection measures in place in good time.

The APIS IQ-Software helps users to set up FMEA. The software is perfectly adapted for the Windows environment. It already meets all of the expectations in terms of being able to reuse documented knowledge.

Target group	Managers and FMEA moderators-to-be from the areas of design/development, process planning and quality assurance. (Users of APIS IQ-FMEA, APIS IQ-RM)
Previous knowledge	- None -
Seminar duration	3 days
Seminar fees	Please refer to our list of seminar dates and fees.

Seminar contents and schedule	
Day 1	<p><i>9.00 a.m. to 5.00 p.m.</i></p> <p>Introduction of FMEA methodology (VDA, AIAG) <i>Basic principles</i></p> <p>Getting started with the IQ-FMEA software <i>Installation, program versions</i></p> <p>Creating structures with the Structure Editor <i>Using the Structure Editor</i></p> <p>Function and failure analysis <i>Basic principles</i></p> <p>Function analysis <i>Use of the Function Net Editor</i></p> <p>Failure analysis <i>Linking failures, using the Failure Net Editor</i></p> <p>Filters</p> <p>Risk assessment</p> <p>Optimization</p>
Day 2	<p><i>8.30 a.m. to 4.30 p.m.</i></p> <p>Function and failure analysis <i>continued</i></p> <p>Working with the forms <i>Risk evaluation and optimization, using the Form Editor</i></p> <p>Deadline tracking, statistical evaluation</p> <p>Copying, searching</p> <p>Adjustment options</p>
Day 3	<p><i>8.30 a.m. to 3.00 p.m.</i></p> <p>Process Flow Diagram</p> <p>Control Plan</p> <p>Development of practical examples</p> <p>Closing discussions</p>

TR04 PFD/CP-Workshop

For APIS IQ-RM

- **PFD: Process Flow Diagram**
- **CP: Control Plan**

APIS IQ-Software offers optimum support to users in the field of Risk Management.

Databases without redundant data enable consistent and efficient working in different documents, in particular FMEA, CP and PFD, without any need for subsequent reconciliation (CP: Control Plan; PFD: Process Flow Diagram).

Target group	This workshop is aimed at employees who work in the fields of quality assurance, process planning or work preparation and prepare QM documents.
Previous knowledge	Knowledge of the use of APIS IQ-Software (FMEA / FMEA-L). This knowledge is taught e.g. in the basic IQ-Software training course (TR02).
Seminar duration	1 day
Seminar fees	Please refer to our list of seminar dates and fees.
Seminar contents and schedule Day 1	<i>9.00 a.m. to 5.00 p.m.</i> Process analysis Process Flow Diagram FMEA form Control Plan Development of a practical example

TR05 DRBFM-Workshop

- **DRBFM: Design Review Based on Failure Mode**

The "Design Review Based on Failure Mode" (DRBFM) method developed and successfully employed by Toyota will be included in future in the APIS IQ-Software.

DRBFM is a method, which focuses on changes to products and processes. Efficient and team-focused support is provided in the APIS IQ-Software in the form of an integrated DRBFM form.

Target group	The seminar is intended for employees from all corporate areas who plan to work with DRBFM in future or who are interested to learn about the differences to FMEA.
Previous knowledge	Knowledge of the methodology and experience in the use of FMEA processes according to VDA and AIAG, as well as knowledge of the operation of APIS IQ-Software. This knowledge is taught e.g. in the FMEA methodology training course (TR01) and the IQ-Software training courses (TR01/TR13/TR09).
Seminar duration	1 day
Seminar fees	Please refer to our list of seminar dates and fees.
Seminar contents and schedule Day 1	<p><i>9.00 a.m. to 5.00 p.m.</i></p> <p>DRBFM, a different type of FMEA? Methodology models in comparison DRBFM in day-to-day work Automated preparation on the basis of changes DRBFM and the integrated approach of the IQ-Software Potential applications in the Product Life Cycle Supporting features of the IQ-Software DRBFM & FMEA - similarities and differences</p>

TR06 Functional Safety

- **Introduction in the quantitative safety case in accordance with IEC 61508 and ISO 26262**
- **Important terms and procedures**
- **SIL /ASIL classification and calculation using quantitative parameters in the IQ-Software**

Systems with electrical and/or electronic components that carry out safety functions are to be assessed in report of the safety aspects. To do this relevant calculations as per the SIL /ASIL classification are to be carried out based on the quantitative parameters.

The calculations required to achieve the target were carried out by way of example with the aid of safety-related parameters. Support using the APIS IQ-Software even for complex systems, which allow access to the central catalogues based on the CARM-NG server and the FMEDA-form allow practice-oriented working.

Target group	To familiarize developers who implement functional safety based on the standards IEC 61508 or ISO 26262 and to carry out functional safety based on the safety technical parameters.
Previous knowledge	Basic knowledge in IEC 61508 or ISO 26262 Basic knowledge for operating the APIS IQ-Software. This information is provided for example in the IQ-Software Basic Training (TR02).
Seminar duration	1 day.
Seminar fees	Please refer to our list of seminar dates and fees.

**Seminar contents
and schedule****Day 1**

9.00 a.m. to 5.00 p.m.

An overview of the quantitative safety case according IEC 61508 and ISO 26262

Calculation methods

function and failure nets as calculation base for single and multiple point faults consideration

Sample calculation in APIS IQ-Software with safety technical parameters

Potentials for increasing efficiency using FMEDA and central CARM-NG server databases for electronic components (e.g. SN29500)

TR07 Carm Server or Consolidation

CARM Server

- **Installation**
- **Configuration**
- **Usage**

Target group	This workshop is aimed at CARM Server administrators, FMEA coordinators and APIS IQ-Software users who would like to find out about the possibilities of using the CARM Server. (APIS CARM Server users and CSS / CSA)
Previous knowledge	Knowledge of the IQ Client (APIS IQ-FMEA or APIS IQ-RM), basic understanding of networks (with TCP/IP support), requirements for the host as described in the CARM Server installation instructions.
Seminar duration	1 day on-site.
Seminar fees	We would be happy to prepare a quote for you; dates by arrangement.
Seminar contents and schedule Day 1	<p><i>9.00 a.m. to 5.00 p.m.</i></p> <p>Configuration of the server</p> <p>Introduction to administrative tasks</p> <p>Setting up and using a first IQ Client (Master Client)</p> <p>Introduction to IQ Client control and operation options</p> <p>Development of a practical example</p> <p>CSS standard</p> <p>CSS modules</p> <p>CSS action tracking</p>

Consolidation

- **Introduction for simultaneous engineering**
- **Generation of clones and interfaces**
- **Consolidation of two documents**

Consolidation offers multiple users the possibility to simultaneously edit the same file, and to consolidate different revisions of it at a later time.

Target group	This workshop is aimed at FMEA coordinators and FMEA moderators who would like to find out about the possibilities of using the simultaneous engineering.
Previous knowledge	Basic knowledge for operating the APIS IQ-Software. This information is provided for example in the IQ-Software Basic Training (TR02).
Seminar duration	1 day on-site.
Seminar fees	We would be happy to prepare a quote for you; dates by arrangement.
Seminar contents and schedule Day 1	<i>9.00 Uhr bis 17.00 Uhr</i> Introduction for simultaneous engineering Generation of clones Simultaneous working Comparison: view for differences/conflicts Consolidation of two files Working with structure interfaces Working with variant interfaces

TR08 Moderation Workshop

- **Role of FMEA moderators**
- **Communication models**
- **Procedure**
- **Visualization**

Optimized moderation during teamwork can reduce outlay and time requirements by up to 50%. Ultimately, the outcome of an FMEA should be a fault-free product, so it is therefore an important pre-requisite for creating success in the marketplace.

Target group	The seminar is intended for employees from all areas of companies who will be moderating FMEA teams in the future. Participants are taught effective moderation skills and goal-oriented leadership of FMEA teams. (Users of APIS IQ-FMEA, APIS IQ-RM)
Previous knowledge	Knowledge of the methodology and experience in the use of FMEA processes according to VDA and AIAG, as well as knowledge of the operation of APIS IQ-Software. This knowledge is taught e.g. in the FMEA methodology training course (TR01) and the basic IQ-Software training courses (TR02/TR13/TR09).
Seminar duration	2 days
Seminar fees	Please refer to our list of seminar dates and fees.

Seminar contents and schedule	
Day 1	<i>9.00 a.m. to 5.00 p.m.</i> Recapitulation of the FMEA principles Communication models Putting together FMEA project teams Roles of an FMEA moderator Procedure for preparing for FMEA moderation Procedure for moderation of FMEA team meetings Development of a practical example Proven tips and tricks for successful FMEA moderation
Day 2	<i>8.30 a.m. to 4.30 p.m.</i> Recording the FMEA results during moderation Questioning techniques for drawing up an FMEA Project tracking Successful communication techniques for FMEA moderators Visualization techniques Moderation phases Exercises Discussion

TR09 Expert Workshop

- **FMEA / IQ-RM:**
Expanded features, variants, tips & tricks, adjustment options, ...
- **Process flow diagrams**
- **Control Plan**
- **IQ-Client and central CARM Server**
- **FMEA and Requirement Management**

After being used successfully for more than 20 years by a large number of companies operating both domestically and internationally, the APIS IQ-Software now offers a very extensive and comprehensive range of functions and features. Pinpointing the core functions and the underlying principles makes it much easier to successfully use the software.

Databases without redundant data enable consistent and efficient working in different documents, in particular FMEA, CP and PFD, without any need for subsequent reconciliation (CP: Control Plan; PFD: Process Flow Diagram).

Target group	The seminar is intended for people who are responsible for or handle FMEA processes, and is also designed for FMEA moderators. (Users of APIS IQ-FMEA, APIS IQ-RM)
Previous knowledge	Knowledge of the methodology and experience in the use of FMEA processes according to VDA and AIAG, as well as knowledge of the operation of APIS IQ-Software. This knowledge is taught e.g. in the FMEA methodology training course (TR01) and the basic IQ-Software training course (TR02).
Seminar duration	2 days
Seminar fees	Please refer to our list of seminar dates and fees.

Seminar contents and schedule	
Day 1	<i>9.00 a.m. to 5.00 p.m.</i> Template files and configuration files CARM Client Variants Cross-structural working Cause-and-effect diagram User defined views
Day 2	<i>8.30 a.m. to 4.30 p.m.</i> Securing failures in the failure net Statistical evaluations Process Flow Diagram/Control Plan Consolidation (Simultaneous Engineering) Reusability of data Configurability Unicode Expanded Object Inspector Filters in the Structure Editor and FFA Filters in the Function Net and Failure Net Global actions Discussion of questions from participants

TR10 Workshop – Documentation and Presentation

- **Presentation tools in IQ-Software: filtering options, statistics, deadline tracking, ...**
- **Personal Information Manager**
- **IQ-Explorer**
- **How to present an FMEA successfully**

APIS IQ-Software has acquired an extremely large range of functions after more than 20 years of practical use by many companies, including international ones. Users are given targeted support through additional functions in IQ-Software for documentation and presentation.

Target group	The seminar is aimed at those in charge of operating and those working with FMEAs and also for FMEA facilitators. (Users of APIS IQ-FMEA, APIS IQ-RM)
Previous knowledge	Methodological knowledge and experience of VDA and AIAG, as well as operational knowledge of APIS IQ-Software. This knowledge can be gained at e.g. FMEA Method Training (TR01) and IQ-Software Basic Training (TR02).
Seminar duration	1 day
Seminar fees	Please refer to our list of seminar dates and fees.
Seminar contents and itinerary Day 1	<i>9.00 a.m. to 5.00 p.m.</i> Introduction to the documentation tools in IQ: printing, exporting, Web Publisher, Presentation Print, statistics, deadline tracking, filtering options Personal Information Manager IQ-Explorer Presentation strategies – internal and with client

TR11 Workshop – Variants and Data Handling

- **Variants concepts in IQ-Software**
- **Cross-structure working**
- **Extended administrative search options**

APIS IQ-Software has acquired an extremely large range of functions after more than 20 years of practical use by many companies, including international ones. Users are given targeted support through additional functions in IQ-Software for reusing FMEA data and effective data management.

Target group	The seminar is aimed at those in charge of operating and those working with FMEAs and also for FMEA facilitators. (Users of APIS IQ-FMEA, APIS IQ-RM)
Previous knowledge	Methodological knowledge and experience of VDA and AIAG, as well as operational knowledge of APIS IQ-Software. This knowledge can be gained at e.g. FMEA Method Training (TR01) and IQ-Software Basic Training (TR02).
Seminar duration	1 day
Seminar fees	Please refer to our list of seminar dates and fees.
Seminar contents and itinerary Day 1	<i>9.00 a.m. to 5.00 p.m.</i> Cross-structure working In-depth working with the variants concept Extended administrative search options Configurator Exclusive moderating in the Structure Editor Participants' questions answered

TR13 Update Training

- **Differences in version change**

In order to cement our position as the supplier of the leading software for FMEA, Risk Analysis, Functional Safety and Requirement Management and widen our lead over our competitors, every new program version of the APIS IQ-Software comes with a large number of improvements and additional features.

Target group	Managers and FMEA moderators-to-be from the areas of design/development, process planning and quality assurance. (Users of APIS IQ-FMEA, APIS IQ-RM)
Previous knowledge	Knowledge and experience of working with the previous version of the APIS IQ-Software, as well as knowledge and experience of FMEA methodology, as taught for example in the FMEA methodology training course (TR01) and in the basic training course (TR02).
Seminar duration	1 day
Seminar fees	Please refer to our list of seminar dates and fees.
Seminar contents and schedule Day 1	<i>9.00 a.m. to 5.00 p.m.</i> Redesigned settings dialogs Background colors for system elements Working with risk matrices Improved FMEA form Improved Control Plan Improved export and import Improved Mechatronics Analysis options in the Graph Editor

TR14 Mechatronics-FMEA

- **Peculiarities for mechatronic systems**
- **Extensions of the Mechatronics-FMEA**
- **Integration in classic FMEA using FMEA form, statistics etc.**

Daily use with products in which there are mechanics, electronics and software becomes easier to use. The user expects that these mechatronic systems guarantee performance capability, availability and safety.

Measures are necessary in development projects which go above and beyond classic risk analysis. Developers in all partial disciplines must familiarize themselves with all possible operating states and by using error recognition and error response ensure that the project targets are achieved safely.

Target group	Developers with previous experience in classic FMEA in accordance with VDA, AIAG or DRBFM, who want to uncover weak points in mechatronic systems and define measures. Those persons who want to replicate development services with added error recognition and reaction for all operating states in an FMEA.
Previous knowledge	Expertise and experience with FMEA in accordance with VDA or AIAG as well as operating knowledge of the APIS IQ-Software. This knowledge has for example been trained in FMES-method training (TR01) and in the IQ-Software Basic Training (TR02).
Seminar duration	1 day
Seminar fees	Please refer to our list of seminar dates and fees.

Seminar contents and schedule Day 1	<p><i>9.00 a.m. to 5.00 p.m.</i></p> <p>Peculiarities of mechatronic systems</p> <p>Extensions of Mechatronics-FMEA (Operating states, error recognition, error reactions) and alteration of the B-assessment valuation score for FMEA</p> <p>Working in IQ editors</p> <p>Use of filters with the additional criteria</p> <p>Representation of alternative safety levels in the form (RPZ secure /unsecure)</p>
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Moderation Services

- **FMEA moderation**

The process of preparing an FMEA (Failure Mode and Effect Analysis) is a challenging and potentially difficult task for the persons involved. In the process, lack of experience can often significantly increase the workload, resulting in additional costs and loss of motivation on the part of those involved.

For an FMEA to be performed efficiently and in the best possible way, not only must the moderator have full control over the methods used, but he or she must also be aware of and take into account all of the options and limitations of these methods. The moderator must be familiar with the software functions of the employed tool and be able to apply a range of different moderation techniques.

Optimized moderation during the teamwork can reduce outlay and time requirements by up to 50 %. Ultimately, the outcome of an FMEA should be a fault-free product, so it is therefore an important pre-requisite for creating success in the marketplace.

Goals:

Moderation is provided to mentor the team on its way to arriving at the outcome of the FMEA. The moderator highlights potential failure areas and demonstrates how the end product can be affected.

Our aim is to enable the participants to perform efficient and prompt FMEAs. As a general rule, after around 1-3 days of moderation the participants are usually capable of continuing the analysis independently. In addition to helping you obtain the actual required FMEA results, our FMEA moderation service also offers great learning value in terms of the performance of FMEAs.

Advantages:

- Understanding of the methodology
- Understanding of the software
- Moderators' expertise
- Neutral moderation
- Resource savings

What our service includes:

- Optional: Preparation of the FMEA on the basis of existing records (*e.g. preparation of the system structure on the basis of multi-level bills of materials, work schedules etc.*)
- Presentation of the basic knowledge required to prepare FMEAs for non-trained members of the team (*in the form of a short introduction of around 30 minutes, only if required*)
- Parallel documentation with the APIS IQ-Software
- Moderation of the working group towards a targeted and efficient (system-) FMEA with the following work steps:
 - *Definition of the goals of FMEA*
 - *Definition of the system elements and the system structure*
 - *Definition of the relevant functions*
 - *Definition of the relevant potential failures*
 - *Performance of the failure analysis*
 - *Evaluation of the risks*
 - *Development and documentation of the avoidance and detection measures which accompany the development*
 - *Definition and assignment of responsibilities, deadlines and processing status for the actions*
 - *Evaluation of the improved status*
 - *Follow-up processing of work results (e.g. optimization of the system structure, preparation of a Control Plan etc.)*
 - *Documentation and presentation of the FMEA results*
 - *Project tracking*

Target group	Employees from corporate areas affected by the FMEA process. The key here is to find a good compromise – for reasons of communication and motivation it is best to include as many of the experts as possible, but this competes with the opposed requirement of performing the analysis with minimal employee resources. If necessary, suppliers of key system components can also be involved.
Previous knowledge	- None -
Seminar duration	The length of time required depends on the complexity of the product and the level of detail required for the analysis. An estimate can be provided before the start of a concrete FMEA. Each day of this service can be ordered or canceled on an individual basis.
Seminar fees	We would be happy to prepare a quote for you; dates by arrangement.

Contact

Registration: Formless or using the attached form.

Benefits: Seminar documents,
lunch (café/restaurant),
refreshments during seminar.

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D-38102 Braunschweig
GERMANY

Tel.: +49-531-70736-0

Fax.: +49-531-70736-25

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REGISTRATION

Please send to:

APIS Informationstechnologien GmbH
Wolfenbütteler Straße 31 B
D-38102 Braunschweig

Fax: +49-531-70736-25

Seminar title	Date	Location

Participant(s):

(Title) Surname, First name	E-Mail

Information for the invoice (please fill in completely):

Company address:

Billing address (if differently from company address):

Order No.:

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Tel. / Fax:

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Tax ID Number:

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Location / Date:

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Signature:

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General Terms of Business of APIS Informationstechnologien GmbH

Registration

All registrations for our seminars must be received in writing – by letter, fax or e-mail. By registering for one of our seminars, customers agree to be bound by our General Terms of Business.

Due to the limited number of places available for our seminars, they are awarded on a "first come, first served" basis. Registrations only become effective once they have been confirmed in writing.

If the minimum number of participants is not attained for a particular seminar then we will notify you immediately and offer an alternative date if required.

Cancellation

A cancellation fee of 20% of the attendance fee is payable if cancellation notification is received between 8 weeks and 2 weeks before the start of the seminar. If the cancellation is received less than 2 weeks before the start of the seminar then the full attendance fee is payable. We appreciate your understanding in this matter. However, it is possible to appoint a substitute participant by arrangement. You will be notified immediately if an event needs to be canceled.

In all cases the liability of APIS Informationstechnologien GmbH is limited exclusively to the attendance fee. The course instructor and the seminar program are subject to change without notice.

Fees

For details of our seminar fees, please refer to the list of seminar dates and fees. All prices are quoted per participant and are subject to VAT. The seminar fee is payable without deductions after the invoice is issued.

Scope of Validity

These General Terms of Business apply to the running of seminars and training courses in the training facilities of APIS Informationstechnologien GmbH and in external training facilities. Any changes will only be valid if they are agreed in writing.

Data Protection

By registering for a place on one of our courses you agree to your data being electronically stored and processed for the purpose of dealing with your registration.

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