

PCI SSC Training Venue Host Program Policy

Purpose

This PCI SSC Training Venue Host Program Policy (the “Policy”), together with the PCI SSC training Venue Agreement (the “Agreement”), establishes the requirements, responsibilities, and conditions under which organizations may apply to serve as volunteer training locations (“Hosts”) for PCI Security Standards Council (“PCI SSC”) hosted training events.

PCI SSC-hosted training classes are organized, marketed, and filled by PCI SSC. Host organizations provide physical facilities and any agreed amenities. PCI SSC selects and coordinates training locations based on training demand, geographic access, and venue suitability.

Roles and Responsibilities

PCI SSC is responsible for:

- Determining training demand and scheduling classes
- Selecting training locations based on suitability and access
- Managing registration, attendance, instructors, and course materials (i.e. course materials and related instructor or student materials shipped by PCI SSC for use in a given class hosted under this Policy)
- Attendee registration, admission, and removal from the Class, and all associated decisions
- Shipping course materials to Hosts
- Communicating logistical requirements to Hosts
- Communicating with registered students
- Providing class agendas and schedules to Hosts and registered students

Hosts are responsible for:

- Complying with the terms of this Policy and the Agreement
- Providing a venue that is safe and accessible
- Providing a shipping address to receive course materials and holding such materials up to 3 business days prior to the start of the event
- Meeting the venue requirements defined in this Policy
- Providing food and beverage services in compliance with this Policy (if selected in the Agreement)
- Maintaining appropriate insurance coverage as specified in this Policy

- Complying with all applicable health, safety, and building regulations
- Designating a point of contact to coordinate with PCI SSC on logistics, receipt of course materials, and site readiness

Host Benefits

For each training class held at its venue, the Host will receive one (1) complimentary class seat in that class. If the Host also provides food and beverage services, it will receive an additional complimentary class seat in that class, for a total of two (2) complimentary seats. These complimentary seats are not required to be used by Host personnel and may be allocated at the Host's discretion, provided all attendees meet the applicable program eligibility requirements and properly register for the class.

Venue Requirements

Capacity

The classroom and facilities must accommodate at least 20 participants (including PCI SSC instructors and staff) and be approximately 1,000 sq. ft. in size or greater. Seating must allow attendees clear sightlines to the instructor(s) and all presentation display screens. Preference is given to venues that can hold up to 50 participants.

Classroom Layout and Access

The classroom layout must be functional for interactive training. A standard classroom layout typically consists of tables seating two students per 6 ft. table that are aligned in rows and columns directed toward the teacher.

However, rounds or horseshoe seating arrangements may be sufficient if approved in advance by PCI SSC. Instructors must be able to move freely through the classroom and access all student tables and seating areas.

All attendees must have unrestricted access to the classroom, bathrooms, and an outdoor space (e.g., for breaks or emergencies).

Audio/Visual (A/V)

Hosts must provide the following A/V equipment in good working order:

- Projector and screen with HDMI connection
 - Preference given to ceiling-mounted or rear projection
- Appropriate speakers/PA system
- Lapel microphone
- Wireless handheld microphone
- Reliable Wi-Fi access for PCI SSC instructors, staff and proctor
- Curtains, blinds, or other means to block external light if necessary

Materials

Hosts must provide or make available:

- Podium, or a tall table, with electrical power for PCI SSC instructors
- Table at back of room with power for PCI SSC proctors and staff

- Flip chart or whiteboard with colored markers
- Sufficient tables and chairs for all attendees

Food and Beverage

Every class must include food and beverage services. The Host is not required to provide food and beverage services; however, Hosts that do so will receive a second complimentary class seat as noted above. Whether the Host will provide food and beverage services will be indicated in the applicable Agreement.

Regardless of whether food and beverage services are provided by the Host or arranged by PCI SSC, the following minimum food and beverage requirements apply.

Coffee, tea, and water shall be provided in the morning. Any coffee equipment shall be capable of serving a full class efficiently (e.g. no single-serve pod machines). Tea, water, and soda shall be provided in the afternoon.

To the extent Host provides lunch, arrangements for lunch shall be coordinated with PCI SSC in advance. Lunch may be provided in the classroom or arranged nearby, as agreed in writing. For students with dietary restrictions or allergies a meal must be provided that meets their requirements, either as part of a buffet or as a separate individual meal. Dietary restrictions will be collected by PCI SSC at registration and, if Host has elected to provide food and beverage services, will be shared with the Host in advance. All catering must be approved by PCI SSC to ensure these requirements are met.

Safety, Emergency, and Evacuation Requirements

The Host represents and warrants that the venue has appropriate, legally compliant fire evacuation routes, clearly marked emergency exits, emergency assembly points, and documented emergency procedures covering the foregoing as well as medical emergencies, natural disasters, and other threats to safety.

The Host shall ensure ongoing compliance with fire safety regulations, health and safety laws, and building occupancy requirements. The Host shall ensure that emergency and evacuation procedures are communicated to PCI SSC before each training session.

Liability and Insurance

The Host is solely responsible for the condition, safety, and security of the venue. This responsibility includes, without limitation, incidents involving slip, trip, or fall injuries, injuries arising from facility conditions or equipment, property damage occurring at the venue. Host shall be responsible for all claims to the extent arising from the condition, operation, or use of the venue, including to the extent resulting from Host's failure to comply with its obligations regarding the venue.

The Host shall maintain, at its own expense, Commercial General Liability insurance with coverage limits customary for similarly situated commercial venues and, upon reasonable request, provide evidence of such coverage to PCI SSC.

Class Cancellation

Either party may cancel any scheduled training event to be hosted by a Host under this Policy as set forth below, in which case, except as expressly provided below or in the Agreement, each party's respective rights and obligations under the Policy and the Agreement with respect to the cancelled training event shall automatically cease.

Cancellation by PCI SSC

PCI SSC may cancel any scheduled training event at any time in its sole discretion by providing written notice of cancellation to the Host, subject to the following:

If PCI SSC notifies Host of cancellation of a scheduled class either forty-five (45) or more days prior to the start date of the class or due to the Host's failure to cure any breach of the terms of the Policy or the Agreement by Host within fifteen (15) days of notice thereof, then no complementary seats or compensation of any kind will be owed to the Host.

If PCI SSC notifies Host of cancellation of a scheduled class fewer than forty-five (45) days prior to the start date of the class (other than due to the Host's failure to cure any breach of the terms of the Policy or the Agreement by Host within fifteen (15) days of notice thereof), then in recognition of any costs the Host may have incurred in preparation for the event, PCI SSC will provide one (1) complimentary class seat (or, if Host had elected to provide food and beverage for the canceled class, two (2) complimentary class seats) for PCI SSC training at a subsequent training event offered by PCI SSC (each a "Replacement Complementary Seat"). All Replacement Complementary Seats must be used for the same qualification program at any available future training, whether in-person or virtual and will expire if not used within 365 days of issuance. Except as provided in this paragraph, PCI SSC will have no liability to any Host for any cancelled training event.

Cancellation by Host

The Host may cancel any scheduled training event to be hosted by the Host at any time in its sole discretion by providing written notice of cancellation to PCI SSC, subject to the following:

Because PCI SSC organizes, markets, and registers attendees for training events, late cancellation by a Host can result in significant disruption and expense, including travel costs incurred by registered students, instructor rebooking, cancelled food and beverage costs, and the need to secure an alternate venue on short notice.

Hosts are therefore asked to provide written notice of cancellation as far in advance as possible, and in no event later than forty-five (45) days prior to the scheduled start date of the class.

If the Host notifies PCI SSC of cancellation of a scheduled class either forty-five (45) or more days prior to the start date of the class or due to force majeure, then no compensation will be owed to PCI SSC by the Host.

If the Host notifies PCI SSC of cancellation of a scheduled class fewer than forty-five (45) days prior to the start date of the class for reasons other than force majeure or

failure of PCI SSC to cure any breach of the terms of the Policy or the Agreement within fifteen (15) days of notice thereof, any complimentary seats otherwise available to Host for the class shall be forfeited and the Host shall be responsible for reasonable, documented costs incurred by PCI SSC as a direct result of the cancellation, including but not limited to:

- Non-refundable travel and lodging expenses incurred in connection with attendance at the class by registered students, instructors, or PCI SSC staff
- PCI SSC's costs associated with securing a replacement venue
- Non-recoverable costs related to shipped training materials, catering deposits, or other event logistics

PCI SSC will make reasonable efforts to mitigate such costs, including relocating the event where feasible. The Host's forfeiture of any complimentary class seats associated with the cancelled event is in addition to, and not in lieu of, the Host's obligation to pay the expenses and costs described above. All such costs and expenses shall be due and payable within thirty (30) days of receipt of the corresponding invoice(s) by the Host.

If the Host notifies PCI SSC of cancellation of a scheduled class within forty-five (45) days prior to the start date of the class due to any failure of PCI SSC to cure any breach of the terms of the Policy or the Agreement within fifteen (15) days of notice thereof, then the Host shall receive the number of Replacement Complementary Seats it would have received if PCI SSC had cancelled at the same time for convenience.

Force Majeure

Notwithstanding anything to the contrary, neither party shall be liable for cancellation caused by events beyond its reasonable control, including but not limited to natural disasters, government actions, public health emergencies (each a "force majeure"); provided that in the case of force majeure, the parties will work together in good faith to reschedule or relocate the cancelled class if reasonably possible; and provided further, that PCI SSC may, in its sole discretion, convert any Class cancelled due to force majeure to a virtual format in lieu of rescheduling.

Application and Selection

Organizations may complete the PCI SSC Training Venue Host Program Application (the "Application") for consideration. Submission does not guarantee selection, nor does selection guarantee future use. PCI SSC reserves the right, at its sole discretion, to approve or reject any proposed Application, Host or venue, cancel or relocate training events, and modify venue requirements based on event needs. PCI SSC will confirm selection and logistics in writing with the Host organization prior to scheduling a class.