



Delegate Pack – Onsite Training

Thank you for booking your Professional Development training with Quadra. We are fully authorised to deliver Autodesk, CADSTAR and IPC training and our Trainers undertake regular update training and re-certification, to ensure that you get the best possible experience.

Quadra will provide:

- DELL Precision Mobile Workstations
- CAD Workstation peripherals
- Courseware materials*

Please advise if you need us to bring the following:

- Multi-gang extension leads
- HDMI Cable
- Projector

** If you would like to purchase your own copy of the courseware, please ask your Trainer for details on the day.*

The Venue will need to provide:

- A room with a classroom layout.
- Either 1 desk per Trainee or a meeting room table which seats double the amount of people.
- Projection facility (either projector on to a dimly lit white space or a large display TV).
- Ability to Network the machines together (for Vault training only)
- Power sockets for all laptops, plus projector if one is required.
- Commitment of a single, lockable room for the duration of the course.
- Clearance to leave the equipment overnight 'in-situ' to assist the Trainer.

If you encounter any problem with the above list, please contact your Account Manager to discuss.

Timings:

- Trainer arrival: 08:30 for setup
- Delegate arrival: 08:45 onwards
- Start: 09:00
- Lunch: 12:00 approximately
- Finish: 16:30 approximately

Cancellation or Transfer of Onsite Courses:

If the onsite course is unable to go ahead, please notify us immediately on 01254 301888 or training@quadrasol.co.uk
The more time we have, the more options you have:

Cancellation +7 days from start	Free date transfer	Full refund entitlement
Cancellation 1-7 days from start	Free date transfer	No refund entitlement

Full terms are available at <https://www.quadrasol.co.uk/terms-conditions/>