Delegate Pack – Remote Training

Thank you for booking your Remote Professional Development training course with Quadra.
The following provides important information and actions that you need to take in order to prepare for your course and avoid significant delays on the day. Please read and digest thoroughly....

Preparations you need to make ASAP:

✓	**Workstation Hardware:** Please check the following:
	• Meets the minimum system requirements for the latest relevant Autodesk software. Full list here >> https://www.autodesk.com/support/system-requirements/overview
	• Your broadband connection is strong and stable. Aim for a wired connection, rather than wireless.
	• Your webcam is available and plugged in - Either a PC webcam or via your phone. A camera is highly recommended, as it allows the instructor to "see how you are doing" and makes for a more personal training experience.
	• You setup includes 2 monitors – this can either be two monitors on your PC/laptop or two individual machines. During the training you will be required to follow instructions from the Trainer, and this is much easier if you have two screens. Having two individual computers is not a problem, as you can log into the same session from multiple devices.
	Web session software: please install Zoom and Microsoft Teams.
	CAD software: Ensure you have a working, up to date version of the relevant CAD software installed.
	Practice files: Prior to training, please download the exercise CAD files onto your training machine. Instructions on how to do so are in the first chapter of your book (it is a downloadable ZIP file).
	Book your free Pre-course Check by contacting support@quadrasol.co.uk: With the above checklist completed, your Trainer is available ahead of the course, to remote onto your machine and check your installation and setup with you.

Please contact support@quadrasol.co.uk if you encounter any issues with the above
and to request your free pre-course check.

Continued overleaf...

Joining Instructions – Remote Training Continued....

What happens next:

- **Courseware**: With the Order placed, official courseware is sent by recorded delivery. We ask the person ordering the course to confirm the address (either a Company address or to your home address). So please check-in with them to confirm where it has been sent. If it hasn't arrived 7 days prior to the course, please get in touch.
- **Login:** The Trainer will aim to issue your web-session login details 7 days before your training course.

What to expect on the day:

- Log in to Web-Session: 08:45 (Allowing time for introductions and a prompt start).
- Start: 09:00
- Break for Lunch: 12:00
- Finish: 16:30 approx. (Depending upon progress and any individual Q&A)

Cancellation or Transfer:

If you are unable to attend, 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 or substitution	Full refund entitlement
Cancellation 1-7 days from start	Free date transfer or substitution	No refund entitlement
Failure to attend	No transfer or substitution	No refund entitlement

Scheduled training costs are kept to a minimum, to promote attendance & affordability. We therefore reserve the right – in the run up to the course - to reschedule if there are not enough people registered for it to be viable (usually <2 delegates). If you are unable to accept the new dates, a full refund / credit note will be issued.
Full terms are available at https://www.quadrasol.co.uk/terms-conditions/