

## Course Joining Instructions

**Course:** DesignBuilder SBEM Training

**Dates:** 15 and 16 October 2008

**Venue:** Kents Hill Park, Training and Conference Centre, Milton Keynes

Thank you for your booking at the above training course.

Please note that the information included in this message will not be posted to you unless you request otherwise. However we will email you again a few days before the course with a reminder of the details.

### Invoice and terms

You should have also received an emailed invoice for your booking. Our terms and conditions are contained on this invoice, but please note we require payment before the course commences. Please do take note of our cancellation charges which apply immediately on receipt of the invoice. Terms may be viewed on our website at [www.dbcert.co.uk/terms](http://www.dbcert.co.uk/terms)

### Software and laptop

You will have been sent the license key for the software along with your invoice to allow you to download the latest version of DesignBuilder SBEM from [www.designbuilder.co.uk](http://www.designbuilder.co.uk) under latest news Please be sure to activate the software (you will need to be connected to the internet) and to bring along your laptop computer with DesignBuilder SBEM pre-installed. You should also have admin rights to install software on your laptop so that we can update your software if necessary. Please also bring a mouse to use with your laptop.

### Times and venue

Registration and coffee on each day will be from 9.00am, with the first sessions starting at 9.30am. We expect the days to close at approximately 5.00pm.

### The course venue is:

Kents Hill Park  
Training and Conference Centre  
Timbold Drive  
Milton Keynes  
Bucks, MK7 6TT  
Tel: 01908 358000  
Website: [www.accenturehotelandconferencing.com](http://www.accenturehotelandconferencing.com)

If you require overnight accommodation there may be rooms available at the venue: Please contact them direct to arrange.

### Special needs

If you have special needs or will require assistance to reach the training room please send details to [admin@dbcert.co.uk](mailto:admin@dbcert.co.uk)

### Substitutions

If you cannot attend and are sending a representative on the day please do let us know the name change ahead of time.

### Refreshments

Refreshments and a light lunch are provided on each day. Please do advise us if you have any special dietary requirements.

### Enquiries

If you have any questions please contact our Event Manager, Maggie Procopi, DesignBuilder Certification Ltd, PO Box 953, c/o Merlin Events & Marketing, Berkhamsted, Herts, HP4 1ZN.

Tel: 01442 866378 or 07774 161708, Fax: 01442 863464, Email: [admin@dbcert.co.uk](mailto:admin@dbcert.co.uk)