VisualSoft Training Course Joining Instructions

Document: Training Course Joining Instructions - 013.docx

013	Branding update	BP-J	12 Apr 2021
012	Update Map Details to reference Cumberland	AD	13 Mar 2019
011	Map updated for new office	BP-J	20 Sep 2018
010	Hotel list and map updated	BP-J	03 May 2017
009	Map and directions updated	BP-J	20 Mar 2017
008	Map updated	BP-J	20 Dec 2016
Revision	**Comment**	**Author**	**Date**

CONTENTS

1 Courses at Forum's VisualSoft Site in Aberdeen 4
1.1 Start time 4
1.2 End time 4
1.3 Course Location 4
1.4 Medical Conditions 4
1.5 Dietary Requirements 4
1.6 Map: Directions to our offices at Peregrine Road 5
1.7 Accommodation 6
2 Courses at client's facilities 6
3 Contact Details 6

1 COURSES AT FORUM'S VISUALSOFT SITE IN ABERDEEN

1.1 Start time

Day 1: Courses will start promptly at **0930 on the first day**

Day 2 onwards: Courses will start promptly at 0900 on subsequent days.

Any variation from this will be discussed by the trainer on the first day.

1.2 End time

Courses will usually finish each day at 1600.

Any variation from this, such as an early finish to catch flights home, should be discussed with the trainer on the first day.

1.3 Course Location

Forum Energy Technologies
Cumberland House
Endeavour Drive
Arnhall Business Park
Westhill
Aberdeenshire
AB32 6UF

1.4 Medical Conditions

Before attending a course, please let us know if you have any medical condition that you think we should be aware of so that our first aid team can be better prepared in the unlikely event that you require any medical attention or assistance.

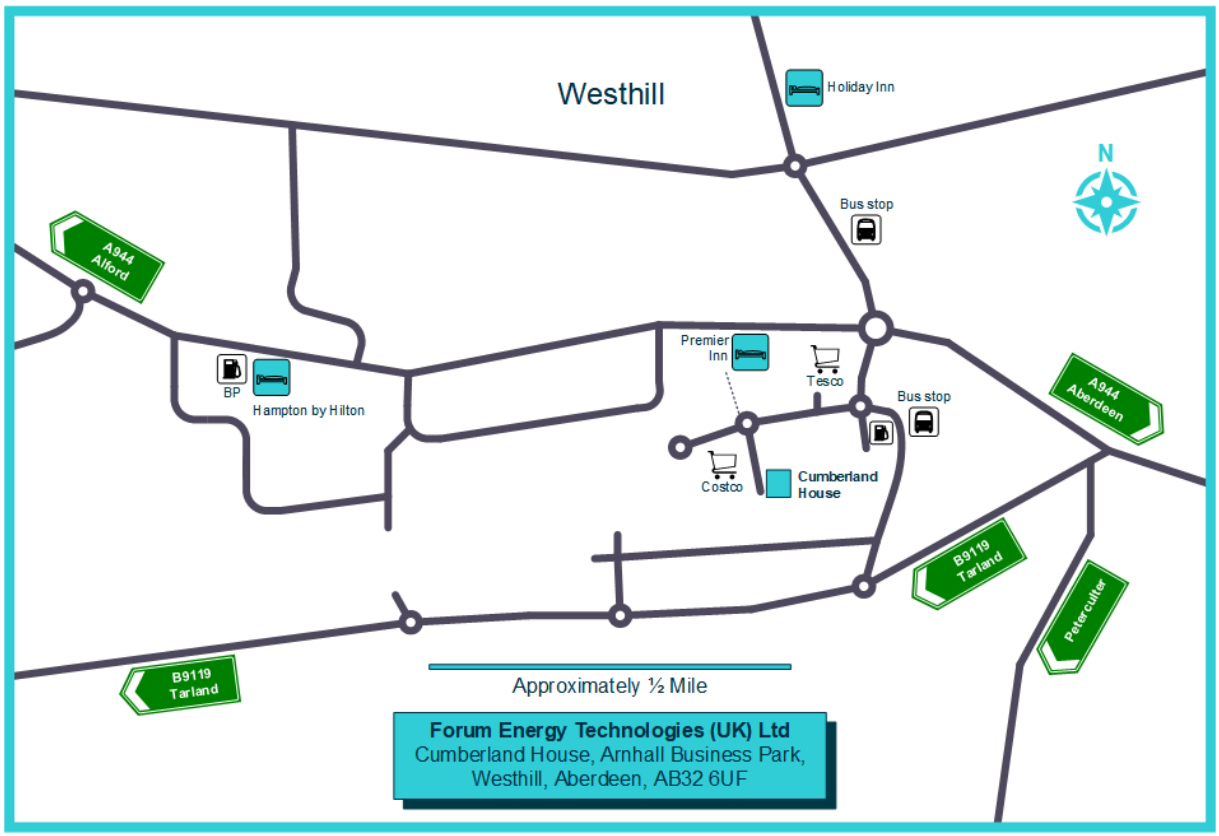
The VisualSoft Training Courses are usually computer based in a classroom environment. Depending on the course being undertaken, there may be occasional activities involving moving computer components or storage devices, or installing small items of hardware.

1.5 Dietary Requirements

Before attending a course, please let us know if you have any specific dietary requirements. We do our best to provide a suitable lunch for all course attendees, allowing for the more common and easily managed requirements such as vegetarian, no pork, no beef and so on, but in more exceptional circumstances we may have to ask you to provide your own meal.

1.6 Map: Directions to our offices at Cumberland House

Westhill is located about 7.5 miles (12 km) due West of Aberdeen city centre, and about 8 miles (13 km) southwest of Aberdeen Airport.



1.7 Accommodation

There are a few hotels and Guest Houses close to Forum's offices in Westhill:

Premier Inn Aberdeen Westhill Straik Road Westhill Aberdeenshire AB32 6HF Tel: 0871 527 8004	
Holiday Inn Aberdeen West Westhill Drive Westhill Aberdeenshire AB32 6TT Tel: +44 (0)1224 270300	**Hampton By Hilton** Aberdeen Westhill Straik Road Elrick Westhill Aberdeenshire AB32 6TL Tel: +44 (0)1224 984044
Kirkside Guest House Old Skene Road Westhill Aberdeenshire AB32 6TX Tel: +44 (0)1224 741111 kirksideguesthouse@talktalk.net	**Old Skene Guest House** Old Skene Road Westhill Aberdeenshire AB32 6TX Tel: +44 (0)1224 279412 carol@oldskene-westhill.co.uk

In addition, Aberdeen city has many hotels, guest houses and B&Bs.

2 COURSES AT CLIENT'S FACILITIES

Course times and details for courses held at a client's own premises, in hotels, or on ships etc., should be agreed between the client and the trainer prior to the start of the course.

3 CONTACT DETAILS

Email: visualsoft.training@f-e-t.com

Tel: +44 (0)1224 744000