



AMADEUS ON-SITE SEMINAR REQUIREMENTS

CUSTOMER RESPONSIBILITIES AND ROOM REQUIREMENTS

- The room should be in a theatre or classroom style layout.
- PC projection facility with the screen at the front of the room.
- Each attendee should be able to see the screen easily.
- The lighting in the room should be controllable and it should be possible to exclude sunlight for ease of viewing.
- Attendees must be informed of the start time and end time of the seminar

Approx Seminar Timings:

10:00	Seminar Commences
11:15 – 11:30	Coffee Break
12:30 – 13:30	Lunch
14:45 – 15:00	Tea Break
16:30	Seminar Finishes

The seminar will be kept within the above timings as much as possible but it may be necessary to adjust the itinerary slightly.

AMADEUS RESPONSIBILITIES:

- Amadeus will arrive at least 30 minutes before the seminar is due to begin for set-up of the event.
- Seminar handouts may be shipped to the on-site location a few days beforehand, or your instructor may bring them on the day. This will be arranged with you prior to the seminar.

