

We hope the information below will answer any questions you may have relating to our Autodesk Training Courses, but please contact our administration team on **01324 550 760** if you have any further queries.

## **Course Times**

Course registration from 9.00am to 9:30am..  
Courses start at 9.30am prompt and normally finish at 4.30pm

## **Lunchtime and breaks**

During the training course we will have short breaks for delegates, as required, between modules. Lunch will start around 12:30pm for approximately 1 hour.

## **Additional Information for Online Courses**

Delegates will attend the training courses via GoToTraining software which will allow all attendees to see and hear the trainer and view their screen. Attendees will receive a meeting invite a couple of days before the training course is due to take place so they can add the training date to their calendar and then use the link within the invitation to join the course.

## **What equipment will I need to have or prepare?**

- PC (required) – Any computer with an internet connection and capable of running the relevant CAD software for your course.
- Software (required) – You will be required to have the appropriate software for your course already installed and activated on your PC which may be AUTOCAD, REVIT, NAVISWORKS, REVIT LT or CIVIL 3D. Please check with us in advance if you are unsure. Please note: Any delegates without the appropriate software may be able to access a free 30-day trial licence (if you haven't had any previous trials) or gain remote access to our own training laptops.
- Dual Monitors (an advantage) – This will allow access to your Autodesk software on one screen with the trainer's screen/ training materials on the other.
- Microphone (preferable) – Allows you to talk with the trainer and ask questions although a chat window is available for users without microphones.
- Speakers (required) – If using a desktop PC, you may need speakers/headset to hear the trainer and other delegates.

## **Additional Information for Classroom Courses**

### **Course Structure**

Courses are held in our air- conditioned classrooms generally with no more than 9 delegates. PCs with the relevant software are provided for all attendees as well as writing materials.

### **Lunch & Refreshments**

A choice of lunch will be provided each day, to suit customer preferences. Refreshments will also be provided throughout the day.

### **Where to find us:**

#### **TMS CADCentre**

7 Central Park Avenue, Central Park, Larbert FK5 4RX

### **Car Parking**

Free car parking is available at our Training Centre.

### **Travelling by Train**

Our Training Centre is a 15-minute walk from Larbert train station.

### **Accommodation (if required)**

The following hotels are relatively close to our offices. Please note that we cannot make any recommendations as to the quality or services available from each establishment.

Premier Inn Falkirk West  
Next to the Outside Inn Restaurant  
2 minutes walk from TMS Larbert  
Tel: 0871 527 8390  
[www.premierinn.com](http://www.premierinn.com)

Travelodge Falkirk  
10 minutes by car from TMS Larbert  
Tel: 0871 984 6359  
[www.travelodge.co.uk](http://www.travelodge.co.uk)

Metro Inns Falkirk  
10 minutes by car from TMS Larbert  
Tel: 01324 719 966  
[www.metroinns.co.uk](http://www.metroinns.co.uk)

### **General Notes**

TMS cannot be held responsible for any costs incurred by the customer if a scheduled training course is postponed by TMS due to illness or any other reason.

