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## **Virtual Training Class Logistics:**

Individual attendee setup requirements:

- Computer needs latest version of TRACE 3D Plus installed 1 week prior to training event (Note: free trial version is available for installation for 30 days only)
- Access to Microsoft Teams (application used for virtual training sessions) – application installed on computer is recommended versus access via internet browser only.
- Download electronic copy or pickup hard copy of training manuals and exercise booklets
- Watch free tutorial videos prior to training
- Recommended (not required): dual monitors, Ethernet connection, webcam

Virtual training sessions will consist of two 4-hour sessions per seminar topic. For example, TRACE 3D Plus Load Design training will have two 4-hour sessions and Energy & Economics will have two additional 4-hour sessions. Training sessions will be held from 8 AM – 12 PM CST on the scheduled days. Time variations will be considered based on differing time zones, however we may not be able accommodate all requests.

Hard copies of training manuals and exercise booklets will be available upon request. Manuals will be shipped to a central location for local distribution if requested. Electronic PDF versions will also be available for use by registered attendees only.

An installation troubleshooting session will be available for up to 60 minutes, 1 week prior to the training event. This is to ensure all attendees have the latest version of TRACE 3D Plus installed and exercise files can be opened successfully.

Two trainers will be assigned per session. One instructor will present the material, walk through exercises, answer verbal questions, etc. The second trainer will be available for advanced troubleshooting needs, answering chat questions, providing necessary resources via chat window, etc.

Microsoft Teams will be used as the primary presentation and screen sharing application.

### **\*\*\*Note\*\*\***

No audio or video recording is allowed during this training event. Only registered attendees will be allowed access to the scheduled Microsoft Teams training meeting link. No “group viewing” of the training is allowed. Electronic copies of any training material is for the registered attendee only. No other distribution of the materials is allowed. All attendees must adhere to pre-training setup requirements as outlined above. No installation or setup troubleshooting or support will be available during the training event.