

Course Joining Instructions

Course: Simulation and CFD Training

Dates: 20, 21 + 22 April 2010

Venue: Meeting Venues Canary Wharf, Level 33, 25 Canada Square, Canary Wharf, London, E14 5LB

Thank you for booking 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.

A full workshop programme is available for download at: www.designbuilder.co.uk/training

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.designbuilder.co.uk

Software and laptop

Please download the latest version of DesignBuilder from www.designbuilder.co.uk which you will find under "latest news" on the Home Page. Please also be sure to install and activate the software (you will need to be connected to the internet) and to bring along your laptop computer. If you have not purchased a software licence we will provide a student licence for the duration of the course. 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:

Meeting Venues Canary Wharf, Level 33, 25 Canada Square, Canary Wharf, London, E14 5LB – directions below

Email: recepwharf@mbwex.com

Tel No: 0207 038 8000 option 3

Website: <http://meetingvenues.mwbex.com/meeting-room/CanaryWharf.html>

Special needs

If you have special needs or will require assistance to reach the training room please send details to sales@designbuilder.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 by emailing us at sales@designbuilder.co.uk.

Enquiries

If you have any questions please contact our Event Manager Gina Mann at:
DesignBuilder Software Limited, Palace Chambers, 41 London Road, Stroud, GL5 2AJ

Tel: 01453 755500

Email: sales@designbuilder.co.uk

Directions to Meeting Venues, Canary Wharf

Our serviced offices are in the heart of Canary Wharf's Canada Square. The building is directly accessible from Canary Wharf underground station on the Jubilee line. The Docklands Light Railway (DLR) is also only a five minute walk away. Both provide easy access to:

The West End (15 mins), Stratford (10 mins), London Bridge (10 mins), Bank (10 mins)

London City Airport, which flies to 28 European destinations, is just 10 minutes from Canary Wharf by car or shuttle bus.

The area is also served well by road with the Docklands Highway linking Canary Wharf directly with the City, A13 and M25.

Via Tube

Jubilee Line to Canary Wharf Tube station

Exit at the MONTGOMERY WAY AND UPPER BANK STREET EXIT

Exit via Upper Bank Street

Exit and Turn Left (BMW Sytner will be on your right, the Citigroup loading bay on your left)

Walk straight ahead and you will be outside the Citigroup Tower

Enter the Citigroup Tower, via the first set of turnstile doors, you are at the east side of the building

Ask for MWB and you will be escorted up

Via DLR

DLR to Canary Wharf Station

Come out of the Canada Square Exit (this is on the LEFT)

Cross the road onto the RIGHT

Walk straight along Canada Square (alongside the Citibank Building)

At the top of Canada Square, Turn Right

Walk to the Citigroup Upper Bank Street Reception

Go up the stairs and through the first set of turnstile doors

Reception is straight ahead

Sign in and you will be escorted to level 33 by a VRO

Nearest NCP - Waitrose Place (2 mins walk)

Disabled Access – Yes