

### COURSE LOGISTICS

We look forward to your participation in our upcoming Best Practices for Indirect Procurement training, April 8-11, 2019, in Redmond, Washington. This document contains important information you need to know regarding this class.

### Training Class Location, Hours & Format

This training class will be held on the Microsoft campus in Redmond, WA. The meeting room details will be announced as the class date approaches.

Class hours are as follows:

**Tuesday-Thursday, 8:00am-5:30pm\* & Friday, 8:00am-12:00pm**

The final exam (open book/notes) is administered on Friday from 8:00am-12:00pm.

\* Homework assignments must be completed in the evenings with teams that will be assigned during class.

The course structure includes lectures, scenarios, breakout sessions, a quiz and final exam. Students participate in group-study, which includes evening group breakout sessions and homework to be completed each night.

### Meals, Attire & Reminders

Continental breakfast, lunch and snacks will be provided in the meeting room each day of training.

Students may have evening homework to complete with groups that are assigned in class. Dress is business-casual for the classroom and casual for the evenings. Please feel free to bring a sweater or light jacket with you as training rooms often can be on the cooler side.

Laptops are not needed in the classroom, so please secure yours in your room before class begins each day.

### Your Class Contact: Cynthia Lachance

Please feel free to contact me with any questions you may have leading up to your training. Your instructors look forward to meeting you in Redmond the week of April 8<sup>th</sup>!

**Cynthia Lachance**

**COPC Inc. Training & Event Manager, North America**

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### Tuition & Registration Info

Course tuition is \$2,750 per person. This includes all student training materials, and breakfast, lunch and beverages throughout the days of training.

Registration for this class must be completed online here:

[Register today to secure your seat!](#)

For questions regarding online registration, contact Karen Colvin ([kcolvin@copc.com](mailto:kcolvin@copc.com) or 512-917-3523).

**Tuition Payment:** *Tuition price does not include student travel/lodging costs. Please ensure we receive payment within two weeks of online registration to guarantee your seat.*

#### Cancellation Policy:

**Cancellation requests received in writing thirty (30) to fifteen (15) days before the training start date:**

Attendee may choose to:

- 1) send a substitute attendee to the class without penalties (as long as written/ e-mail notification of this request is made to COPC Inc., including the new attendee's name); or,
- 2) apply paid tuition to the next scheduled U.S. session for the same enrolled student. Option #2 may be exercised only once per registration and cannot be "cancelled within 30 days" of the next class if originally deferred.

**Cancellation requests received fourteen (14) or fewer days before the training start date:** Attendee will forfeit tuition and may be charged one night's room cost by the hotel, depending on hotel policy.