Training Overview

Training sessions include training for the Visual Professional Edition software. A full day, usually from 8:30am to 4pm, is required to teach a Visual Professional Edition training session. We prefer to schedule training sessions on a Friday. The instructor will arrive at the training location on Thursday afternoon to install the latest version of Visual software on the computers.

Training Participants

An external Visual training session requires at least 15 participants and no more than 20. It is good practice to invite at least 18 participants to ensure at least 15 participants are in attendance on training day. Please try to ensure that participants have comparable computer skills as this determines the pace of the training session and the direction of discussions. To prepare for the session, please direct participants to the tutorials, instructional videos, and User Guide available on the Visual web site at www.VisualLightingSoftware.com

Training Facility

1. Please provide a projection screen or blank wall to be used as a projection screen and a table for the projector. Keep in mind, that the higher the projector is placed (without blocking participant’s line-of-site), the better the picture quality will be for the projection.

2. Please provide a table and a comfortable chair for the instructor. The instructor should be sitting such that he/she is facing the class. Also, please provide a computer that is connected to the projector.

3. Please space tables or desks to allow the instructor to walk behind the participants while they are seated at their computers.

4. Please have all training computers set up the day before the training session to allow time to install Visual software and necessary training files. Also, please provide at least two additional computers to compensate in the event of a computer failure during the training.

5. Please see diagram on page 3 for training room layout.

Computer Requirements

- Intel Pentium 4 2.2 GHz or equivalent
- 512MB RAM minimum, 1 GB preferred
- 105MB free space on Hard Drive
- Microsoft Internet Explorer 6.0
- Graphics card with 1024 X 768 resolution or higher and 32 MB RAM
- Windows 2000 or Windows XP
- Internet connection preferred
Computer Skills
Participants should have a basic understanding of how to use a computer:
- Knowledge of Microsoft Windows.
- Understanding of Windows Explorer files and folders
- Familiarity with a mouse

The following knowledge is beneficial but not required:
- AutoCAD or similar CAD experience
- Familiarity with photometric files
- Lighting design experience

Agency Responsibilities
1. Reserve a location for the training session
2. Provide computers for each participant
3. Obtain the required number of participants for the training session
4. Provide breakfast and lunch for training participants

Information for the Instructor
Please provide the following information to the instructor before the training session:
- The closest airport to the location of the training facility.
- A list of hotels near the training facility.
- Some information about the competency level of the participants with AutoCAD and Visual Professional Edition software.