

INSTRUCTIONS AND NORMS OF ACCESS TO ON-LINE TRAININGS

To register for our trainings, you must contact our technical department via e-mail at <u>training@bydemes.com</u>, indicating the following information:

- Title and date of the training
- Client code (you will find in an invoice or delivery note)
- Student's name and surname
- Email to receive an invitation

Later you will receive a confirmation email. If the data was not correct, such as the customer code, your registration would not be processed.

When sending the e-mail with your correct data, you will be registered in the training, but you must manage another process to attend the training on the indicated day and time. In case of cancellation or modification of the date, it would be communicated by email 24 hours before the training (*).

One day before the online training to which you have registered you will receive an e-mail from training@bydemes.com with a link to access the training, which will be done through the Cisco Webex platform. If you see that you have not received it, check the SPAM folder. If you cannot find it either, please contact training@bydemes.com.





D Before starting the training, you must click on the link of the same previous e-mail.



A page will open in your browser and you will have to write your name and e-mail. You will be able to access the course from the web application (1) or the desktop application (2):

To access the course from the web application, you must click on the button "Join through the browser", if you have a Chrome browser. From that moment, you will be inside the room and must wait for the By Demes trainer to start the course.

Vebex		Servicio proporcionado por	Telefi	emica 🛛
		Vista m	oderna Nuevor	Iniciar sesión
1	Prueba de Sala martes, 4 junio de 2019 11:55 Hora de verano de Europa (GMT+02:00) 1 Hora • Iniciado Organizador: By Demes Training Center Agregar a mi calendario • Más información verance i electrónico Unirse a través del navegedor NEW S lusted es el organizador, Inicie la reunión. A unirse a esta reunión, usted acepta las condiciones de servicio y la declaración de privacidad de Cisco Webs.	Españ	x de España : Ho	ra de Madrid





If you have a Firefox browser, you must click on the "Always join from the web application" / "Join the meeting" button. From that moment, you will be inside the room and must wait for the By Demes trainer to start the course.

cisco Webex	Servicio proporcionado por Telefonica
Iniciar sessión	PRUEBAS SECOND ROUND Image: Comparizado por By Demes Training Center • 13:15 - 14:15 martes, 4 jun. 2019 (UTC+01:00) Bruselas, Copenhague, Madrid, Paris Carolina xoox(@bydemes.com Unirse a la reunión Elegír siempre la mejor opción para mí
	Unirse siempre desde la aplicación de escritorio Unirse siempre desde la aplicación web sexwebex.com/bydemes- j=ma3ec5890/8270e0c78023e40d3702221 Número de reunión: 951 798 701 Contraseña: Obtenga la contraseña de la reunión del organizador. Más formas de unirse Unirse mediante sistema de ví Marcar 951798701@bydemes.webex.com También puede marcar 62.109.219.4 e introducir su número de reunión. Unirse por teléfono +44-20-3478-5289 United Kingdom Toll



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To access the course from the desktop application, you must click on the "Join" button, if you have a Chrome browser. You will have two options, add Webex to Chrome or run the application temporarily. We recommend option 1, since this way you will have the extension for future occasions.

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	£	Vista m	odema wuevor Iniciar sesión
	Prueba de Sala	Españo	l de España : Hora de Madrid
	martes, 4 junio de 2019 11:55 Hora de verano de Europa (GMT+02:00) 1 Hora 🧶 Iniciado		
	Organizador: By Demes Training Center Agregar a mi calendario		
	Más información		
	Nombor Carolina Dirección da xxxx@bydemes.com correo electrónico:		
	Unirse E Unirse a través del navegador NEW		
	Si usted es el organizador, inicie la reunión.		
	Al unirse a esta reunión, usted acepta las condiciones de servicio y la declaración de privacidad de Cisco Webex.		
9	Paso 1 de 2: Agregar Webex a Chrome		
2	Siga este proceso único para unirse a todas las reuniones de Webex rápidamente.		
	Agregar Webex a Chrome a extensión? Ejecute una aplicación temporal par		
	Seleccione Agregar Webex a Chrome. Seleccione Añadir a Chrome en Chrome Store.		
	Agregar Webex a Chrome		
	¿Desea utilizar una extensión? Ejecute una aplicación temporal para unirse a esta reuni	ón.	



If you have a Firefox browser, you must click on the button "Always join from the desktop application" / "Join the meeting". You will have two options, click on "allow" or "install" or run the application temporarily. We recommend option 1, since this way you will have the extension for future occasions.

(cisco Webex	Servicio proporcionado por Jelefonica	
	Iniciar sesión	PRUEBAS SECOND ROUND (*) Organizado por By Demes Training Center 13:15 - 14:15 martes, 4 jun. 2019 (UTC+01:00) Bruselas, Copenhague, Madrid, Paris Carolina carolina@bydemes.com Unirse a la reunión v Elegir siempre la mejor opción para mí	
		Unirse siempre desde la aplicación de escritorio velocitado de escritorio de reunión de la reunión del organizador. Márs formas de unirse Unirse mediante sistema de vi Marcar 951798701@bydemes.webex.com También puede marcar 62.109.219.4 e introducir su número de reunión. Unirse por teléfono +44-20-3478-5289 United Kingdom Toll Código de acceso: 951798 701	8





The recommended browsers are Chrome and Firefox. There are Webex plugins for them.

F

Once the course has started, your access will be disabled. Also, by courtesy, we will start 10 minutes after the scheduled start time.

H During the training, the listeners' microphones will remain blocked, asking the questions through the chat session and being answered in order of reception.

As long as the course audio Works, the Cisco Webex platform requires a microphone, although it will not be used.

If a participant cannot attend one of the trainings, he must notify with a term of 48 hours <u>training@bydemes.com</u>. The non-attendance without prior notice of a participant will imply that in the successive trainings no place will be assigned.

Inscriptions made less than 24 hours prior to the start of the training will not be accepted.

(*) The dates of the trainings are subject to change depending on the completion of the minimum quota of 6 participants, as well as other organizational, logistical and demand circumstances.