

Terms And Conditions

The following Terms and Conditions apply to all bookings of the VA Training Facility (Venue Hire), to all students booking a seat on a VA Training Course, and to all clients booking a VA Consultancy Course. All bookings & changes must be confirmed by fax (02)62305777 or email training@visualanalysis.com. You may change venue hire dates provided the facility is available. Visual Analysis reserves the right to cancel or change the dates of any courses that we have advertised. Please contact the Training Coordinator on (02)62304999 for more information.

Cancellation of a seat on a training course OR Cancellation of a Consultancy Course:

Amount of Notice Given	Charge
⊕ More than 2 weeks	No charge
⊕ Less than 2 weeks	15% venue or course fee

Cancellation of venue hire:

Amount of Notice Given	Charge
⊕ More than 21 days	No charge
⊕ Between 2-3 weeks	25% venue fee
⊕ Between 1-2 weeks	50% venue fee
⊕ Less than 1 week	100% venue fee

Damage

The organiser of the event or training course has sole responsibility for any damage caused to Visual Analysis Training Facility's property or equipment for the duration of their event or training course.

Disclaimer

Visitors to the Visual Analysis Training Facility (ie persons who are not directly employed by Visual Analysis Pty Ltd) are advised that Visual Analysis Pty Ltd takes no responsibility for personal items left unattended on site. It is up to the individual to ensure their personal items are secure at all times.

Booking

Provisional bookings must be confirmed by completing the attached booking form and faxing it to us on (02) 6230 5777. Provisional bookings will be held for a period of 10 (ten) working days from date of invoice. Upon receipt of the completed booking form, an invoice will be raised and mailed out to the finance department for payment.

Payment is required at least 21 days (3 weeks) prior to commencement of the course. Where payment is not received venue hire may be forfeited and re allocated.

Payments can be made by:

Cheques: made payable to 'Visual Analysis'

Credit Card: VISA / MasterCard

EFT: Visual Analysis
National Australia Bank (NAB)
255 George Street,
Sydney, House Branch
BSB: 082 057
Account Number: 49471 7748

Canberra Contact Details

Location: Level 1 The Lonsdale Centre
6 Lonsdale Street
Braddon
ACT 2612

Postal: P.O Box 6140
O'CONNOR
ACT 2602

Phone: (02) 6230 4999
Fax: (02) 6230 5777
Contact: Training Coordinator
Email: training@visualanalysis.com

Company Profile

Visual Analysis is a software sales and training services company that specialises in data visualisation and analysis for the intelligence and investigations market. We also provide information technology training facilities in the ACT.

We are proud to be the sole authorised distributor of the i2 Suite of software in Australia and New Zealand and have distribution rights in Hong Kong, Indonesia, Macau, Brunei, Malaysia, Philippines, Singapore and Thailand. i2 software is the established standard within the law enforcement community and is increasingly being used in the business intelligence sector for its powerful visualisation functionality and intuitive user interface.

We support our customers with highly experienced staff each of whom are industry trained professionals with wide ranging experience in the law enforcement, national security and private sectors.

Our dedicated trainers will tailor the course to suit the clients' requirements. We also provide a support service during core business hours. Support calls are taken by our support staff located in Perth, all of whom are experienced i2 users with a background in intelligence analysis and investigations.

Visual Analysis also develops and distributes additional software solutions that add value to the i2 range, including a dedicated Telephone Processing & Analysis System (TAPS).

Visual Analysis
Canberra
Training Venue



Tailored Training Requirements

We will require a list of all your training needs prior to the course. You will need to advise us of the following:

Attendees:

- ✦ Number of attendees—maximum of 12 or 16
- ✦ Dietary requirements—1 week's prior notice

IT Requirements:

- ✦ Software / Internet requirements
- ✦ Hardware requirements
- ✦ Printing requirements
- ✦ Conference requirements

Please Note: The Client should provide all non-standard training software or hardware needs, 1 week prior to the course commencing to ensure correct compatibility with the training network.

Visual Analysis Training Facility Location



Visual Analysis Training Facility

The Visual Analysis Training Facility is located .5km from the centre of the Canberra Business District.

Our two training rooms are both fitted with a SXGA projector and a SMART Board interactive whiteboard making inquiry-based learning a dynamic classroom experience.

The training rooms have been ergonomically arranged to comfortably seat up to twelve (12) participants in Training Room One and up to sixteen (16) participants in Training Room Two.

All of our 3.0ghz, 512mb computers operate with Microsoft XP and Office XP Professional software and individual Ultrasharp Flat Panel LCD monitors for optimum viewing.

Broadband Internet Access is available upon request from all computers.

Highly trained support staff are also readily available for reconfiguration of the computer systems to suit specialised applications.

Our staff can organise catering for all tastes and diets. Our modern kitchenette includes an espresso coffee machine, a convection microwave, fridge, filtered hot and cold water and is accessible to all delegates. Complimentary morning and afternoon teas will be made available at your nominated times.

Our dedicated Training Coordinator is also available for all other training related issues.

Amenities

Food & Drink: Permitted in break out areas.

Smoking: Not permitted inside.

Kitchen: Fridge, Microwave, Coffee Machine, Hot/ Cold Filtered Water.

Lifts: Sorry there is no lift access at our facility.

Booking Enquiries

Please Print Clearly

Organisation: _____

Contact Name: _____

Contact Number: _____

Contact Email: _____

Number of Delegates: _____

Dates required:

___/___/___ to ___/___/___

Computer Installation Requirements (required at least 7 working days prior to event): _____

Catering Requirements: _____

Other Requirements: _____

Signature below accepts the Terms & Conditions stated.

Signature: _____

Date: ___/___/___

Visual Analysis Pty Ltd

Visual Analysis

PO Box 6140

O'CONNOR ACT 2602

Phone: (02) 6230 4999

Fax: (02) 6230 5777

Email: training@visualanalysis.com