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The Eidosmedia Academy

Wherever you are.....

The training courses outlined in this catalogue are provided by Eidosmedia Academy in a variety of formats including formal instructor led classroom training in-person and also online virtual training for geographically dispersed audience. Eidosmedia courses aim to provide significant opportunity for hands-on practical experience to help you to manage and support your Eidosmedia environment.

Whatever your role

Eidosmedia Academy courses are designed to follow the roles of individuals working with our products, whether you are working as part of an IT technical team or an end-user. There are four main training tracks:

Administrators

Aimed at system administrators and system engineers, those responsible for the administration of Méthode backend (eg: system engineers) will benefit from this course.

Application Configurators

These courses are aimed at power users and platform management teams, or Application Specialists.

Developers

The developer courses are for experienced software engineers working to leverage the APIs, system utilities for getting data into and out of the system, as well as extending the platform with solutions for heir own for business owners.

End-User

Journalists, Editors, Graphic Designers, or other type of user, working remotely or office-based, learn how to get the most out of your application.





Méthode Essentials



1/2 Day Workshop

About this course

This workshop is designed to provide an overview of the concepts and business advantages in using Méthode platform.

Through demonstrations and hands-on labs, participants will gain a clear understanding of the basic principles of Méthode.

This course is based on Méthode. The hands-on lab component is optional and allows attendees to learn how to perform basic functions of the application.

Audience

This course also forms the first ½ day of the Méthode Technical Introduction for end-users.

The course will benefit those responsible for the content of publications as well as end-users. It is appropriate for stakeholders who would like a general overview of Eidosmedia platform, providing a summary of the benefits and advantages of its implementation in your working environment.

Pre-Requisites

Participants need no previous knowledge of the Méthode software.



Agenda

Course Objectives

On completing this course, participants will be have a general overview of how to:

- Log on
- Perform basic editorial changes
- Learn how to search the Méthode database,



For further details or how to register, please contact Eidosmedia Academy at academy@eidosmedia.com

Méthode Technical Introduction for end-

2 Day Workshop

About this course

This workshop is designed to provide an overview of the concepts and business advantages in using Méthode platform.

Through demonstrations and hands-on labs, participants will gain a clear understanding of the basic principles of Méthode.

This course is based on Méthode. The hands-on lab component is optional and allows attendees to learn how to perform basic functions of the application.

Audience

This course will benefit those responsible for the content of publications as well as end-users. It is also appropriate for stakeholders who would like a general overview of Eidosmedia platform, providing a summary of the benefits and advantages of its implementation in your working environment.

Pre-Requisites

Participants need no previous knowledge of the Méthode software.





Course Objectives

On completing this course, participants will be able to:

A general overview of how to log on to Méthode, perform basic editorial processes, learn to search the Méthode database, and generally become familiar with the various Méthode workspaces.

- Log on
- Explore toolbars
- Create and save workspaces
- Create, release and edit documents
- Create and use temporary and permanent queries
- Basic workflow

Topics

- Formatting/styling content
- Publishing and updating content
- Working with templates
- Components and images
- An overview of the user interfaces (Prime, Swing, Cobalt)



For further details or how to register, please contact Eidosmedia Academy at academy@eidosmedia.com

Méthode Administration

4 Days Workshop

About this course

This course is designed to provide participants with the information required for the installation of Méthode Backend and aspects of integration between EOM modules.

Through demonstrations and hands-on labs, participants will gain a clear understanding of the layout installation structure as well as the purpose of splitting resources between server groups, the role of standard installation domains, login specifications and how to start and check processes.

This course is based on the latest Méthode Suite.

Audience

This course will benefit those responsible for the administration of Méthode backend (eg: system engineers).

Pre-Requisites

Participants should also have knowledge of:

- Red Hat Linux Enterprise
- Knowledge of NAS, SAN, iSCSI, NFS
- File management and system troubleshooting
- System backup/restore procedures
- System Tuning
- Significant programming, scripting and automation skills
- Knowledge of XML
- Basic knowledge of Cloud-Based Solution, AWS





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Agenda

Course Objectives

On completing this course, participants

- understand the main server components of Méthode, their respective roles, and the standard installation layout;
- be able to manage server processes, use process logs for troubleshooting and follow-up actions;
- be able to test process operations and collect relevant information.
- be able to manage the database and search engine infrastructure
- be able to manage Versant and Elastic processes
- use the Monit tool
- use the basic WS cloud-based deployments
- carry out troubleshooting

- Installation overview
- Naming Service
- Notification
- **EOMDB**
- **EOMJShell**
- **EOMJS**
- **TOMCATs**
- Utilities
- Maintenance
- Managing Versant dbase
- Elasticsearch
- Monit
- **AWS Cloud**
- **NETApp**
- Monitoring tools
- Security layer
- Troubleshooting

Méthode Front-End Development (Fundamentals)

3 Days Workshop

About this course

This course is designed to provide participants with the information required to further extend specific user interface features.

Through demonstrations and hands-on labs, participants will gain a clear understanding of Méthode web services, APIs and implementing plug-ins on Prime and Swing user interfaces.

This course is based on latest Méthode Suite.

Audience

This course will benefit those responsible for the configuration of the Application front end of the Méthode Suite who already have some knowledge and expertise of Méthode.

Pre-Requisites

Participants should have attended the Méthode Configuration course or have equivalent Méthode knowledge.

In addition, participants should have a knowledge of:

- HTML
- JavaScript / jQuery
- CSS
- XML XSLT



For further details or how to register, please contact Eidosmedia Academy at academy@eidosmedia.com

Agenda

Course Objectives

On completing this course, participants

know basic info about REST-based

Topics

The Architecture and Object Model of Méthode

Options for integrating 3rd party tools

Developing extensions to Prime, the Windows Client, Swing

- add-ins, scripting, and automation
- web panels
- customizing object panels

Standard Utilities and Tools

- Supporting integrations
- Export and conversion for the web
- Swing APIs

Méthode Back-End Development (Fundamentals)

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3 Days Workshop

About this course

This course is designed to provide participants with the information required to further extend specific back-end functionality and features.

Through demonstrations and hands-on labs, participants will gain a clear understanding of Méthode services and APIs .

This course is based on latest Méthode Suite.

Audience

This course will benefit those responsible for the configuration of the application back-end of the Méthode Suite who already have some knowledge and expertise of Méthode.

Pre-Requisites

Participants should have attended the Méthode Configuration course or have equivalent Méthode knowledge.

In addition, participants should have a knowledge of:

- ✓ XML XSLT
- ✓ Bash scripting (knowledge of)
- ✓ Java (knowledge of)
- ✓ RESTful API topic
- Debugging
- ✓ Testing





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Agenda

Course Objectives

On completing this course, participants will

- Be able to add services, business logic features to the CMS
- understand the architecture and the object model of Méthode
- know the options available for integrating 3rd party tools and services
- be able to develop server actions and commands
- be able to use the standard utilities and tools for support integrations
- know basic info about REST-based APIs

Topics

The Architecture and Object Model of Méthode

- Options for integrating 3rd party tools and services
- ✓ Core API
- ✓ REST API
- ✓ CMS extendability

Méthode Development (Advanced)

3 Days Workshop

About this course

This course is designed to provide participants with the information required to further customize and integrate specific features.

Through demonstrations and hands-on labs, participants will gain a clear understanding of Méthode services and APIs to allow extensive integration with external systems.

This course is based on the latest Méthode Suite.

Audience

This course will benefit those responsible for the integration of Méthode Prime with third party systems, and who already have some knowledge and expertise of Méthode.

Pre-Requisites

Participants should have attended the Méthode Development Fundamentals for Media or have equivalent experience with Méthode.

In addition, participants should have a knowledge of:

- Integration Development Environments (Eclipse)
- Coding skills (Java & JSP)
- HTML, CSS
- JavaScript / jQuery
- XML XSLT
- Red Hat Linux enterprise production environment
- Web and Servlet containers (Tomcat)
- System troubleshooting
- Debugging
- Testing
- Basic knowledge of Cloud-Based Solution (AWS)
- RESTful Services and APIs





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Agenda

Course Objectives

On completing this course, participants

- Understand the Méthode Integration Framework, and how to integrate with 3rd party tools;
- Have in-depth knowledge of RESTbased APIs, and the standard architecture of a Méthode application.

Topics

The Méthode Integration Framework

- Framework advanced concepts
- Automation real-time with third party
- **REST APIs advanced concepts**
- MRAS Software architecture
- Core APIs and configuration

Full stack integration

- Prime editor
- Automation
- Web panels
- 3rd party services
- **REST APIs**

Cobalt Fundamentals



About this course

This course is designed to provide participants with the information required to get started building a website with Cobalt. The course includes a high-level overview of how Cobalt fits into the ecosystem of Méthode.

Through demonstrations and hands-on labs, participants will gain a clear understanding of how to create a new Cobalt site and theme. Also, all sources of Cobalt documentation will be reviewed.

This course is based on latest Méthode Suite.

Audience

This course will benefit those responsible for building and maintaining websites in Cobalt

Pre-Requisites

Participants should have attended the Méthode Essentials or have equivalent Méthode knowledge.

In addition, participants should have a knowledge of:

- ✓ Basic command line skills
- ✓ JS
- ✓ HTML
- ✓ CSS
- ✓ XML
- ✓ XSL



For further details or how to register, please contact Eidosmedia Academy at academy@eidosmedia.com

Agenda

Course Objectives

On completing this course, participants will understand:

- ✓ A Cobalt overview
- Accessing EOMDB and server files from Eclipse
- Cobalt configuration/code organization (cobalt-base vs cobalthome etc)
- Tailing the Cobalt log
- ✓ Where to find documentation
- How to use Swagger to test Cobalt API
- Creating a new Cobalt site
- Publication process
- Setup local Cobalt development server

- Eclipse plugins
- ✓ Eclipse Remote Systems Connections
- ✓ Cobalt Folder Organization
- Cobalt Log
- ✓ Cobalt Documentation
- Swagger
- Swing CMF Site Creation
- Adding Sections
- ✓ Adding DWP's
- ✓ Publishing Content
- ✓ NodeData.js
- √ Story.xsl
- ✓ Local Development Server

Cobalt Front-end Development

3 Days Workshop

About this course

This course is designed to provide participants with the information required to develop the front-end of a Cobalt website.

Through demonstrations and hands-on labs, participants will gain a clear understanding of Freemarker templates, Cobalt types, and ways to include content.

This course is based on latest Méthode Suite.

Audience

This course will benefit those responsible for the development of the front-end of a Cobalt website.

Pre-Requisites

Participants should have attended the Méthode Essentials or have equivalent Méthode knowledge, and attended the Cobalt Fundamentals

In addition, participants should have a knowledge of:

- Basic command line skills
- JS
- HTML
- CSS
- XML
- XSL



For further details or how to register, please contact Eidosmedia Academy at academy@eidosmedia.com

Agenda

Course Objectives

On completing this course, participants will understand:

- Basic Freemarker syntax
- The different Cobalt data presentations
- How to create FTL macros, functions and directives at the template level
- How Freemarker selects templates
- creating custom types
- managing urls of content
- using server-side includes to inject content
- creating and include Cobalt queries
- creating and include Cobalt URL objects
- creating alternate views of content
- different methods of creating site
- setting up and manage site search
- managing tag pages
- creating a new theme
- setting up a login for users
- implementing user comments

- **FTL Templates**
- FTL Syntax
- FTL Macros, Functions and Directives
- **Content Data**
- Node Data
- **Custom Types**
- Server-side Includes
- www Folder
- **Cobalt Queries**
- Cobalt Url Objects
- Alternate Views
- Menus

Cobalt Back-end Development



About this course

This course is designed to provide participants with the information required to develop the backend of a Cobalt website.

Through demonstrations and hands-on labs, participants will gain a clear understanding of how to leverage Elasticsearch, develop Java extensions, and publish content from external sources.

This course is based on latest Méthode Suite.

Audience

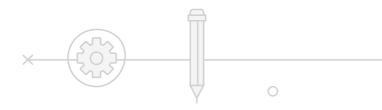
This course will benefit those responsible for the development of the back-end of a Cobalt website.

Pre-Requisites

Participants should have attended the Méthode Essentials or have equivalent Méthode knowledge, and attended the Cobalt Fundamentals and Cobalt Front-end development courses.

In addition, participants should have a knowledge of:

- ✓ Basic command line skills
- ✓ JS
- ✓ HTML
- ✓ CSS
- ✓ XML
- ✓ XSL
- ✓ Java
- ✓ Shell scripting





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Agenda

Course Objectives

On completing this course, participants will understand:

- How Elasticsearch is integrated with Cobalt
- How to configure a new field to be indexed in Elasticsearch
- The steps needed to reindex a sites content to include a new field
- How to create Site Request Handlers to create custom pages
- How to create Data Decorators to enhance the content of pages
- ✓ How to develop URL resolvers
- How to develop and deploy FTL Functions in Java
- How to publish content from external sources using the Publishing API
- How to leverage Publication Service Notifier (PSN) to send publication info to external services
- ✓ How to manage Cobalt users
- ✓ How to moderate comments
- How to develop entire custom web modules

- Indexing fields in Elastic Search
- ✓ Javascript Site Request Handler
- ✓ Java Site Request Handler
- Javascript Data Decorator
- ✓ Java Data Decorator
- ✓ Custom URL Resolver
- ✓ FTL Functions (Java)
- ✓ Publishing API
- ✓ Publication Service Notifier (PSN)
- Cobalt Users
- ✓ Comments Moderation
- ✓ Web Modules

Swing Configuration

2 Days Workshop

About this course

This course is designed to provide participants with the information required to configure Swing.

Through demonstrations and hands-on labs, participants will gain a clear understanding how to configure Swing

This course is based on latest Méthode Suite

Audience

This course will benefit those responsible for the configuration of Méthode Swing who already have some knowledge and expertise of Méthode.

Pre-Requisites

Participants should have attended the Méthode Fundamentals or have equivalent knowledge.

In addition, participants should have a knowledge of:

- Integration Development Environments (Eclipse)
- DTD/DTX
- XSL/ XSLT and XPath
- HTML & CSS
- XML/ XSL



For further details or how to register, please contact Eidosmedia Academy at academy@eidosmedia.com

Agenda

Course Objectives

On completing this course, participants will be able to:

- configure Object Panel, Preview panel
- understand and use the main configuration file (WebClientConfig.xml)
- configure DTX for Swing functionalities
- configure searches and customize query templates, column layouts extension for Swing
- configure Dashboard and widgets
- configure other options like shortcuts

Topics

The core Swing configuration options

- setup the editing tools for working on the configuration;
- the role of Swing configuration file

Dashboards

- Configuring different dashboards
- Configuring Widgets within a dashboard
- Roles and dashboards profiles

Editors

- Customize panels
- How to extend the toolbar
- Story Editor shortcuts
- Topic Editor hotlinks Search
- **New Theme Creation**
- Tag Pages
- User Login
- **User Comments**

Configuring Swing for content creation

- Styling content using Swing specific
- DTX configuration extension for Swing

Customizing searches

- configuring result templates
- developing query filters

Swing Customization



2 Days Workshop

About this course

This course is designed to provide participants with the information required to extend and customize Swing.

Through demonstrations and hands-on labs, participants will gain a clear understanding of

- ✓ create new panels
- ✓ add a custom search and filters
- enriching stories using the story editor API

This course is based on latest Méthode Suite

Audience

This course will benefit those responsible for the development and extendibility of Swing who already have some knowledge and expertise

Pre-Requisites

Participants should have attended the Méthode Configuration course or have equivalent Méthode knowledge.

In addition, participants should have a knowledge of:

- HTML
- JavaScript / jQuery
- CSS
- Ajax





Course Objectives

On completing this course, participants

- be able to create a new Widget
- enrich the Content through the Swing
- know the options available for integrating 3rd party libraries
- be able to develop new panels: Custom panel, Object panel and preview panel
- be able to add a new search filter

Topics

- Dashboards
- Configuring different dashboards
- Configuring Widgets within a dashboard
- Develop a new Widget

- Develop a new Custom panel
- Develop a new Object panel
- Develop a custom preview panel

Story Editor and DWP Editor

- Enhance and enrich the content
- Add new actions to extend the Editors

Search

- Develop a new custom filter
- Integrate an external source

For further details or how to register, please contact Eidosmedia Academy at academy@eidosmedia.com

End-User Training

Workshop duration will vary

About this course

This course is designed to provide participants with the information required to carry out a full range of editorial and supervisory tasks, from creating and publishing multimedia content to task assignment and team monitoring. Users will be able to author and file multimedia stories and access central content sources and monitor workflow.

Through demonstrations and hands-on labs, participants will gain a clear understanding of the features available on their own configuration and

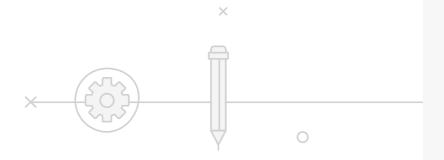
This course is based on latest Méthode Suite

Audience

This course will benefit those who use or will use Méthode Suite in their organization on a daily basis eg: editors, journalists, graphic designers,

Pre-Requisites

Participants need no previous knowledge of Eidosmedia products.



For further details or how to register, please contact Eidosmedia Academy at academy@eidosmedia.com

Agenda

Course Objectives

On completing this course, participants will understand:

The implementation of Eidosmedia at their location and how to use it

Topics

These will be defined by working with the customer and tailoring to your implementation

Media

Méthode Media Configuration (Fundamentals)

5 Days Workshop

About this course

This course is designed to provide participants with the information required to configure specific features of Méthode Suite for the media sector.

Through demonstrations and hands-on labs, participants will gain a clear understanding of editorial components such as output channels and queries, as well as the ability to customise them.

This course is based on latest Méthode Suite

Audience

This course will benefit those responsible for the configuration of Méthode Prime who already have some knowledge and expertise of Méthode.

Pre-Requisites

Participants should have attended the Méthode Essentials, Méthode Introduction to Prime workshops or have equivalent Méthode knowledge.

In addition, participants should have a knowledge of:

- HTML & CSS
- XML/ XSL
- JavaScript / jQuery
- Ajax



For further details or how to register, please contact Eidosmedia Academy at academy@eidosmedia.com

Agenda

Course Objectives

On completing this course, participants will be able to configure:

- the main Méthode options, including Channels, Workfolders, and Base folder
- templates for content creation;
- metadata templates;
- and customize views, column layouts, info, and metadata value;
- and customize searches and search dialogs.

Topics

- The core Méthode configuration options
- setup the editing tools for working on the configuration;
- the role of siteConfig file
- siteConfig Channels create new and set options to achieve specific behaviors object model overview

The role of Workfolders and Base folder

- siteConfig Workfolders
- siteConfig Base folder
- create new and set options to achieve specific behaviors

Configuring templates for content creation

- Structure of XML documents
- Styling content using CSS
- Configuring metadata templates
- **Defining DTD**
- Definition of dynamic rules for editing
- DTX configuration for web and print

Configuring and customizing views

- Defining column layouts and attributes, using content info and metadata values
- fine-tuning the UI: configuring workspaces, info tips, keyboard shortcuts, correlations

Configuring templates for content creation

- ✓ Structure of XML documents
- ✓ Styling content using CSS
- ✓ Configuring metadata templates
- ✓ Defining DTD
- ✓ Definition of dynamic rules for editing
- ✓ DTX configuration for web and print

Configuring and customizing views

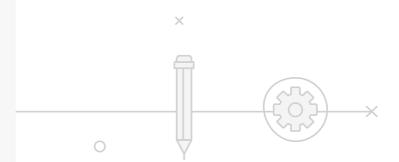
- Defining column layouts and attributes, using content info and metadata values
- fine-tuning the UI: configuring workspaces, info tips, keyboard shortcuts, correlations

Customizing searches and search dialogs

- using the Méthode Query Language (MQL)
- configuring queries in the candidate browser
- ✓ search dialogs
- ✓ developing query forms

Overview of object model

 Preview functionality and spelling checker in Méthode



Méthode Media Configuration (Advanced)

5 Days Workshop

About this course

This course is designed to provide participants with the information required to configure specific features for the media sector.

Through demonstrations and hands-on labs, participants will gain a clear understanding of users and groups permissions and new management workflow.

This course is based on latest Méthode Suite

Audience

This course will benefit those responsible for the configuration of Méthode Suite who already have some knowledge and expertise of Méthode and its configuration.

Pre-Requisites

Participants should have attended the Méthode Configuration Fundamentals for Media workshop or have equivalent experience working with Méthode.

In addition, participants should have a knowledge of:

- ✓ HTML & CSS
- XML/ XSL
- JavaScript / jQuery
- Ajax



For further details or how to register, please contact Eidosmedia Academy at academy@eidosmedia.com

Agenda

Course Objectives

On completing this course, participants will be able to:

- manage the folder structure
- permissions, and privileges
- set groups, folder and workflows permissions
- configure news management, preview functionality, and spelling checker

Topics

- Managing the folder structure
- setting content purging rules
- creating users profiles, permissions, and privileges

Setting groups, folder, and workflows permissions

- permission options
- managing inheritance rules

Configure news management

Structure of XML documents

views, additional rules fields, editor options

Configuration versioning

- Formats (core concepts)
- **Object Modelling**
- assigning queries to groups and users

Editorial services

preview, check-in, formats (for research: MMS)

Research

Méthode Research Configuration (Fundamentals)

3 Days Workshop

About this course

This course is designed to provide participants with the information required to configure specific features of Méthode Suite for the research sector.

Through demonstrations and hands-on labs, participants will gain a clear understanding of editorial components and processes such as templates, workspaces, output channels, queries, report creation and distribution, as well as the ability to customise them.

This course is based on latest Méthode Suite.

Audience

This course will benefit those responsible for the configuration of Méthode Prime who already have some knowledge and expertise of Méthode. This workshop is appropriate for those working in the research sector.

Pre-Requisites

Participants should have attended the Méthode Essentials, Méthode Introduction to Prime workshops or have equivalent Méthode knowledge.

In addition, participants should have a knowledge of:

- Java/JSP
- Python
- XSL/ XSLT and XPath
- Linux scripting
- **RESTful Services and APIs**
- Git and version control systems
- HTML & CSS
- XML/ XSL
- JavaScript / jQuery
- Ajax





For further details or how to register, please contact Eidosmedia Academy at academy@eidosmedia.com

Agenda

Course Objectives

On completing this course, participants will be able to:

- enable collaboration using the document model
- System configuration
- work with other document's attributes
- Understand and work with permissions
- use Java servlets

- The document model; enabling collaboration
- configure templates for content creation, based on the document model
- Configure metadata templates
- Working with other document attributes
- Permissions: Linking with workflows, enabling functionalities using privilege, configuring Object Panel, Tag Wizard, Excel Linking
- Siteconfig file: role of channels, channel configuration
- Configuring Workfolders and Base folders
- Configuring searches and customize query options
- Configuring UI elements: dashboard, workspace, info tips, shortcuts and correlations
- The role of Java servlets
- Méthode Import Server (MIS) and MSS for import and export of content
- MMS for report creating and groovy engine for server-side report creation
- Configuring Méthode Folder Manager (MRM)
- Méthode Automatic Pagination (MAP)
- Configuring Méthode Prime server

Méthode Research Configuration (Advanced)

2 Days Workshop

About this course

This course is designed to provide participants with the information required to configure specific features for the research sector.

Through demonstrations and hands-on labs, participants will gain a clear understanding of the possibility of extensions and integrations of Méthode platform

This course is based on latest Méthode Suite.

Audience

This course will benefit those responsible for the configuration of Méthode Prime who already have some knowledge and expertise of Méthode. This workshop is appropriate for those working in the research sector.

Pre-Requisites

Participants should have attended the Méthode Essentials, Méthode Introduction to Prime workshops or have equivalent Méthode knowledge.

In addition, participants should have a knowledge of:

- Integration Development Environments (Eclipse)
- Coding skills (Java e JSP)





For further details or how to register, please contact Eidosmedia Academy at academy@eidosmedia.com

Agenda

Course Objectives

On completing this course, participants will understand:

- options available to develop extensions and integrations
- how to develop add-ins and web panels, and how to customize the object panel
- server-based utilities and Java servlets used to implement integrations

Topics

Méthode software architecture and object model

- developing extensions and integrations
- leveraging Methode's automation

End-Users

Prime 7 - New features for end users



1 Day

About this course

This course is designed to provide participants with an overview of the new features that can be found in Prime 7.

Through demonstrations and hands-on labs, participants will gain a clear understanding of the possibility of using

This course is based on Prime 7

Audience

This course will benefit those Prime users who use the graphical functionality such as editors, publishers, graphic designers or artistic directors.

Pre-Requisites

Participants should have practical experience of working with a previous version of Prime.



Definition For further details or how to register, please contact Eidosmedia Academy at academy@eidosmedia.com

Agenda

Course Objectives

On completing this course, participants will understand:

options available to enhance graphics in their daily production environemtn

- The ribbon and new Prime interface
- New typographic engine and OTF options
- Flex-style and its possibilities
- HTML view inserting components using TW-Dynamics, TW creation in a page
- Effects
- Picture-desk
- Photo editing
- Advanced graphics

Terms and Conditions

Training Courses

Eidosmedia, to the best of our ability, provides training with suitably knowledgeable instructors.

The course agenda and schedule are intended for general guidance only and Eidosmedia reserves the right to make any reasonable variations to these courses, including content and the location of a course, without notice.

It is the responsibility of the Customer and attendee to ensure the participant meets the prerequisites of the course on which they are booked and that the course content meets their requirements. These pre-requisites are included in each course description.

Eidosmedia reserves the right to refuse admission to a training course or training premises, any person they consider is unsuitable.

Payment Terms

On receipt of either a purchase order or payment in advance, you have entered into a contract with Eidosmedia. Payment must be prior to the commencement of the course or in accordance with existing payment terms and conditions with Eidosmedia. Failure to make full payment (including tax) may be seen as breach of contract and Eidosmedia reserves the right to cancel the course.

Cancellation and Postponement Policy

Private Training

Courses will be confirmed on receipt of the Purchase Order. This should be at least 6 weeks prior to the course start date.

Publicly Scheduled Training

Courses will be confirmed to run 14 calendar days prior to the course start date.

No travel or accommodation bookings should be made prior to 14 days before the start of a course.

Cancellation or rearrangement by Eidosmedia

Eidosmedia reserves the right to cancel or rearrange a course. Should a course be cancelled, Eidosmedia will provide notice of cancellation or change at the latest 15 days prior to the course start date.

In the unlikely event of cancellation by Eidosmedia , the client will be entitled to a full refund of the course fee. Eidosmedia will not be liable for the reimbursement of any other expenses incurred.

Eidosmedia do not accept any liability for courses cancelled due to ill health of tutors or circumstances beyond our control, however we will do our best to reschedule the course at a mutually convenient time.

Cancellation or rearrangement by the Client or Participant

If the client/participant cancels a course between 7-14 calendar days from the scheduled start date, the client/participant will incur a fee of 50% of the course fee.

If the course is cancelled up to and including 6 calendar days from the start date 100% of the course fee is retained by Eidosmedia.

In the event a participant is unable to attend a course, Eidosmedia will endeavor to transfer the delegate to an alternative course.

A client/delegate can substitute one delegate for another subject to the replacement meeting the course pre-requisites.

Public Scheduled Courses:

Number of Days Notice	Proportion of Course Fee Payable
0 – 6 Calendar Days	100%
7 - 14 Calendar Days	50%

Customer Specific Courses (for example on Client's site):

Number of Days Notice	Proportion of Course Fee Payable
0 – 6 Calendar Days	100%

Data Protection and Confidentiality

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