

## Booking

You can book a seat to a training session:

- ▶ by phone, calling +33 (0)1 41 16 80 10 from 9AM to 5PM (Paris time)
- ▶ using the online reservation form by displaying the [calendar](#), choosing the session you are interested in and clicking on its dates (you must be registered and logged on the web site).
- ▶ To confirm your booking, you can also download and fill the [registration form](#), sign it and return it.

## Confirming

Booking will only be confirmed once we have received a purchase order or the above registration form (if it replaces it):

- ▶ by mail at: [training@ac6-training.com](mailto:training@ac6-training.com)

Ac6  
Département ac6-formation  
21, rue Pierre Curie  
92400 COURBEVOIE  
FRANCE

Booking one of our trainings is subject to our [General Terms of Sales](#)

## Convocation

Once your purchase order was received, we will send you an official convocation, with appropriate joining instructions.

For live online trainings, each attendee will receive, during the week before the training, all information needed to attend the training session, with a personalized copy of the training material (in PDF format) and, if needed, connection data to access the online PC used for practical exercises.

## Payment terms

Our trainings are to be payed 30 days after the invoice date; invoices are emitted at the end of the training. A signed attendance sheet is joined to the invoice.

Each trainee will receive an individual certificate of completion and a personalized PDF version of the course material.