

FAQ – SEMINARS

WHAT IS THE DIFFERENCE BETWEEN SEMINAR 1 AND SEMINAR 2? ARE THESE TWO SEMINARS COVERING THE SAME MATERIAL?

SEMINAR 1 covers the 1st part of the course and takes place in January/February and SEMINAR 2 covers the 2nd part of the course and takes place closer to the exam dates in March/April.

Both seminars cover specific topics. To check details of these topics please refer to your manual where you can find all relevant information.

DO I NEED TO ATTEND BOTH SEMINARS?

It is beneficial to attend in both seminars. SEMINAR 1 revises what students have learnt during the first semester in their colleges. SEMINAR 2 focuses on the second part of the course and also addresses areas such as effective study techniques.

WHAT TOPICS ARE COVERED DURING EACH SEMINAR?

Each seminar covers specific topics. To check the topics list please refer to your manual where you can find detailed information.

WHAT IS THE FORMAT OF THE LECTURE?

All Seminars are full-day revision sessions. Seminars run from 10am to 5pm with a one hour lunch break. Students may be required to partake in practical work during seminar; therefore it is advisable to come equipped with pens, paper and a calculator.

WILL I GET NOTES AT THE SEMINAR?

Yes. Notes are provided during all seminars.

I CAN'T ATTEND SEMINARS. CAN I GET THE NOTES?

Yes, seminar notes will be available to purchase once the seminar has concluded, but please be advised that these are not a substitute for attending the seminar. Seminar notes are available for the current academic year only. Previous years' seminar notes are not available.

I BOOKED A SEMINAR BUT NOW I CAN'T ATTEND. HOW CAN I CANCEL MY SEMINAR?

Student can cancel a seminar booking up to **one week prior to the date of the seminar**. Please send a seminar cancellation with your name, student number and details of the seminar you wish to cancel by fax to: 01 637 7357 or email seminars@AccountingTechniciansIreland.ie.

WHAT IS YOUR REFUND POLICY FOR SEMINARS?

Cancellations received one week prior to the seminar are refunded less an administration charge of €25.

NO refunds will be made if you cancel **less than a week in advance** or if you fail to attend.

Refunds are made by cheque and will be sent to your current student postal address once seminars have concluded.

I BOOKED A SEMINAR BUT NOW I CAN'T ATTEND. CAN I CHANGE MY SEMINAR BOOKING?

Student can change the original seminar booking. Seminar booking amendments can be made within sessions during one academic year. Students can change their seminar venues or subject booked.

Please email seminars@AccountingTechniciansIreland.ie with your name, registration number and the details of the seminar you can't attend and the seminar you would like to attend instead. If there are places available, your seminar booking will be changed accordingly and the new seminar confirmation letter forwarded.

You cannot change a booking for a seminar that has already taken place or transfer your seminar fee to the next academic year.

I DIDN'T RECEIVE ANY SEMINAR CONFIRMATION LETTER.

You should receive a seminar confirmation email approximately three weeks after your seminar booking. If you do not receive a confirmation, please send an email to seminars@AccountingTechniciansIreland.ie.

Please note that seminar confirmation letters are not sent by post, therefore please make sure that you include a valid email address on your seminar booking form.

Please print off the seminar confirmation email and bring it with you on the day of the seminar.

I ATTENDED A SEMINAR AND I WOULD LIKE TO SEND MY FEEDBACK TO ACCOUNTING TECHNICIANS IRELAND.

Please click [here](#) to download the seminar appraisal form. You can send this form back to us by email to seminars@AccountingTechniciansIreland.ie or by to Accounting Technicians Ireland postal address.