

My goal is to have you come as prepared as possible to make the most of your experience! Here is some info that will help.

How can I register?

Registration is only accepted online by clicking the appropriate city/date on the workshop page. I make every effort to ensure the confidentiality and security of your information by using a trusted and verified e-commerce transaction.

What is the Cancellation Policy?

Jerry Courvoisier Productions LLC (JCP LLC) relies on your attendance to make important arrangements for the workshop.

If a participant needs to withdraw from a workshop, he/she must inform JCP LLC no later than 15 days prior to the first day of the scheduled workshop. We will then refund your tuition, less a cancellation fee of \$50.00. Refunds will not be made for withdrawals initiated within 14 days of the first day of the scheduled workshop.

Workshop registration can be transferable to another individual should you choose to withdraw your registration. Refunds will not be made for participant "no-shows".

Our workshops are financially dependent on adequate class registration. Where minimum enrollment requirements are not met, the class will be cancelled and all registrations will be refunded in FULL if JCP LLC cancels a workshop (such as low enrollment or instructor scheduling conflicts). Participants will be notified at least 14 days prior to the first day of the scheduled workshop and JCP LLC will immediately issue refunds.

Workshop cancellations may occur and JCP LLC is not responsible for non-refundable transportation tickets or lodging reservations.

How will you contact me about registration and attendance?

I will send out emails to all the workshop participants 15 days prior to your workshop to update you with details about the venue and a reminder for the equipment and software requirements. If you have a spam blocker on your email account, this could make communication difficult. Please make sure you allow the info@jerrycourvoisier.com e-mails to pass the spam filter.

What should I bring to the Lightroom workshop?

Participants are required to bring a digital camera and laptop computer. You must have the current version of Adobe Photoshop Lightroom installed on your laptop. If you have not purchased the program as of yet, a [30-day trial version of the software](#) is available on Adobe's web site. This software application must be installed and running on your laptop before you arrive for your workshop.

The gear check list :

- digital camera
- compact flash or SD cards
- card reader
- camera batteries and charger
- pen and notepad

What is the recommended computer requirements for the workshop?

Operating Systems -

Mac OS X - v10.4 (Tiger) or v10.5 (Leopard),

Microsoft Windows - Vista Business, Vista Home Premium, Vista Ultimate, or XP

RAM installed on laptop - 1 GB minimum, 2 GB+ preferred

Free hard drive space - 8 to 10 GB

Internal DVD disk drive

AC power adapter and cables for laptop

External mobile hard drive is optional

What is the schedule for check-in, breaks, and lunch?

Check-in on the date of your workshop at the location at 8 am and ends at 8:30am. Bring your confirmation e-mail so we can check you off the list of participants. The workshop will start promptly at 9am and ends around 5pm both days.

Venue facilities typically only let us in to do our set up a couple hours before you arrive. We have lots to prepare for so, please, do not come even five minutes early, we're getting set up to help you.

You are more than welcome to bring snacks and beverages into the room. The breaks in the program are set for 10:30am and 2:30pm. The lunch break occurs from noon to 1:15pm where you're at your leisure to explore the local eating establishments.

What happens when I check in?

It will only take a couple minutes to get you settled in. You'll receive an outline for the 2-day workshop with a DVD, as well as a name badge. Please wear the badge anytime we're working in the classroom since it helps the staff learn your name and verify that you are a participant in the workshop. When you are at your space, hook up your laptop to the power adapter and plug into the power strip, turn on the computer, and make sure everything is set to go by 9am.

Is there a companion book for the workshop?

Participants are offered a 35% discount for the purchase a copy of my book *Lessons in DSLR Workflow with Lightroom and Photoshop* (Peach Pit Press, 2008) from my web site www.jerrycourvoisier.com. Books are available on-site as well, but at the published cover price of \$44.95.

Can I ask questions during the workshop?

Absolutely! We encourage questions so you can learn and get the most from this workshop experience.

How do I contact you if I have specific questions before the event?

I'm available at 505-670-0910 or jer@jerrycourvoisier.com

All the best and see you at the workshop!

Jerry

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