| **Course:** | SuiteWeek |
| **Class Dates and Times:** | Monday January 22, 2024 – Friday January 26, 2024  
Monday – Fri 10:00 AM to 4:00 PM Central Standard Time |
| **Language** | This class will be taught in English. |
| **Pre-Class Check-in Session** | It is mandatory that each attendee join a pre-class check-in session, to ensure you are fully prepared for your class. In the session your class facilitators will:  
- Explain how the class will be structured  
- Review Zoom features that will be used for the class delivery  
- Ensure that you have access to all the resources and tools you will need for the class  
- Answer any questions you may have about the pre-work |
| **Zoom Invitation** | Watch your inbox for Zoom invitations:  
- Check-In session invitation will be sent approximately two weeks before class  
- Class invitation will be sent after Check-in session |