

**I am unable to attend a telephone meeting, how can I reschedule it?**

For BLENDED distance courses only: In the event of unavailability, you can reposition your next meeting via the e-learning site by clicking on Schedule. Once you've viewed the real time possibilities, click the preferred slot followed by validate.

As a priority, the system will offer your usual coach in order to ensure consistency throughout your training.

If the dates and slots proposed by the system do not suit you, or you wish to postpone a different meeting, you can send your availability (dates and times) directly by email to [training@intercountry.com](mailto:training@intercountry.com) or call +33 (0) 1 44 55 38 31, in order to speak to a Client Services Representative.

Once the change has been made, you will receive a confirmation e-mail and can check that the change has been taken into account.

For all other course types please contact Client Services directly by email to [training@intercountry.com](mailto:training@intercountry.com) or call +33 (0) 1 44 55 38 31.



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