



AGICOA Trainings

Trainings on IRRIS - the AGICOA Online Services

Dear Madam, dear Sir,

We are pleased to inform you that we are offering, some webcasting trainings on IRRIS, the AGICOA online services. Thanks to webcasting, those live sessions can be attended from the screen of your own computer via a web access and a telephone line.

Whether you have been using IRRIS regularly or not, whether you are familiar with it or not, you will find in the calendar below, the training adapted to your needs, in the language of your choice.

Month	Day	Subject	Length	Training Geneva Time	
				in English	in French
Jun	2	<ul style="list-style-type: none">Specific AGICOA conceptsOverall tour through IRRIS	1h30	17h30 - 19h	10h30 - 12h
Jul	2	<ul style="list-style-type: none">General AGICOA conceptsData entry practices in IRRIS	1h30	17h30 - 19h	10h30 - 12h
Aug	5	<ul style="list-style-type: none">Specific AGICOA conceptsOverall tour through IRRIS	1h30	17h30 - 19h	10h30 - 12h
Sep	2	<ul style="list-style-type: none">General AGICOA conceptsData entry practices in IRRIS	1h30	10h30 - 12h	17h30 - 19h
Oct	2	<ul style="list-style-type: none">Specific AGICOA conceptsOverall tour through IRRIS	1h30	10h30 - 12h	17h30 - 19h
Nov	4	<ul style="list-style-type: none">General AGICOA conceptsData entry practices in IRRIS	1h30	17h30 - 19h	10h30 - 12h
Dec	2	<ul style="list-style-type: none">Specific AGICOA conceptsOverall tour through IRRIS	1h30	17h30 - 19h	10h30 - 12h

Our training calendar as well as direct registration forms are available on our web site at www.agicoa.org/trainings

To join for a training, kindly reserve the date of your choice at tutorials@agicoa.org ten days at least prior to the meeting.

Should you have any questions on these trainings, do not hesitate to contact the undersigned at +41 22 544 83 32 or by email at tutorials@agicoa.org.

Best regards,

Carla Dechamboux and Fanny Perez
Training Team

To remind you of what is IRRIS:

IRRIS, the AGICOA online services to declare, update and/or query your works and rights as well as to look at your related remunerations.

- **Quick and easy:** declare, update and/or query your data to AGICOA from your desk through the Internet;
- **Security mechanisms** have been set-up to provide secure and appropriate access to data;
- **Confidentiality** is guaranteed to provide appropriate access to your data;
- You can use IRRIS with **the most commonly available web browsers** such as Internet Explorer, FireFox and Netscape.