

# Video Conferencing Platform Training Schedule

Dear Team,

We are excited to announce a training session for our new video conferencing platform. Below are the details:

## Training Schedule

- **Date:** October 15, 2023
- **Time:** 10:00 AM - 12:00 PM (EST)
- **Location:** Online (Link will be shared prior to the session)
- **Duration:** 2 Hours

## Agenda

1. Overview of the Video Conferencing Platform
2. How to Schedule Meetings
3. Using Advanced Features
4. Troubleshooting Common Issues
5. Q&A Session

Please ensure to mark your calendars and prepare any questions you may have ahead of time.

Looking forward to seeing everyone there!

Best Regards,

The Training Team