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| **PREM:** | VirtualClass Offering Rescheduled |
| **CLOUD:** | Virtual Classroom Rescheduled |
| **Domain:** | Live LAB Talk |
| **Code:** | <https://bcg01.egnyte.com/dl/uZ6mVNmrFn> |

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| Subject: Rescheduled: Live LAB Talk on @Offering\_OfferingName@ |
| This Live LAB Talk has been rescheduled  The live LAB Talk on **@Offering\_OfferingName@**, has been rescheduled to @Offering\_ClassStartDate@ at @Offering\_Session\_Start\_Time\_#@.  Please **delete the original meeting request**and **accept this new invitation** to add it to your calendar.    To join the session, click the Attend Now button up to 30 minutes before the session starts. Or, go to LAB and click on the reminder link on the home page to attend.   \*\*Note - Your best audio option is VOIP.  Please be prepared with a headset in order to utilize the audio from your computer.  [Click to Attend Now](https://lms.bcg.com/Saba/Web/@VirtualClassroom_Learner_VLE_CustomDeeplink@)  If you will not be online and require the audio bridge or if you have any other questions, please email the [LAB Talk Team](mailto:LABTalkTeam@bcg.com).  Regards, The LAB Talk Team |

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| **PREM:** | Virtual Classroom -Offered Seat Cancelled |
| **CLOUD:** | VirtualClass Offering -Offered Seat Cancelled |
| **Domain:** | Advanced Analytics |
| **Action Name:** | Offered Seat Withdrawn 2019 |
| **Code:** | <https://bcg01.egnyte.com/dl/JQawSwIXaa> |

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| Subject: Offered seat withdrawn: the Advanced Analytics virtual training session on @Reg\_Session\_Start\_Date\_#@ |
| Waitlist Notification: Advanced Analytics @Reg\_ClassTitle@ seat withdrawn for session on @Reg\_Session\_Start\_Date\_#@   |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | |  |  | | --- | --- | | |  | | --- | | Dear @Reg\_StudentName@,   As we have not received a confirmation from you in the last 48 hours about your availability to attend the session on @Reg\_Session\_Start\_Date\_#@; therefore, we have had to withdraw the offer.  Please visit the Advance Analytics landing page ([link here](https://learning.bcg.com/AA)) to view upcoming available session dates. If you have any questions, please [email us](mailto:learning@bcg.com?subject=Advanced%20Analytics%20deep-dive%20virtual%20session).  Best Regards,  AA L&D Team | | | | | |  |  |  |  | | --- | --- | --- | --- | | |  | | --- | | **RELATED LAB CONTENT** | | [Launch](https://learning.bcg.com/AA) |  | | |  |  | | --- | --- | |  |  | |  |  | | |

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| **PREM:** | VirtualClass Offering -Offered Seat Confirmed |
| **CLOUD:** | Virtual Classroom -Offered Seat Confirmed |
| **Domain:** | **Advanced Analytics** |
| **Action Name:** | Email to confirm registration 2019 |
| **Code:** | [**https://bcg01.egnyte.com/dl/H1dRIscHVf**](https://bcg01.egnyte.com/dl/H1dRIscHVf) |

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| Subject: Registration confirmed: Advanced Analytics virtual training session on @Reg\_Session\_Start\_Date\_#@ |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | Registration Confirmation: Advanced Analytics @Reg\_ClassTitle@  session on @Reg\_Session\_Start\_Date\_#@ at @Reg\_Session\_Start\_Time\_#@   |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | Dear @Reg\_StudentName@,  Thank you for registering to attend an upcoming Advanced Analytics @Reg\_ClassTitle@ virtual classroom session.  3 easy steps to log into your session are as follows:  1. Click on the "Attend" button to join the virtual session   |  |  | | --- | --- | | **Advanced Analytics virtual training**  **@Offering\_Session\_Start\_Date\_#@, @Offering\_Session\_Start\_Time\_#@** | [Click to Attend now](https://lms.bcg.com/Saba/Web/@VirtualClassroom_Learner_VLE_CustomDeeplink@) |  * If this is your first time on Saba Classroom, **please log in a minimum of 15-20 minutes** early to download new software. You will be asked to provide your first, last, and display name. * If a pop-up appears asking "Do you want to allow the following program to make changes to this computer?" Please enter your BCG username and password (the one you use when you start your computer).   2. Enter your **Email Address**. 3. Click the **Attend** button.  **For best audio connection, please join using Voice over IP (VoIP) option; you will also need a headset to plug into your computer.** If it is not possible to join via VOIP use:   * US/Canada toll-free dial-in: +18663227021  (For International dial-in numbers: please visit: <http://bcgconferencing.bcg.com/>) * Enter Conference code: 5851839   Please note: Additional information on your pre-course requirements will be shared closer to your event and should you have any questions or issues, please e-mail the [LAB Talk Team](mailto:LabTalkTeam@bcg.com).  Best regards, AA L&D Team | | | | |

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| **PREM:** | VirtualClass Offering Cancelled |
| **CLOUD:** | Virtual Classroom Cancelled |
| **Domain:** | **Live LAB Talk** |
| **Action Name:** | VT Session Cancelled 2019 |
| **Code:** | [**https://bcg01.egnyte.com/dl/GChWiHtcbn**](https://bcg01.egnyte.com/dl/GChWiHtcbn) |
| **Named Quires:** | List all students whose registrations are cancelled as class is cancelled; List of the resources for an Offering;  Name of the CSR associated with this Offering |

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| **Subject**: Cancelled: Live LAB Talk on @Offering\_OfferingName@ on @Offering\_ClassStartDate@ |
| We're sorry, this Live LAB Talk has been cancelled  Unfortunately the Live LAB Talk on @Offering\_OfferingName@, scheduled for @Offering\_ClassStartDate@ has been cancelled. **Please delete the meeting request from your calendar.**    We will send a new invitation when the session is rescheduled.    If you have any questions, please feel free to send us an [email](mailto:LABTalks@bcg.com).    Regards,  The LAB Talks Team |

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| **PREM:** | VirtualClass Offering Registration Cancelled |
| **CLOUD:** | Virtual Classroom Registration Cancelled |
| **Domain:** | **Live LAB Talk** |
| **Action Name:** | VC Registration Cancelled 2019 |
| **Code:** | [**https://bcg01.egnyte.com/dl/T43zoRCKGu**](https://bcg01.egnyte.com/dl/T43zoRCKGu) |
| **Named Quires:** | Learner associated with this registration |

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| **Subject**: Registration cancelled for Live LAB Talk on @Reg\_Course\_Name@ on @Reg\_Session\_Start\_Date\_#@ |
| Your registration has been cancelled  You have successfully ~~unregistered~~ cancelled from the ~~for~~ @Reg\_OfferingName@, scheduled for @Reg\_ClassStartDate@.    ~~We are sorry you are unable to attend.~~    If you are however, still interested in attending at a later date, please visit <https://learning.bcg.com/aa>, click on register for a session under Deep-dives section to view optional dates.    If you have any questions, please feel free to send us an email to the team.    Best regards  AA L&D Team |

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| **PREM:** | VirtualClass Offering Registration Cancelled |
| **CLOUD:** | Virtual Classroom Registration Cancelled |
| **Domain:** | **Advanced Analytics** |
| **Action Name:** | AA Reg Cancelled 2019 |
| **Code:** | [**https://bcg01.egnyte.com/dl/0SgFBTjU3y**](https://bcg01.egnyte.com/dl/0SgFBTjU3y) |
| **Named Quires:** | LearnerName |

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| Subject: Cancellation confirmed: Advanced Analytics virtual training session on @Reg\_Session\_Start\_Date\_#@ |
| Cancellation Notification: Advanced Analytics @Reg\_ClassTitle@ virtual training session on @Reg\_Session\_Start\_Date\_#@  Dear @Reg\_StudentName@,  You have been taken off the Advanced Analytics @Reg\_ClassTitle@ virtual training course scheduled on @Reg\_Session\_Start\_Date\_#@  ~~Should~~ If you wish to register on to another session in the future, please click [here](https://learning.bcg.com/aa) to view other ~~offering~~ available dates.  Best regards, AA L&D Team |

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| **PREM:** | VirtualClass Offering Registration Created |
| **CLOUD:** | Virtual Classroom Registration Created |
| **Domain:** | Live LAB Talks |
| **Action Name:** | VT Registration Created 2019 |
| **Code:** | <https://bcg01.egnyte.com/dl/zsUXPV1bXY> |
| **Named Quires:** | Learner associated with this registration |

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| **Subject**: Invitation for @Reg\_OfferingName@ |
| You are registered to attend an upcoming session  @Reg\_StudentName@,  You are registered to attend the live LAB Talk on **@Reg\_OfferingName@**, on @Reg\_ClassStartDate@ at @Reg\_Session\_Start\_Time\_#@.  Please click *Accept* to add this session to your Outlook calendar.  To join the session, click the Attend Now button up to 30 minutes before the session starts.  Or, go to LAB and click on the reminder link on the home page to attend.  \*\*Note - Your best audio option is VOIP.  Please be prepared with a headset in order to utilize the audio from your computer.  [Click to Attend Now](https://lms.bcg.com/Saba/Web/@VirtualClassroom_Learner_VLE_CustomDeeplink@)  LAB Talks are BCG's premiere learning channel for connecting YOU with BCG topic experts worldwide on:   * Basic consulting skills and technology/tool tips * Key Go-To-Market concepts and products globally * Hot topics in business and society where BCG has a "perspective"   If you will not be online and require the audio bridge or if you have any other questions, please email the [LAB Talk Team](mailto:LABTalkTeam@bcg.com).  Regards,  The LAB Talk Team |

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| **PREM:** | VirtualClass Offering Registration Created |
| **CLOUD:** | Virtual Classroom Registration Created |
| **Domain:** | Advanced Analytics |
| **Action Name:** | AAL3 Registration Created 2019 |
| **Code:** | <https://bcg01.egnyte.com/dl/oxUKJhxWrt> |
| **Named Quires:** | LearnerName |

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| **Subject**: Registration confirmed: Advanced Analytics virtual training session on @Reg\_Session\_Start\_Date\_#@ |
| Registration Confirmation: Advanced Analytics @Reg\_ClassTitle@ session on @Reg\_Session\_Start\_Date\_#@ at @Reg\_Session\_Start\_Time\_#@  Dear @Reg\_StudentName@,  Thank you for registering to attend ~~an~~ the upcoming Advanced Analytics @Reg\_ClassTitle@ virtual classroom session.  There are 3 easy steps to log in: ~~into your session are as follows~~:  1. Click on the "Attend" button to join the virtual session   |  |  | | --- | --- | | **Advanced Analytics virtual training**  **@Offering\_Session\_Start\_Date\_#@, @Offering\_Session\_Start\_Time\_#@** | [Click to Attend now](https://lms.bcg.com/Saba/Web/@VirtualClassroom_Learner_VLE_CustomDeeplink@) |  * If this is your first time on Saba Classroom, **please log in a minimum of 15-20 minutes** early to download new software. You will be asked to provide your first, last, and display name. * If a pop-up appears asking "Do you want to allow the following program to make changes to this computer?" Please enter your BCG username and password (the one you use when you start your computer).   2. Enter your **Email Address**. 3. Click the **Attend** button.  **For best audio connection, please join using Voice over IP (VoIP) option; you will also need a headset to plug into your computer.** If it is not possible to join via VOIP use:   * US/Canada toll-free dial-in: +18663227021  (For ~~International~~ Non US and Canadian ~~d~~ial-in numbers: please visit: <http://bcgconferencing.bcg.com/>) * Enter Conference code: 5851839   Please note: Additional information on your pre-course requirements will be shared closer to your event.~~and~~ Should you have any questions or issues, please e-mail [the Team](mailto:LabTalkTeam@bcg.com).  Best regards, AA L&D Team |

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| **PREM:** | VirtualClass Offering Registration Waitlisted |
| **CLOUD:** | Virtual Classroom Registration Waitlisted |
| **Domain:** | Live LAB Talks |
| **Action Name:** | Email to Waitlisted Learners 2019 |
| **Code:** | <https://bcg01.egnyte.com/dl/6ve5nMdnaD> |
| **Named Quires:** | LearnerName |

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| **Subject**: Waitlist confirmed: @Reg\_OfferingName@ virtual session on @Reg\_ClassStartDate@ |
| Waitlist confirmed: @Reg\_ClassTitle@ session on @Reg\_ClassStartDate@  Dear @Reg\_StudentName@,    ~~As~~ Places for the @Reg\_ClassTitle@ virtual training session on @Reg\_ClassStartDate@ at @Reg\_Session\_Start\_Time\_#@ are now full, your name has been placed on the waitlist.  As soon as a seat becomes available, you will receive an e-mail offering the seat ~~to you~~. Please accept or decline ~~this offer~~ at the earliest opportunity.    If you have any questions, please feel free to send us an [email](mailto:LABTalks@bcg.com?subject=Waitlisted%20Registration%20Query). Thank you very much for your interest.    ~~Thanks and~~ Best regards,  ~~The LAB Talks Team~~  AA L&D Team. |

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| **PREM:** | VirtualClass Offering Registration Waitlisted |
| **CLOUD:** | Virtual Classroom Registration Waitlisted |
| **Domain:** | Advanced Analytics |
| **Action Name:** | AA L3 Waitlisted 2019 |
| **Code:** | <https://bcg01.egnyte.com/dl/UOkfW9LoFT> |
| **Named Quires:** | LearnerName |

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| **Subject**: Waitlist confirmed: Advanced Analytics virtual training session on @Reg\_Session\_Start\_Date\_#@ |
| |  |  | | --- | --- | | |  | | --- | | Waitlist Confirmation: Advanced Analytics @Reg\_ClassTitle@ virtual training session on @Reg\_Session\_Start\_Date\_#@ at @Reg\_Session\_Start\_Time\_#@ | |   Dear @Reg\_StudentName@,  Thank you for registering to attend ~~an~~ theupcoming Advanced Analytics @Reg\_ClassTitle@ virtual training session's waitlist.  When seats become available, you will be contacted via email to check whether or not you can make the date and time.  If you have any questions, please feel free to send us an [email](mailto:learning@bcg.com?subject=Advanced%20Analytics%20deep-dive%20virtual%20session).  Best regards, AA L&D Team |

Additional notes for pre-course work is missing.

For Linear Optimitimization (1 week before the event date)

Dear Colleague,

We hope you are looking forward to the LO session scheduled on **Friday, 18th Oct, 10:00 AM – 12:00 PM EST.**

In preparation, below is some important information:

1. Introductory video message from GAMMA Leader, Stephan Thiel, click [here](http://bcgnavigator.bcg.com/Video/brightcove.asp?Video_ID=5588987802001) to watch.
2. Quick Reference Guide on the virtual classroom landscape is attached
3. Install Excel Solver [Open Excel > File Options. Click on Add-Ins and select Solver Add-in and then click OK].
4. Exercise Files [please download and save both files on your Desktop] required:
5. L. PLANT2MKT\_Example.xlsm: <https://bcg01.egnyte.com/dl/CaJBIcLCLz>
6. L. INVENTOPT\_Example.xlsm: <https://bcg01.egnyte.com/dl/LOLxTLC9rt>

We also recommend that you acquire a **second screen** to get most out of the exercises. If it isn’t possible, don’t worry, you will still be able to follow through the session.

Should you have any questions or concerns please [email](mailto:LABTalkTeam@bcg.com) the team.

Best wishes

**AA L&D Team**

For Market Basket Analysis ( 1 week before the event date)

PLEASE READ: AA MBA software download instructions and Hands-on Exercises file for 25th October session

Dear Colleague,

We hope you are looking forward to your up-coming MBA session later this week.

In preparation, please download the following on to your computer:

1. Alteryx and Tableau software
2. Alteryx Predictive Tools
3. Hands-on Exercise files and FAQ doc

Remember to do this well before Friday’s session (software takes time to download) using the instructions provided below:

1. **To install Alteryx and Tableau:**
2. Open this site <http://its.bcg.com:8082/#?sid=194>. Under Products and Services, go to Software section, click on Analytics & Visualization under Categories to download both Alteryx and Tableau.
3. Click on each tool you need to install.
4. Answer the question “**Is this request for you?”** with “**Ye**s”. For Action, select **Install** and then **Submit**.
5. You will receive an email from IT stating that the software will be installed automatically and should be completed ideally, within 2 hours.
6. **To install Alteryx Predictive Tool:**
7. Go to this shared folder: [file://puscealtrxmgt01/Rtools%20Share/](file:///\\puscealtrxmgt01\Rtools%20Share\) and download **Rinstaller**.
8. Run the downloaded file and add it to the Predictive Tools to Alteryx.

**Note:** Make sure the version of Predictive Tools you download **MATCHES** the version of Alteryx on your computer.

1. **Download Hands-on Exercise file and FAQ’s doc on to your computer:**
2. Hands-on Exercises: <https://bcg01.egnyte.com/dl/7m0fcx1q2h>
3. FAQ: <https://bcg01.egnyte.com/dl/IhbEHA3MCw>

Lastly, for the best learning experience, we strongly recommend that you join the session through your computer, using a headset and if possible, get a second screen.  You will still be able to follow along if you don’t have one.

Should you have any questions, please don’t hesitate to contact me or contact the [Team](mailto:LABTalk@bcg.com).

Best wishes

**AA L&D Team**

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| **PREM:** |  |
| **CLOUD:** |  |
| **Domain:** | **Advanced Analytics Live LAB Talks** |
| **Action Name:** |  |
| **Code:** |  |
| **Named Quires:** |  |

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| Notes from 2019-10-30 |