Agenda



JUNE 12TH - ARRIVAL AND WELCOME DINNER

TIME	ТОРІС	RESPONSIBLE	MEETING ROOM			
Individual Arrivals & Check-In						
12:00-14:00	Lunch	Hotel Restaurant Et Cetera LG floor				
13:30-16:00	Department Meetings	Maketing team IC Business team	Agenda 2 Lobby floor Hotel Lobby			
16:00-18:00	Area ET meeting	Area ET team	Agenda 2 Lobby floor			
18:00-19:00	Free time	All				
19:00-22:00	Welcome dinner	Feriye Restaurant				

Agenda

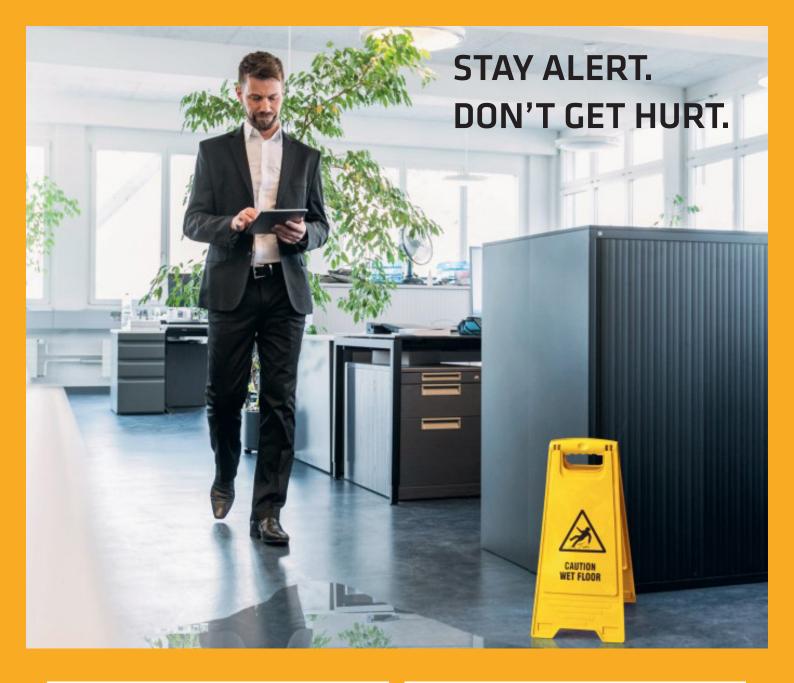


JUNE 13TH - AREA EE MEETING & SIKA DAY CELEBRATION

TIME	TOPIC	RESPONSIBLE	MEETING ROOM
08:00-08:05	Safety moment	David Karpisek	
08:05-08:30	Who si Who (introduction of the new team members)	All	
08:30-09:00	AEUE Update	Ileana Nicolae	
09:00-09:30	Financial Update (Projects & BDPs)	Krzysztof Jazdzewski	
09:30-10:00	Marketing Update (Projects & BDPs)	Ioana Moga	
10:00-10:30	Coffee Break		Pier 2
10:30-10:50	Procurement Update (Efficiency, Procurement, Sustainability)	Dominic Schreiber	LG floor
11:50-11:20	HR Update (Projects & BDPs)	Thomas Schobinger	
11:20-12:20	IC Business (Overview on IC & Footprint developments, challenges and needed support)	Aneta Stambolijska	
12:20-12:50	Safety Update (Projects & BDPs)	David Karpisek	
12:50-13:00	Q&A Closing of the meeting		
13:00-13:45	Lunch	Hotel Restaurant Et Ce	etera
13:45-14:00	Time to change for the City Tour		
14:00-14:45	Bus transfer to Istanbul Old City / Sultanahmet		
14:45-16:00	Hagia Sophia, Hipodrom , Blue Mosque (from outside)		
16:00-16:30	Coffee time		
16:30-17:30	Basilica Cistern		
17:30-18:15	Return Transfer	All	
18:15-19:30	Time to refresh, change in traditional clothing and pick- up the gift you brought for the Sika Day Lottery		
19:30-20:00	Bus transfer for Boat Tour		
20:00-23:00	Boat tour and dinner on the boat * Please wear your traditional clothing and bring with you the gift for the lottery.		
23:00-23:15	Return transfer to the hotel		

JUNE 14TH - DEPARTURE

TIME	TOPIC	RESPONSIBLE	MEETING ROOM		
Individual departures					
(All transfers are organized)					



Parking lot safety

- ∇ Don't become distracted by your cell phone or headphones
- ∇ Look twice for pedestrians, bicycles and to your car.
- ∇ Be aware of your surroundings. Walk with confidence to buildings
- ∇ Drive slowly and obey posted speed limits

What to do in the event of an accident:

- Protect the victim and the people exposed to the risk.
- ∇ Alert Sika staff.
- abla Rescue the victim if you have right skills or stay with close to him/her. Every accident, even light, must be reported

What to do in case of fire?

- ∇ In case of fire detection:
- ∇ Alert organizers / hotel staff immediately.
- ∇ Use the extinguishers available.





Stair safety:

- ∇ Use hand trails
- abla Put your mobile device away
- ∇ Take one step at a time. Slow down



Smoking Ban

To smoke is only allowed in the reserved outdoor area



When hearing the evacuation alert system:

- ∇ Keep Calm
- ∇ Leave the building following the exit signs.
- ∇ Join the gathering point
- abla Take any colleagues with you to the assembly point

