

Agenda

BUILDING TRUST



JUNE 12TH - ARRIVAL AND WELCOME DINNER

TIME	TOPIC	RESPONSIBLE	MEETING ROOM
Individual Arrivals & Check-In			
12:00-14:00	Lunch	Hotel Restaurant Et Cetera LG floor	
13:30-16:00	Department Meetings	Marketing 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	

JUNE 13TH - AREA EE MEETING & SIKA DAY CELEBRATION

TIME	TOPIC	RESPONSIBLE	MEETING ROOM
08:00-08:05	Safety moment	David Karpisek	Pier 2 LG floor
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		
10:30-10:50	Procurement Update (Efficiency, Procurement, Sustainability)	Dominic Schreiber	
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 Stambolijaska	
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 Cetera LG floor	
13:45-14:00	Time to change for the City Tour	All	
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		
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)			

STAY ALERT. DON'T GET HURT.



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.
- ▽ 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
- ▽ 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
- ▽ Take any colleagues with you to the assembly point

