

Oct 2016.

## Helpful Information for your stay at PLM Europe – Siemens PLM Connection 2016

Welcome 2016 attendee,

This document provides information to make your journey and attendance at the conference easier. However all urgent on site enquires should be directed to:

### Emergency Contact Numbers

Main contact for PLM Europe: Karla Kluth: Mobile +49 171 180 8379  
Speaker Logistics: Minna Mitchel +44 7921 245255a  
Exec 1-2-1 Meetings: Anna Garton +44 7794 211033

### Conference start time Monday Morning at 10.00 h

The conference starts on Monday morning at 10.00 am - please make sure you arrive on time.

#### **Flight Information**

Transfer time by taxi from Airport Berlin Tegel to the Estrel convention center will be around 35 minutes and cost ca. € 35, 00.

The transfer time from Schönefeld Airport is approximately 15 minutes.

Please ensure that you have 6 months remaining on your passport.

### Hotel Information

Please contact your hotel to check on the times for check in and check out.

All hotel information you will find [here](#):

#### **Parking**

There are parking places in the Estrel Hotel – cost per 24 h € 15, 00

For more information contact the Concierge [estrel@interklassik.net](mailto:estrel@interklassik.net),

### Luggage storage and opening Hours

There is a secure baggage area throughout the event for you to leave your luggage until you can check in at your hotel on arrival at the conference, and for check out on Tuesday and Wednesday, should you wish to bring your bags from your hotel to the conference center. The Baggage area will be located in the Passage Rotunde between reception and the exhibition area.

Sunday	17.00 – 20.00
Monday	07:30 – 24.00
Tuesday	08:00 – 24:00
Wednesday	07:30 – 17.00

Please note we take no liability for luggage left with us; however the luggage area is manned during the a.m. hours

### Accommodation / Registration Queries

Should you require an amendment or cancellation of your hotel booking prior to the event contact your hotel. For any questions regarding your registration, please contact the registration desk or call Karla Kluth.

### Late payment procedure / Registration Times

You will already have received a registration confirmation for the PLM Europe - Siemens PLM Connection Event from Karla Kluth confirming your registration at the event and your arrival and departure dates.

If your Conference Fee is not pre-paid – you will be asked to pay on arrival. Make sure you have a working Credit Card with you. **Make also sure there is no limit on your credit card. Some cards need a special approval number from the bank, please check beforehand and have this number with you.** German attendees who need to pay at door must count 19 % VAT on top. This could result your limit on your credit card is lower

Registration is open on Sunday 12:00-20:00. We kindly ask you to register directly upon your arrival to save queuing on Monday.

#### Registration times:

<u>Sunday 12:00-20:00</u>	<u>Monday 07:00- 20:00</u>
<u>Tuesday 07.00-20.00</u>	<u>Wednesday 08.00-15.00</u>

### WLAN and login

The hotel will provide **WLAN** -

choose Net: plm2016

**Password: plm\_2016**

**No capital letters, no blanks/space!**

#### At the event

Speakers will not be asked to pay registration fees, however all attendees must register to collect their badge and delegate pack in time for the conference starting at 10am. All Siemens Executives & Speakers can collect their badge and any updated 1-2-1 Meeting Schedules from the conference registration desk in the Convention Centre – “Passage” during the registration times.

Please allow extra time for registration on Monday morning as queues may occur.

#### Please make sure you wear your badge at all times throughout the conference

including evening receptions. Your badge holder will contain the agenda for the conference along with other items that will be required for the duration of the event.

All who have registered for the Monday evening Dinner will get a special Dinner Card along with their badge. This card need to be shown to the security staff at the entrance of the Plenum

Security staff will be checking badges at all times.

#### Agenda 2016

See online detailed interactive [agenda](#) at o see abstracts and bios of the sessions.

#### Breakfast

There will be a normal breakfast in the hotel – at your cost.

We will serve a small “Early morning” breakfast with coffee, and snacks which is included in the conference fee.

## Food and Beverages

### Lunch

Lunch will be served in buffet style on the ground floor of the convention center in the Solution Center (Exhibition hall) Monday till Wednesday

– see agenda for specific timings.

### Evening Events

#### **Sunday Evening Start: 19:30 h**

Welcome Buffet Evening - Networking with the Partners

#### **Monday Evening Start: 19.30 h**

There will be a seated 4 course dinner.

We begin with the starter, then 30 minutes “Simon Pierro” the iPad artist part 1, followed by the main course – then Simon Pierro – part 2, followed by Dessert. Close 23.30 h

**It is absolutely important that all attendees are quiet during Simon Pierro’s Show**

**During his show – there will be no service.**

#### **Monday Evening Dinner – important – please read**

All who have registered for the Monday evening Dinner will get a “Dinner Card” when they arrive and pick up their badge. This card need to be shown to the security staff when you go to the dinner room (Plenum)

**If you have booked for the Monday evening dinner you kindly be asked you to attend and do not change your mind in the last second. We really want to make sure we have not to toss out expensive food into the trash. We are not allowed to give this food to social institutions or homeless people.**

**If you change your plans and do not want to attend the dinner – please give the dinner card back when you pick up your badge**

#### **Tuesday Evening 19.30 – 23.00 h**

Networking Dinner hosted by Siemens PLM Software & PLM Europe

There will be some activities taking place in the Solution Center and Foyer sponsored by our Diamond Partner KPIT

Both Evening Receptions will be held in the Solution Center (Exhibition Area), ground floor level

### Special Dietary Requirements

Please contact [karla.kluth@plm-europe.org](mailto:karla.kluth@plm-europe.org) if you did not identify your requirements on your registration form or you forgot to make any prior arrangements. Food on all evenings is buffet style and tries to accommodate for most dietary requirements.

**All attendee with special dietary requirements should inform the waiter of their dietaries before the meal begins.**

### General Information

Currency: Euros

### Security

The Convention Centre, hotels and PLM Europe do not take liability for any lost or stolen equipment or items throughout the conference so please make sure you carry personal items with you at all times.

### Dress Code

Day Wear – Business Smart: Plenary Speakers should wear a Jacket, Tie; Breakout Speakers should be Business Smart (tie not essential)

Evening Wear: Smart/Business Casual

### Customer/Partner 1-2-1 Meetings

**These rooms are located in Wing 3 – 2<sup>nd</sup> floor**

Most meetings are booked in advance but if anyone has any additional requests please contact Anna Garton: +44 7794 211033

To request a room: These meetings are joint Customer/ Siemens Exec/ Partner meetings only and are subject to room & Exec availability.

These take place in wing 3 2<sup>nd</sup> Floor.

### Partner Exhibition Area – Solution Center (Exhibition Hall)

Upon Registration you will be given a Lottery Punch Card – that gives you the opportunity to win a selection of prizes given by participating vendors. You need to visit **each** booth mentioned on this card and have your card punched and submit it back to the Registration desk **by Wednesday morning – 11.00 h** for your chance to be a winner!

The draw will be done on Wednesday during the lunch break in the Solution Center (Exhibition Hall). The draw will be done in the “Knowledge Theatre” corner. Please pay attention!!!



### Event App

For better mobile information and networking possibilities we have developed the new Event App functionality with Double Dutch, which is optimized for use with tablets and smartphones with WIFI. Keep yourself informed about the agenda 2016, create and edit your personal agenda, connect with other visitors or get information about the conference exhibitors. Please refer to your email entitled Welcome to PLM Europe- Siemens PLM Connection 2016, sender is PLM World & PLM Europe Events for download information or click [here](#) to download our 2016 App

**There will be an info desk – closed to the PLM Europe Registration counter were you can get help if you have problems with login, download etc.**

### Travel Information

See all our Travel pages online for the most up to date information on traveling to Berlin and methods of transport to get from the airport or train station to the hotel or convention center @ [http://www.plm-europe.org/index.php?id=hotel\\_travel](http://www.plm-europe.org/index.php?id=hotel_travel) and visit the Hotel & Travel Pages.

Travel Information Estrel

<http://www.estrel.com/en/location-directions.html>

Please note you will need to make your own travel arrangements between the Estrel Convention Center and your hotel each day if you are not staying at the Estrel Hotel. If you are in the Estrel Hotel the convention center is interlinked with the Convention Center.

*We wish you a pleasant and successful stay at  
PLM Europe – Siemens PLM Connection 2016 in Berlin*