

singleton CIVITTA mediapark.

Offsite 2023

Participant handbook

This handbook contains general information regarding the program of the event. The most recent agenda, newest updates, timing and locations you can always check by scanning this **QR code**:



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General information.



Location

Buongiorno! We are excited to welcome you in the beautiful Sorrento, located in the most beautiful part of Italy, the Amalfi coast.



Dates

Our adventure starts on **29th October** and ends on **2nd November**. However, some of you might come or leave at a different date:

Non-partners days participants - 2nd November

PRI/INNO partners - 3rd November

PUB/DIG partners and Sales tr. participants - 4th November



Weather

Temperatures should be above 20 degrees during the day and not drop below 15 degrees at night. However, rain is likely on some days.

Please check the weather before departure and take this into account when packing.



Hotel & Room allocation

We will be accommodated at the Hilton Sorrento Palace Hotel, located on a hill offering splendid views of the Bay of Naples, Mount Vesuvius, and the city of Sorrento. Want to take a walk? Our hotel will be only 10 minutes from the Sorrento Old Town!

Due to the large number of participants and last-minute changes the rooming will be shared only on 25th October, but even after that, it's subject to change, so please check it on arrival day here. We are doing our best to put you in the rooms will you closest colleagues!



Meals

Breakfasts, lunches and dinners will be fully provided each day during the official Offsite (30th October - 2nd November) and Partner days (2nd - 3rd November).

On the arrival days (28th and 29th October), only breakfasts will be provided. However, we are waiting for you to join us for dinner in the hotel L'Alba on 29th November after having a great free time around Sorrento.



Flights & Luggages.



By now, you should individually have received all the information regarding purchased flight tickets to you. Please do not forget to checkin at least 24 hours before your flight.

Cabin luggage is not included unless your flight has it by default, thus please be aware that in case you need it, please purchase it individually by using flight details from the flight itinerary.

A few baggages for shared office belongings (e.g. sportswear) can be purchased upon the individual country manager's request, please contact him/her directly.



Transfers

We are taking care of your transfers to / from the Hilton Sorrento Palace. Shortly, you should have received all the information and calendar invites for your transfers. In case of any changes - we will let you know immediately by updating the calendar invites information.

As we will have individual arrivals with only 1-3 people, in these cases we will ask you to either wait for the next organised transfer or arrive at the hotel on your own (there are direct trains from both Rome and Naples to Sorrento).

In case you are coming not with our purchased regular flights, you will shortly receive a form to sign up for the regular organized transfers.

Internal transfers within your country are organised by you individually (unless the departure airport is particularly far from your local office location).

If you have not received your travel information in your calendars by 24th of October and / or have any questions - please, let us know.

Contacts: Karolina Dylag / Iryna Narchuk

Agenda

This handbook contains general information regarding the program of the event. The most recent agenda, newest updates, timing and locations you can always check in the official Offsite page: offsiteagenda.com



Arrival day.

28th October



Arrivals to the hotel, first hugs and free time in Sorrento or around.

For anyone arriving in Italy on the 28th or the early morning of the 29th, we truly recommend you consider trips to Vesuvius, Pompeii, the Amalfi coast towns or Naples.

Upon arrival to the hotel, please proceed to our **Offsite reception desk** to register and receive all necessary information.

[offsiteagenda.com](https://www.offsiteagenda.com)



Welcome day.

29th October



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On this day, colleagues will still be arriving and for those of you who are there, you still have time to enjoy Sorrento or even the region.

18:00

Excited for our first official meet-up? We will have our first dinner together in the hotel starting from 18:00 until 20:00.

Don't worry if you arrive late, we will make sure to provide some snacks for you.

21:00

After our dinner, we will have a welcome speech followed by drinks on the terrace starting from 21:00.

**Use your coupons received at the welcome desk.
Ci vediamo!**



Announcement day.

30th October



09:30

Brand announcement

Join our branding announcement and company at the Sirene hall at 09:30.

12:15

Trip to the gorgeous island Capri. Meeting in the lobby

After the announcement, a trip to the fantastic Capri awaits you. **Please come to Sorrento Ferry by 12:40 individually or join us 12:15 at the hotel lobby**  [Sorrento Ferry](#) (~20 min. on foot)

After reaching Capri, you can either walk or take the funicular from Marina Grande to Capri Town (1,80 EUR one way).

You will have around 3.5 hours of free time to enjoy Capri Town, walk around the tiny Capri streets and stop for Ravioli Capresi or local pizza, visit Via Krupp, explore Gardens of Augustus, go to Belvedere Tragara in order to be amazed by the Faraglioni Rocks or visit Vila Jovis build almost 2000 years ago.

The return boat leaves at 16:45 (Marina Piccola), hope to have an incredible sunset around.

18:00

Dinner at O'Parrucchiano La Favorita

After the sunset, it's time for Italian dinner experience! Come savor the essence of Italian cuisine in O'Parrucchiano La Favorita. And we promise you, those tastes will stay in your memory for a long time.

We look forward to welcoming you here straight from the ferry. The restaurant is about 10 minutes walk from the mooring.

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Free time, or maybe a party in the hotel?

After the dinner, you can stay in town or return to your hotel. Offsite's experience shows that whether you plan it or not, there's always a party.



Streams day.

31th October



08:30

Yoga session in the morning

Start your morning from the early Yoga session. With more than 20 years of experience in Yoga, Maksimilianas Savickas will help you discover the inner peace and calmness in the hotel Garden from 8:30.

10:00

Stream day

The first part of the day is dedicated to your stream activities with a lunch break from 12:00-13:00. The lunch will be served at the hotel.

Your stream leaders will share a more detailed agenda!

16:00

Pizza making session

Tired of frozen pizza? Naples is right next door, with its profound pizza traditions. The locals will be glad to share their experiences with us, so let's make pizza together. Pizza School opens its doors at 16:00, don't be late for class (hotel's courtyard).

21:00

Dolce Vita party!

Lasciati alle spalle i crimini, la vita è dolce or leave the crimes behind, life is sweet!



Olympics day.

1st of November



09:30

Olympics

No matter where we go, the Olympic tradition stays with us. From 09:00, take part in or cheer on the running relay and defend the glory of your stream.

Football, dodgeball, padel, chess, darts, badminton and poker competitions will take place on the hotel's sports fields or garden from 09:30 till 12:30.

Please register to your favorite activity in advance! Please let us know if you are not added to your stream Olympic's discussions in Google Chat or Slack.

Contact person: Jana Tserkasina

14:00

Activities

Feeling exhausted and want to finally relax and explore the beautiful Sorrento in peace? You have the whole second half of the day to do it.

However, if you're still pumped up, go on an adventure from 14:00:

1) **Treasure Hunt around Sorrento** (~3 hours in Sorrento) | Cultural-gastronomic-craft gamified excursion of the historical center of Sorrento which will allow you to discover a "secret" Sorrento, taste local limoncello, try mozzarella or sing an Italian song.

2) **Excursion to Pompeii** (~4 hours including ~2hours for transportation) | Visitation of The city of Pompeii to discover the life of Pompeii in 79 AD. The city ruins were discovered in the late 16th century after it was destroyed in 79 CE when a nearby volcano, Mount Vesuvius, erupted.

3) **Free time in Positano** (~4 hours including ~1.5 hour for transportation) | Visitation of romantic little town on the Amalfi Coast whose colourful houses cling precariously to the hillsides overlooking the Tyrrhenian Sea.

Don't forget to register yourself if you haven't done it yet:

<https://forms.gle/bCQ4CpRjK8QhePMP8> (registration closes on Oct 22, 2023)

Don't forget that these activities will also count as one of the Olympic competitions. Treasure Hunting - your team's result, Positano and Sorrento - the most beautiful photo competition (more rules in the "Olympic Games")

Contact person:

Treasure Hunt in Sorrento: Milda Bylaitė

Excursion to Pompeii: Maksimilianas Savickas

Free time in Positano: Jovilė Plieskytė

In case you are a shareholder:

There is a shareholder meet in the Nettuno 2 room from 14:00. Immediately after at 15:30 you can go to Positano, or stay to enjoy Sorrento.

In case you decide to go to Positano and haven't registered yet: <https://forms.gle/bCQ4CpRjK8QhePMP8> (registration closes on Oct 22, 2023)

Free time in Positano: Jovilė Plieskytė

20:00

Gala dinner

The Official part of the Offsite 2023 ends with the Gala Dinner. Let's congratulate our Olympic champions, raise a glass of wine and say goodbye until next year!

Dress code: Smart casual.



Departures & Partners' day.

2nd of November



03:00

First departures

Non-partner departures starting early in the morning (first departures as early as 03:00).

09:30

Partners day

The first part of the day is devoted to a joint partners' meeting, discussing common company matters.

After the lunch from 12:00, the second part of the day is dedicated for partners day in streams.

18:30

Partners dinner

Partners dinner awaits you after all the day discussions. Time & Location will be updated and communicated to you soon.



Departures / sales training / 2nd partners' day.

3rd of November



Departures

Innovation / Private / Growth stream partners' departures.

Sales training

Full day Sales trainings with the lunch at the hotel.

Streams' activities

Private & Digital stream 2nd day's activities (more information will be shared by your stream management).



Remaining departures.

3rd of November



Thank you

and see you soon!

offsiteagenda.com



FAQ.

Where I should find all the information and updates if anything changes during the event?

All information is regularly updated on Offsite's official website/app. All significant updates will be additionally communicated by email during the event.

What is the dress code?

There is no official dress code, however on 31st of October we will have a themed Italian Mafia party (more details soon), on 1st of November - Gala dinner where you would be welcomed in smart casual.

What is the luggage policy?

Cabin luggage is not included unless your flight has it by default, so please be aware that in case you need it, please purchase it individually by using flight details from the received flight itinerary.

A few baggages for shared office belongings (e.g. sportswear) can be purchased upon the individual country manager's request, please contact him/her directly.

Are there any stores or cafes on site?

The hotel is located in Sorrento, a town full of shops and restaurants. The hotel also has restaurants/bars.

If I need cash, where can I withdraw money or exchange currency?

There's an ATM and a currency exchange service in the town.

What if my plans have changed and I can't go to the offsite anymore?

Please, notify your local office and offsite organizers as soon as possible.

What do I do if I have allergies and specific dietary requests?

You will shortly receive a survey regarding your diet.

Where can I bill the hours spent on the Offsite?

Only stream day hours are billable. TB codes will be communicated by your stream management.

How can I get reimbursement for individually purchased tickets?

We will notify you shortly after the end of the offsite.

Is it currently safe in the Sorrento region hearing about possible Volcano eruptions?

Despite reports of a possible volcanic eruption at the end of September, the situation is now stable and there are no recommendations to avoid visiting the region.



Contact list.

Rooming

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