

Friday, 9 December 2016

- 9:55 **INDOF Team** land at Ngurah Rai International Airport in Denpasar, Bali (Jetstar3K243)
- Complete Immigration
 - Transportation to hotel
- 10:55 **JKRTA Team** land at Ngurah Rai International Airport in Denpasar, Bali (GA0402)
- Transportation to hotel
 - Meet INDOF team at the lobby ocean outlook area
- Leave all hand luggage in vehicle
Take only a small bag of personal, valuable items with you
Mulia will collect luggage and transport to Conference Centre (room next to ours)
- 11:00 – 11:55 **Arrive at the Mulia Resort and Spa Bali, Nusa Dua**
INDOF - Congregate at the lobby ocean outlook area
JKRTA – Meet INDOF team at the lobby ocean outlook area
- 12:00 – 12:50 **Lunch at The Cafe** (buffet) at Mulia Hotel
Walk to Conference Centre (Casablanca Room) on the same level
- 13:00 – 15:25 **Check In and Event Kick Off**
Managing Director of Swagelok Indonesia, Steve Sparkes, will open the Bali and Beyond 2016 meeting by celebrating our first three years and highlighting our changes, outlook and strategic direction in 2017. Other speakers from both offices will be contributing to the session.
Notes on check in and luggage :
- Each associate will sign their room check in document on entering the meeting room
 - After meeting finish collect bag and attach luggage tag : white (INDOF), blue (JKRTA) from the goodies bag
 - Get room key from Yuanita and go to room
- 15:25 **Room**
Some time to prepare for our night out.
Do read through the dress code needed for Uluwatu and Dinner
- 15:45 **Meet up at the Grand Ballroom Lobby Entrance (Conference Centre ground floor)**
Prepare to go to Uluwatu
- 16:00 – 16:45 **Transportation to Uluwatu**
- 17:00 – 19:00 **Uluwatu**
Visiting Bali's stunning Uluwatu location with unique temples and clifftop views of the Indian Ocean. We will (hopefully) watch a magnificent sunset together and then go and enjoy a traditional Fire Dance performance (Tari Kecak)
Notes : beware of your stuff (hats, glasses or any easy lose stuff) since the naughty monkeys may come and stole it suddenly
- 19:00 – 19:45 **Transportation to Dinner at Kisik @ Ayana**
- 20:00 – 22:00 **Drinks Reception and Group Dinner at Kisik Ayana**
Notes :
Make sure you are using sandals and not shoes due to the sands.
Backpack and tripod are not allowed.
Going down we are going to use stairs, Going up we can get the lift from rockbar with priority line.
- 21:30 **Return to the Hotel**

Saturday, 10 December 2016

- 07:00 – 07:25 **Group Breakfast at The Cafe** (buffet)
Sit anywhere at the restaurant
Notes : Wear Amazing Race T-shirt, shorts/pants, sports shoes and bring necessary stuff you need
- 07:30 **Meet up at Grand Ballroom Entrance Lobby (ground floor)**
- 07:30 – 13:15 **Swagelok Indonesia Amazing Race – Includes Coffee break and Lunch**
Lunch at Anumana Restaurant
- 13:15 – 13:45 **Sightseeing – Monkey Forest (Ubud)**
- 14:00 – 16:00 **Transportation Back to the Hotel**
Drop off at the Grand Ballroom Entrance
- 16:40 **Meet up at Grand Ballroom Entrance**
- 16:45 – 18:00 **Transportation to Moonlite @ Anantara , Seminyak**
- 18:00 – 20:00 **Drinks Reception and Group Dinner at Moonlite Anantara, Seminyak**
- 20:00 **Transportation Back to the Hotel**
- OR**
- 20:00 **Night Out (Completely Optional) Transport provided to Seminyak and / or Kuta**

Sunday, 11 December 2016

07:00 – 08:00 **Breakfast at The Cafe Mulia Hotel** – **The attendance for this is completely optional.**

08:30 – 12:00 **Sunday Morning Leisure Activity**
1) **Water Sport at Tanjung Benoa**
2) **Karma Kandara Beach**
3) **Relax at the Mulia Hotel**

Notes :

- **Be on time for the meet up if you choose Water Sport or Karma Kandara**
- **Water sport : bring change of clothes**
- **Karma Kandara : you can bring your swimming suit and change of clothes**
- **Don't bring Mulia's towel outside Mulia Hotel**

12:30 **Check Out Process**

- A copy of your room bill statement will be put under your door in the morning :
 - 1) **If you have zero balance on your room just return your key to Yuanita and check out is done**
 - 2) **If you have any expenditure you can settle up with the reception either now (if you have spent anything that morning) or you can settle earlier. 12.30pm is the latest time to do this.**
- Associate to meet Yuanita at lobby to hand over keys or let her know there are extra charges
- Leave luggage at front of lobby
- Mulia hotel will transfer bags to Grand Ballroom Lobby Entrance and make two piles of luggage with either white (INDOF-SG) or blue (JKRTA) luggage tags

13:00 – 14:30 **Group Brunch at La Soleil** (Buffet restaurant at Mulia Hotel)

14:45 – 15.15 **Closing Comments @ Harmony Building**
Steve will close the Bali and Beyond 2016 event with some personal thoughts and reflections. Prizes and awards will be given out at this time.
Put your own luggage on bus headed to Ngurah Rai Airport, one bus will go to International departure (Singapore Destination) and the other bus will go to Domestic departure (Jakarta Destination)

15:30 **Airport Transfer to Ngurah Rai International Airport in Denpasar, Bali**

17:30 **JKRTA Team** depart Bali to return to Jakarta (GA419)

17:40 **INDOF Team** depart Bali to return to Singapore (AirAsia508)

NOTES and OTHER INFORMATION

- 1) *All activities will take place in Bali, Indonesia. Times shown will be in local time (Bali, GMT +8)*
- 2) *All associates are covered by company Travel Insurance for the whole event.*
- 3) *Each associate will have their OWN room at the Mulia Hotel & Spa,*
- 4) *All in-room costs at the Mulia Hotel & Spa are at your own expense (mini bar, TV, room service)*
- 5) *There is a safe for your valuables in each room.*
- 6) *All transportation (including air fare), accommodation at the Mulia Hotel & Spa, group breakfasts, lunch and dinners & drinks, and activities as listed in this agenda will be fully paid for by Swagelok Indonesia.*
- 7) *The Saturday night out after the Group Dinner is an OPTIONAL night out and is at your own expense. Transport to Seminyak and / or Kuta will be provided by the company. Transport back to the hotel is at your own arrangement.*
- 8) *Dress code for Group Dinners and Brunch at La Soleil will be Smart Casual (no hotel slippers, singlets, swimwear, bathrobes etc.)*
- 9) *Dress code for all other events - including travel and the opening Event Kick Off will be casual*
- 10) *Please remember that we will be outside during the day quite so ensure that you have the correct clothing, sun protection and stay hydrated.*
- 11) *No smoking in the Mulia bedrooms or meeting rooms. Mulia will charge 1 extra night on the board rate if you get caught smoking at your bedrooms. This charge will be at your own expense. Please smoked at the designated area.*
- 12) *Apart from the events that are indicated as optional we expect everyone to participate fully, turn up on time and use this unique opportunity to interact with everyone - particularly those that you would not normally speak to !*
- 13) *Finally, please remember that this is a company event so please remember our Swagelok values of Integrity and Respect at all times!!! Enjoy Bali and Beyond 2016 !!!*