

locala

Lisbon * Lisboa * Lisbonne * Lisbóna * Lissabon



Thank you for joining for the 2022 Locala Company Retreat in Lisbon, Portugal!

We're looking forward to providing all employees a safe and healthy experience. While we have plenty of fun activities planned, keep in mind that this is a group gathering. As representatives of Locala's core values, we kindly remind you to maintain professionalism and proper attire accordingly.

A few packing Tips:

Fun in the Sun & parties at sea to start! We encourage you to shine your light and show us your style if that's your game! After all, this is an opportunity to get to know each other. We are keeping it business casual for the seminar sessions but conference rooms can run a little chilly so an extra light layer might be a good idea for some of you. In addition, we have organized a photoshoot for new headshots during the working sessions on Wednesday, May 18th.

From the cobblestoned and hilly streets in the big cities to unpaved paths in the countryside and lots of sandy walkways along the coast, wearing proper shoes is a must! Below you will find the agenda but let's highlight a few!

First is the weather in May! Daily high temperatures average from 69°F to 75°F, but the daily low temperatures *average* from 55°F to 59°F. Our events on Tuesday and Wednesday will be on or very close to the water each evening so please plan for a light jacket at the very least.

On Tuesday afternoon, we will be enjoying lunch on the beach. The average temperature in Atlantic Ocean in Lisbon in May is 17.4°C (63.3°F). This is cool bathing water for the majority, but acceptable for short dives for those seeking a physically fit challenge. Regardless of your personal interest in taking a dip, be prepared for the beach. Bring your sunscreen, sunglasses, maybe a hat and some sand appropriate footwear!

After lunch, you will enjoy time off playing games on the beach, relax at the hotel or to TCB! That's TCB "Take Care of Business" as the late great Aretha Franklin would sing. In the evening, Locala is taking it back to the seas with a dinner cruise! While it will most likely not involve sandy beaches to board the ship, it could get windy.

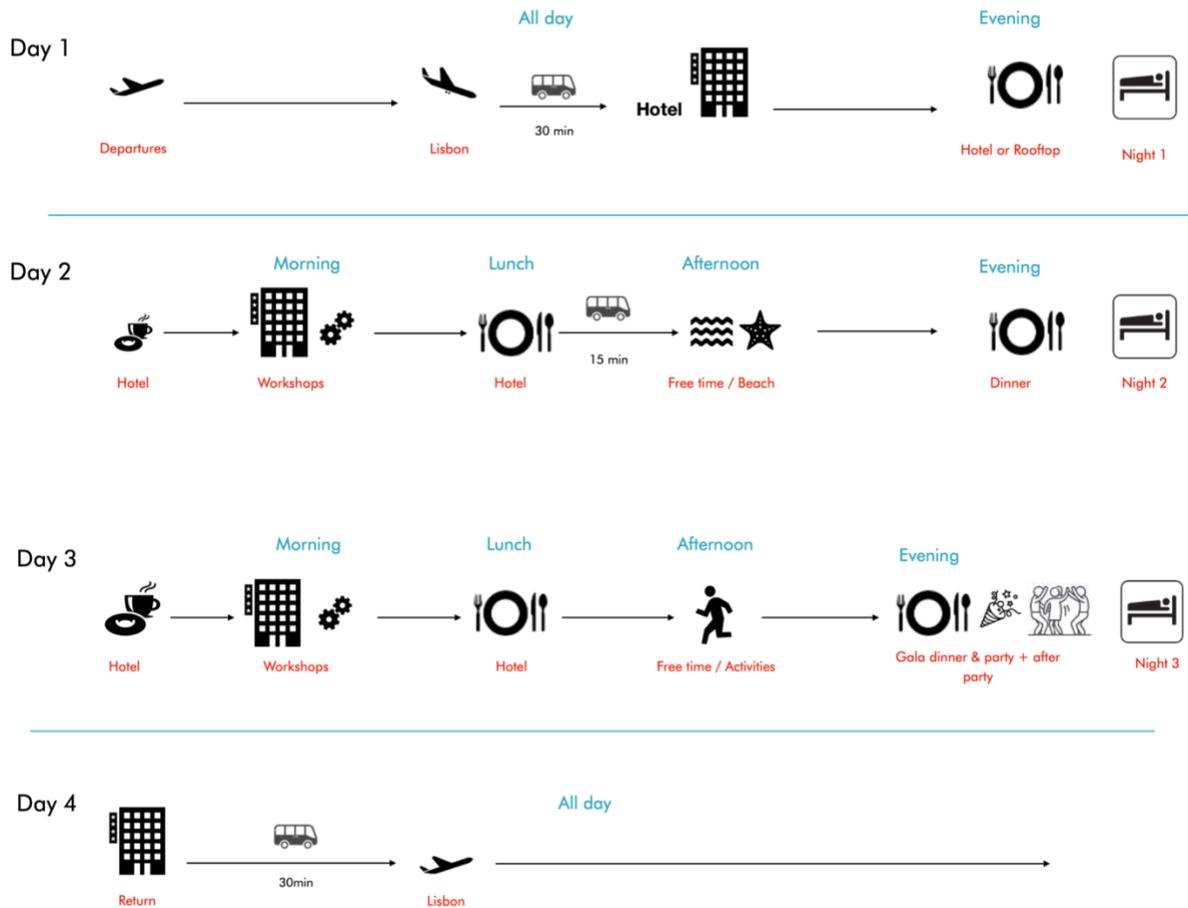
Wednesday evening, we are celebrating the 10th Year anniversary party at *Ferrovário*. If you want to dress to impress, be our guest! If laid back is more your vibe, be prepared to dance, eat and party it up!!



Coming in from North America? You'll need a power plug adapter. **Type C** - The standard European plug. Commonly used in Europe, South America and Asia, but also in quite a few other countries. Plugs of type E and F will also fit in a type C outlet.

Finally, let's all drink responsibly! Drinking can certainly be part of the travel experience but drinking too much is never a good look. Enjoy an *imperial* (small draft beer), a *vinho*, or a small *ginjinha* when you want to, but pace yourself. Drinking too much while visiting a foreign country is never a good idea, even if that country has a reputation for being safe, like Portugal.

Itinerary Breakdown:



Day 1 – Monday, May 16th

Arrivals to:

Humberto Delgado Airport -Alameda das Comunidades Portuguesas, 1700-111 Lisboa, Portugal

Transfers form Airport via our designated shuttles to Check in at:

SANA Malhoa Hotel

Av. José Malhoa 8, 1099-089 Lisboa, Portugal

+351 21 006 1800

**More about the Transfer locations and times will be provided by Recall Agency.

6pm: Welcome Drinks @ Hotel “Salle Bellem” with Event presentation and Daily program

8pm: Dinner is in the big meeting room with drinks to follow

Day 2 – Tuesday, May 17th

9-11a: Workshop with coffee Break

12p: Shuttle Transfers to *COSTA DA CAPARICA* for beachside lunch

2p-5p: Free Time

6p: Transfer to Boat

7-11p: Dinner Cruise

Day 3 – Wednesday, May 18th

8a: Breakfast @Hotel

9-11a: Workshop with coffee Break & Photoshoot for headshots

12p: Lunch

2-5p: Free Time

6p: Shuttle Transfer

7p: 10th Years anniversary party at *FERROVIARIO*

Day 4 – Thursday, May 19th

8a-10a: Breakfast @Hotel

Hotel Check Outs & Transfers to Airport for departures

Bon Voyage!

Health Protocols for travel to Portugal:

Here is the latest update for travel requirements to Portugal. We encourage each traveler to take a moment to review the link to stay up to date before your departure. Keep in mind, each country has different regulations for re-entry and these requirements are changing with frequency. Each guest is responsible for reviewing the most updated travel requirements for their country.

<https://www.visitportugal.com/en/content/covid-19-measures-implemented-portugal#:~:text=Passengers%20who%20present%20tests%20that,until%20the%20result%20is%20notified>

COVID Measures Implemented in Portugal [Last Updated on 26 April]

1) Arriving to Portugal by Plane / Allowed air traffic: All passengers are authorized to enter national territory, regardless of their origin or purpose of travel.

- **Mandatory to present:**
 - A valid **vaccination EU Digital COVID Certificate** (with a complete vaccination schedule or with a complete vaccination schedule and a vaccine booster)
 - Or a **valid test** or **recovery EU Digital COVID Certificate**,
 - Or a **valid vaccination certificate** (with a complete vaccination schedule or a vaccine booster) or **recovery certificate issued by a third country**, under reciprocal conditions
 - Or a **negative RT-PCR Test** (or similar NAAT test) - 72h before boarding, or
 - Or a negative **Laboratorial Rapid Antigen Test**- 24h before boarding (according to

the European Commission list)

Accepted vaccination certificates issued by third countries under reciprocal conditions: Albania, Andorra, Armenia, Benin, Cabo Verde, Colombia, El Salvador, Faroe Islands, Georgia, Israel, Iceland, Jordan, Lebanon, Liechtenstein, Malaysia, Moldova, Monaco, Montenegro, Morocco, New Zealand, North Macedonia, Norway, Panama, San Marino, Serbia, Singapore, Switzerland, Taiwan, Thailand, Tunisia, Togo, Turkey, Ukraine, United Arab Emirates, United Kingdom and the Crown Dependencies (Jersey, Guernsey and the Isle of Man), Uruguay, The Vatican.

Accepted vaccines authorized by the European Medicines Agency - Comirnaty (BioNTech and Pfizer), Nuvaxovid (Novavax), Spikevax (Moderna), Vaxzevria (AstraZeneca), COVID-19 Vaccine Janssen - and Sinopharm (Vero Cell), Sinovac (Coronavac), Bharat Biotech International (Covaxin).

Vaccination certificates are accepted if they consider one of the vaccines approved in Portugal and according to the terms that you can consult in "**V - ADDITIONAL INFORMATION / Vaccination**" at the end of this page.

- The law that required filling in the Passenger Locator Form on all flights to Portugal has been revoked, so it is no longer necessary to present it at the time of boarding. (www.sef.pt / sef@sef.pt / gricrp.cc@sef.pt), the most suitable entity to clarify any issues related to border control in Portugal.

Domestic flights

Control measures do not apply to domestic flights.

2) US Re-entry Currently: COVID-19 Testing Required for U.S. Entry.

Effective December 6, the Centers for Disease Control and Prevention (CDC) will require all air passengers two years of age and over entering the United States (including U.S. citizens and Legal Permanent Residents) to present a negative COVID-19 test result a negative taken no more than 1 day before departure, or proof of recovery from the virus within the last 90 days. Airlines must confirm the negative test result or proof of recent recovery for all passengers prior to boarding. Airlines must deny boarding of passengers who do not provide documentation of a negative test or recovery.

This is subject to change. Proper preparations will be made in Lisbon to address those passengers with COVID-19 testing requirements.

As we continue to navigate recent changes and challenges from the pandemic, it's important to pay attention to the various ways germs can spread. We encourage each employee to attend in accordance with their own comfort levels. Employees may wear a mask at the seminar if they choose to. As a reminder, we are gathering from multiple continents and backgrounds. *Please do not treat others differently or pressure them to take off their masks.*

Preventing the spread of germs is more important than ever.

Some of the most common **ways that germs spread** include:

- From sick children to other children
- Liquids from the nose, mouth or eyes to others
- From hands to food
- From food to hands to other food

Wash Your Hands: *Washing your hands frequently and properly is one of the best ways you can prevent the spread of germs. This is especially important when touching food. Be sure to follow these steps after using the restroom, as well as before and after you handle food:*

- **Wet** your hands with clean water.
- **Lather** your hands with soap.
- **Scrub** your hands, being sure to get all your fingers' cracks and crevices.
- **Rinse** your hands with clean water.
- **Dry** your hands with a disposable hand towel.

Don't Share Drinks: There is really no safe way to drink from the same container as someone else without putting them at risk of getting your germs. Because of this, it is recommended that you do not drink out of the same container as someone else, even if you're both healthy. Instead, pour the drink into smaller, disinfected cups or just enjoy separate beverages together.

Be considerate of others: If you have any symptoms before leaving, we strongly recommend you take an antigen test 24 hours before boarding. If you are sick, please stay home. If you have underlying health conditions and are at higher risk of catching COVID-19, please stay home.

If you develop Symptoms while at the seminar:

- If you develop any symptoms during the retreat, contact Eileen Fernandez-Silva by Slack as soon as possible.
- You will get an antigen self-test onsite sent to your hotel room and if you test positive, you will be asked to remain in your hotel room.
- If you contract Covid-19 and you are unable to return home due to travel restrictions, Ask Locala will cover all costs associated with the time you're unable to travel back home.

Additional Safety Protocols

Personal Responsibility

- Consume alcohol responsibly
- If you need a taxi, make sure to use a car-sharing service, such as Uber or Lyft, rather than accepting one off the street.
- If you're going to venture off the retreat site, please go with at least one other person. Stick to well-populated areas and carry your valuables close to your body.

We are looking forward to providing all employees a safe and healthy experience.