

## Logistics Information for Siemens Power Academy TD - North America

### EPCOT®, Lake Buena Vista, FL USA

Please print this document and bring it with you to class.

#### COURSE LOCATION

Siemens VIP Center / Base21 at Spaceship Earth  
EPCOT® -Walt Disney World Resort®  
1300 Avenue of the Stars  
Lake Buena Vista, Florida, 32830  
Reception: +1 407 560 - 8011



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#### COURSE INFORMATION

##### Course Material:

Students will receive electronic notes via email approximately 5-7 days prior to the first day of the course.

##### Computer Requirements:

For all courses, please bring an electronic device (laptop, tablet, e-Reader, etc) to view electronic notes.

For software based courses, students will need a company laptop, preloaded with the appropriate software. Software downloads will be provided by Siemens Power Academy two weeks prior to the course.

##### Class Schedule:

	4.5-day courses	3-4 day courses	1-3 day courses
Day 1	9am - 4pm	9am - 4pm	9am - 4pm
Day 2	9am - 4pm	9am - 4pm	9am - 4pm
Day 3	9am - 4pm	9am - 4pm	9am - 4pm
Day 4	9am - 4pm	9am - 4pm	--
Day 5	9am to noon*	--	--

##### Meals:

A coffee service, lunch and refreshments will be provided each class day.

If you have special dietary restrictions, please email [power-academy.us@siemens.com](mailto:power-academy.us@siemens.com) or [nicolina.mastroianni@siemens.com](mailto:nicolina.mastroianni@siemens.com). Every effort will be made to accommodate your request.

**Attire:** Business/Travel casual is standard attire for our training classes. Please check the local forecast at [www.weather.com](http://www.weather.com) for weather-appropriate attire. *You are better able to learn when you are comfortable!*

## TERMS and CONDITIONS

Please refer to our [Terms and Conditions](#) regarding refunds and cancellations. All courses must reach a minimum number of registrants in order to run. Registrants will receive notification that a course will run once the minimum number is met, but no later than 21 days before the course start date. **Please use your best judgment when making non-refundable travel arrangements before receiving official confirmation from Siemens Power Academy that the course will run.**

## LODGING

Siemens Power Academy contracts with the Disney Resort for a block of rooms at Port Orleans Resort- French Quarters with a special conference rate. Please contact our Walt Disney World Group Reservations Phone Team for assistant Monday through Friday 8:30 AM EST until 6:00 PM EST and on Saturday and Sundays from 8:30 AM EST until 5:00 PM EST. They can be reached at (407) 939-4686.

There are many other hotels in the Disney/Orlando area if you do choose to make your own arrangements. Please keep in mind if you do not stay at the contracted location you will be responsible for your own transportation to and from the VIP Center at EPCOT each day of the course.

Disney offers discounted attraction and entertainment tickets to our students as well. This information will be communicated to all registrants 2-3 weeks prior to the start date of the course.

## TRANSPORTATION

Guests staying at Disney® properties receive complimentary shuttle service to and from the Orlando Airport aboard Disney's Magic Express. When you make your reservation within the room block referenced in the section above, a Disney agent will explain this service in full and help you reserve your spot.



If you choose not to stay on property, you will need a rental car or ground transportation to and from the airport, as well as to EPCOT® on a daily basis (we recommend utilizing the Room Block to eliminate expenses and take advantage of the conveniences provided by Disney properties):

### Car Rental

Most of the major car rental companies are on-airport and are located in Terminal A and Terminal B on the Ground Transportation Level (Level 1).

Terminal maps can be accessed at: <http://www.orlandoairports.net/ops/terminal.htm>

### Taxi

Taxis may carry up to 9 passengers and charge the same rate regardless of the number of passengers. All taxi cabs picking up at Orlando International Airport are regulated by the city of Orlando's Vehicle-for-Hire ordinance which requires fares to be determined by a taximeter. Flat rate fees are not authorized, therefore metered rates may vary.

Taxis are available on both the A and B sides of the main terminal, on the Ground Transportation level (Level 1).

Ace Metro/Luxury Cab: +1 407 855-1111	Diamond Cab Company: +1 407 523-3333
Quick Cab: +1 407 447-1444	Star Taxi: +1 407 857-9999
Mears Transportation Group – Shuttle* +1 407 423-5566	Yellow/City Cab: +1 407 422-2222

\*Shuttle van rates are charged per person and advanced reservations are required. Shuttle vans are available on both the A and B sides of the main terminal, on the Ground Transportation level (Level 1).

### **Siemens VIP Center/Base 21 Training Location Transportation, Logistics and Parks**

#### **Resort to EPCOT®**

Students will be shuttled from the Resort to the main EPCOT® gate via shuttle bus marked Siemens® that will be awaiting them at specified location. Additional details will be emailed one-week prior to the course.

#### **Arrival at EPCOT®**

Registrants will be met at the EPCOT® gate by an event rep and guided through the park to the VIP Center.

#### **Departure from EPCOT®**

Students will be walked back through to the exit and to the return shuttle. Class ends at approximately 4:00 p.m. Those students with park tickets to EPCOT® may remain on the property and enjoy the park's attractions.

There is complimentary bus service from EPCOT® to all of the Disney® properties and parks that run regularly throughout the day/evening. The last bus departs approximately one hour after the park closes: <https://disneyworld.disney.go.com/guest-services/bus-transportation/>

#### **Departure to Airport:**

If any students need to depart from the training center directly to the airport---they may bring their luggage to class and get a taxi from EPCOT® to the airport (please allow approximately one hour for travel purposes). Please ask a Siemens or event rep for assistance with calling for a taxi. If departing from the Disney® Resort, please make your Disney® Magic Express shuttle reservations in advance.

#### **Other Items of Note:**

- Siemens students may leave their training laptops at the training facility on a daily basis if preferred. The training room will be securely locked at the end of each day.
- For those students with park tickets who wish to go directly to the park after class – lockers are available for a fee next to Spaceship Earth (credit card needed).
- Wireless access is complimentary for guests Disney® Resort; Siemens wireless available for students at VIP Center.
- MyMagic+ Wristbands---these wristbands are issued to all guests of Disney properties. These all-in-one wristbands function as both room key and credit card. A Disney agent will explain how these work in full when you make your reservation.  
<https://disneyworld.disney.go.com/plan/my-disney-experience/bands-cards/>

#### **OTHER HELPFUL LINKS**

<http://www.orlandoinfo.com/>

#### **GENERAL INFORMATION**

**Please follow site specific emergency information.**

**In Case of an Emergency:** Police, Fire or Medical Emergencies  
From your CELL phone, dial 911