

Logistics Information for Siemens Power Academy TD - North America Seattle, Washington, USA

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

COURSE LOCATION

Siemens CBRE, Global Corporate Services
22010 SE 51st Street
Issaquah, WA 98029
Room 180 Conference Room

Facility Contact

Lorraine Jacobs, Facilities Coordinator
Phone: 425-392-9180
Fax : 425-557-1784
lorraine.jacobs.ext@siemens.com

E-mail: power-academy.us@siemens.com
Web site: [Siemens Power Academy TD - NA](#)

Power Academy Contact:

Nicolina Mastroianni
Phone: 518-395-5001
Email: nicolina.mastroianni@siemens.com

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 software based courses, training machines with the appropriate software will be provided at the Schenectady, NY location only. **For all other locations, 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:

Continental breakfast, lunch and refreshments will be provided each class day.

If you have special dietary restrictions, please email power-academy.us@siemens.com or nicolina.mastroianni@siemens.com with your request. 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 (zip code 98029) at www.weather.com for weather-appropriate attire. *You are better able to learn when you are comfortable!*

TERMS and CONDITIONS

Please use your best judgment when making **non-refundable travel** arrangements. Courses will be confirmed 21 days in advance of start of the program. Please refer to our [Terms and Conditions](#) regarding refunds and cancellations.

TRANSPORTATION

The airport in the Seattle area is the Seattle/Tacoma Airport.
Click here to book your flight <http://www.portseattle.org/Sea-Tac/Pages/default.aspx>

Car rentals and other forms of transportation are available at the Seattle/Tacoma Airport

<http://www.portseattle.org/Sea-Tac/Parking-and-Transportation/Ground-Transportation/Pages/default.aspx>

LODGING OPTIONS

<p>Hilton Garden Inn Seattle/Issaquah Address: 1800 NW Gilman Blvd Issaquah, WA 98027 Phone:(425) 837-3600</p>	<p>Holiday Inn Seattle-Issaquah Address: 1801 12th Ave NW Issaquah, WA 98027 Phone:(425) 392-6421</p>
<p>Silver Cloud Hotel - Bellevue Eastgate Address: 14632 SE Eastgate Way Bellevue, WA 98007 Phone:(425) 957-9100</p>	<p>Motel 6 Address: 1885 15th PI NW Issaquah, WA 98027 Phone:(425) 392-8405</p>

GENERAL INFORMATION

In Case of an Emergency:

Police, Fire or Medical Emergencies
From your CELL phone, dial 911
From any OFFICE phone dial 9-911
From any office phone, dial "0" to reach the receptionist to report an emergency.

Health, Safety and the Environment:

Smoking is not allowed inside the facility.

We share an uncompromising commitment to protect the health and safety of our employees and customers.

Evacuation procedures:

In the event of a building evacuation, you will be informed of the emergency situation, including evacuation and all-clear announcements.

Follow employees to the designated evacuation area for the building and listen for the given instructions. Do not return to the building until directed to do so by a member of the management team.