Logistics Information for Siemens Power Academy TD - North America

Littleton, CO USA

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

COURSE LOCATION

Siemens Industry, Inc.
7810 Shaffer Parkway, Suite 100
Littleton, Colorado 80127
Reception: +1 303 279-8500

Power Academy Contact: **Brooke Aaserud**
Voice: +1 518 395-5005
Fax: +1 518 346-2777
Email: brooke.aaserud@siemens.com

COURSE INFORMATION

Course Material:
Attendees will receive a bound set of course materials to be distributed 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 brooke.aaserud@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 for weather-appropriate attire. *You learn better 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.

PARKING

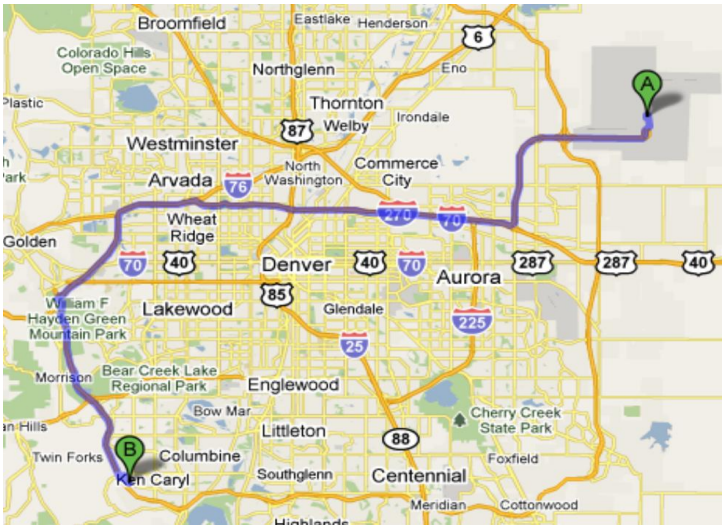
Free Visitor parking is available at this location. Enter the facility through the center doors near flag pole and proceed to the front desk to sign in.

TRANSPORTATION

The Denver International Airport:
The Denver International Airport is 50 miles from our Siemens location and approximately one hour commute time.

Car rentals are encouraged and ground transportation can be found at:
www.flydenver.com/gt/index.asp

Driving Directions



A. Denver International Airport, Denver, CO
1. Head North
2. Take the ramp onto Pena Blvd
3. Merge onto I-70 W
4. Take exit 260 to merge onto CO-470 E toward Colorado Springs
5. Take the Ken Caryl Ave exit
6. Turn Left at W Ken Caryl Ave
7. Take the 1st Right onto Shaffer Parkway. Destination will be on the Left

B. 7810 Shaffer Pkwy, Littleton, CO 80127

Bus and Taxi Service:
The Regional Transportation District (RTD) operates five bus routes between the airport and various locations throughout the Denver-Aurora and Boulder metropolitan areas.

SkyRIDE +1 303 299-6000
Use the "AT" route to Littleton, CO.
Buses depart at least once an hour, seven days a week.
http://www.rtd-denver.com/

Yellow Cab +1 303 777-7777

Anthony's Limousine Service - Reservations must be made 24 hours in advance
AnthonysLimo@msn.com
Voice: + 1 303 232-1513
Mobile: + 1 303 359-9401

LODGING

Homewood Suites by Hilton
7630 Shaffer Parkway
Littleton, Colorado, USA, 80127
Voice: +1 720 981-4763
Fax: +1 720 981-4765

http://homewoodsuites1.hilton.com/en_US/hw/hotel/DENLIHW-Homewood-Suites-by-Hilton-Denver-Littleton-Colorado/index.do

Hampton Inn and Suites
7611 Shaffer Parkway
Littleton, Colorado, USA 80127
Voice: +1 303-973-2400
Fax: +1 303 973-2422

http://hamptoninn.hilton.com/en/hp/hotels/index.jhtml;jsessionid=WYNGMMRUTWO2YCSGBJC3EWQ?ctyhocn=DENLTHX

OTHER HELPFUL LINKS

CO State Visitor Information - http://www.colorado.com/

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.
First aid kits are available in break room or see receptionist for assistance.

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.

General information:

- Smoking is not allowed inside the facility.
- Restrooms are located near the lobby entry area.
- There is no cafeteria in the building; however, there are snack and drink vending machines are located in the break room.

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

Environment:
We offer products and services that are uniquely designed to enhance environmental performance and to contribute to climate protection.

If you would like to request a copy of the Quality, Health, Safety and Environmental Affairs Policy and Principles, contact the training coordinator or instructor.