

# SPA Summer Party 2024 FAQs

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| <p>What are we doing?</p>   | <p><b>THURSDAY 27.06.2024</b></p> <p><b>until 12:00 PM:</b> Individual arrival</p> <p><b>from 14:00:</b> Start party program - details will follow until end of May</p> <p><b>Evening:</b> Dinner &amp; Party at Panoramadeck (<i>next to the Hotel</i>)</p> <p><b>FRIDAY 28.06.2024</b></p> <p>Departures, normal working day</p>  |
| <p>If I am not coming to the event do I have the day off or do I have to work?</p>                              | <p>If you are not coming to the party, June 27th is a normal working day for you.</p>   |
| <p>Where is the location and is it well connected to public transportation?</p>                                 | <p>The location is in the the central part of Hamburg and well connected: <a href="#">📍 NORD EVENT Panoramadeck</a></p>   |
| <p>How do I get back home?</p>  | <p>In general, we trust that you know how to get home, as the location is well connected. We ask people who live within Hamburg to take public transport (bus, metro, MOIA etc., taxi in exceptions) to get home - the rule of thumb for those who live further away is: is a taxi cheaper than a hotel room?</p> <p><i>As we have the party on a Thursday evening, public transport is limited to night buses/MOIA/Sammeltaxi etc. between 00:30 and 4:00.</i></p>   |
| <p>I asked for a hotel room in Hamburg. Is the hotel near the location or do I need a ride after the party?</p> | <p>The only ride you need to take is by elevator 🙄 The rooms are in the next to the party location: <a href="#">📍 Scandic Hamburg Emporio</a></p>   |
| <p>I voted for an activity but now want a different one. How can I make changes?</p>                            | <p>Please contact <a href="mailto:support@spa-summerparty.com">support@spa-summerparty.com</a></p>  |
| <p>Do I need to take a vacation day for the Jun 27th?</p>   | <p>No, you don't need to take one.</p>  |
| <p>What about Friday after the party?</p>   | <p>Friday is a regular working day. What does that mean? We are aware that an after-party working day will be slightly different than a normal working day. Therefore, please agree in advance within the team how you can distribute the work on Friday sensibly and fairly. For example, are there team members who are directly available for customers in the morning and can provide initial support, while the other colleagues begin at a later time. In general, we strive to provide flexibility while sticking to core working hours. These varies by department. So,</p> |

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|   | <p>please align on an approach that balances the needs of the business and your needs on Friday.</p> <p>Travel time is working time.</p>   |
| I want to travel earlier to Hamburg/stay longer/want a special travel connection. Who should I contact? | <p>Please use the form <a href="http://www.SPA-Summerparty.com">www.SPA-Summerparty.com</a> to submit your requirements</p> <p><b>Note:</b> an earlier arrival must be coordinated with your lead.</p>   |
| I already voted that I come / can't come to the party but now changed my mind. Who should I contact?    | <p>Please contact <a href="mailto:support@spa-summerparty.com">support@spa-summerparty.com</a></p>   |
| Where and how can I hand in my receipts for transportation?   | <p>If you travel by yourself up to €100 will be refunded.</p> <p>Hand in your receipt via N2F. If you don't have a N2F account yet, contact <a href="mailto:oa@sportalliance.com">oa@sportalliance.com</a></p> <p>Important: collect ALL receipts and hand them in in one go after the party. Important: For invoices please regard the <a href="#">Pflichtangaben für Rechnungen - Mandatory information for invoices</a></p> |
| Can I bring my partner or a former SPA employee to the party?   | <p>The party is only for active SPA employees. Colleagues that start until the date of the party, are being invited too.</p>   |
| Are Freelancers/B2B staff invited?  | <p>Freelancers/B2B are invited, because they are part of the team. They as well received the link to vote for their participation in the party. External service providers are not invited.</p>  |
| Where can I work while in Hamburg?  | <p>Please book a desk via <a href="#">Flexopus</a> for your stay in Hamburg.</p>   |
| Do I have to make a rexx application for the SPA Party?   | <p>No, just use the form <a href="http://www.SPA-Summerparty.com">www.SPA-Summerparty.com</a> to confirm your attendance</p>   |
| I am coming by car. Where can I park?   | <p>We only have three parking lots for the Hamburg office. They are bookable via <a href="#">Flexopus</a>. Other options are <a href="#">Q-Park</a>. If you choose Q-Park, you have to pay by yourself.</p>  |
| How are costs for travel and hotel handled from a budget perspective?                                   | <p>The organizing team collects needs for travel (train etc.) and hotel accommodation. If you submitted your needs through <a href="#">this avenue</a> and it is approved by your lead, then the company pays for the accommodation within the week of the party and for the travel to and from Hamburg from a central cost account, not from the decentral department budgets.</p>  |