**The Programme of the Second International Planning Meeting**

|  |  |
| --- | --- |
| **24 February 2016, Wednesday** | |
| 09:00-09:30 | Participant Registration |
| 09:30 | Opening |
| 09:33-09:38 | Welcome Speech of the First Deputy Prime Minister of the Republic of Kazakhstan, Bakhytzhan SAGINTAYEV |
| 09:39-09:44 | Welcome Speech of the Secretary General of the BIE, Vicente LOSCERTALES |
| 09:45-09:55 | Welcome Speech of the Chairman of the Board of “National Company “Astana EXPO-2017” JSC, Akhmetzhan YESSIMOV |
| 09:56-10:01 | Welcome Speech of the First Deputy Minister of Foreign Affairs of the Republic of Kazakhstan and Commissioner of Astana EXPO 2017, Rapil ZHOSHYBAYEV |
| 10:02-10:07 | Welcome Speech of the Head of International Financial Center “Astana”, Kairat KELIMBETOV |
| 10:08-10:13 | Welcome Speech of the Deputy Mayor of Astana City,  Nurali ALIYEV |
| 10:14-10:34 | **Presentation of Preparation of Astana City for the Exhibition**:  - highways;  - railways;  - airport;  - access to the site;  - other related issues.  Q&A Session  *Speaker: Deputy Head of the Department of Architecture and Urban Planning of Astana City, Nurlan KAMITOV* |
| 10:35-10:55 | Coffee Break |
| 10:55 | Meeting Resumption |
| 10:55-11:55 | **Presentation of Architecture and Construction of EXPO 2017:**  - status update on construction, performance characteristics of the Exhibition site;  - space allocation, size of the pavilions, facades, etc.;  - licenses and permissions for construction work;  - schedules of construction work;  - technical guide for Participants;  - projects coordination;  - construction logistics.  Q&A Session  *Speaker: Senior Manager of the Department of Architecture of “National Company “Astana EXPO 2017” JSC, Zaure AITAYEVA* |
| 11:56-12:41 | **Presentation of Operations**:  - a common working day at the Exhibition;  - access for staff members;  - facilities for pavilion;  - parking for participants;  - National Day;  - VIP access;  - Single Service Center, working on the principle of "one window";  - warehouses and delivery;  - temporary import;  - Expo village (calendar plan, booking procedures etc.)  - Presentation on Maintenance.  Q&A Session  *Speaker: Manager of the Department of Operational Services of “National Company “Astana EXPO 2017” JSC, Vladimir TYO* |
| 12:42-14:30 | Lunch |
| 14:30 | Meeting Resumption |
| 14:30-15:15 | **Presentation of Content Plan, Future Energy Forum and Energy Best Practices Area**: - theme description, theme pavilions, common areas and work schedule;  - calendar and program of the Forum;  - international participants at the Forum; - selection criteria and opportunity for international participants to participate in the Energy Best Practices Area.  Q&A Session  *Speaker: Senior Manager/ Deputy of the Department of Content and Post-Use of “National Company “Astana EXPO 2017” JSC, Almaz UZAKOV* |
| 15:15-16:00 | **Presentation of International Participation:**  - procedure of participation;  - participation expenses;  - allocation of international participants;  - commercial activities in the pavilions;  - See Agreement (insurance, taxation, registration of permanent establishment).  Q&A Session  *Speaker: Senior Manager/ Deputy of the Department of International Relations of “National Company “Astana EXPO 2017” JSC, Nurbek YERGESHBAYEV* |
| 16:00-16:20 | Coffee Break |
| 16:20 | Meeting Resumption |
| 16:20-17:05 | **Presentation of Commercialization, Corporate participation and Sponsorship**:  - commercial activities of International Participants;  - royalty;  - list of recommended companies.  Q&A Session  *Speaker: Senior Manager of the Department of Commercialization and Sponsorship of “National Company “Astana EXPO 2017” JSC, Pavel CHEMERIS* |
| 17:10 | Closing and Departure of Participants |
| 17:30-19:00 | Spare Time |
| 19:00-21:00 | **Official Dinner at “Saltanat Sarayi” Restaurant** |
| **25 February 2016, Thursday** | |
| 09:30 | Opening |
| 09:35-10:20 | **Presentation of Communications, Promotion and Cultural and Entertainment Program:**  - expected number of visitors;  - marketing program;  - communication plan;  - advertising;  - International advertising campaign;  - web page of the Exhibition;  - community involvement.  Q&A Session  *Speaker: Director of the Department of Marketing and Promotion “National Company “Astana EXPO 2017” JSC, Allen CHAIZHUNUSSOV* |
| 10:20-10:40 | Coffee Break |
| 10:40-11:00 | **Collective Signing of Participation Contracts** |
| 11:00-11:05 | Summing Up and Closing Speech of the Secretary General of the BIE, Vicente LOSCERTALES |
| 11:10 | Departure Time  *(for the Heads of Delegations only)* |
| 11:30-13:00 | Visit to the Exhibition Area  *(for the Heads of Delegations only)* |
| 11:10-11:30 | Coffee Break  *(for the remainder of the Participants)* |
| 11:30 | Departure Time  *(for the remainder of the Participants)* |
| 11:55-12:55 | Visit to the Exhibition Area  *(for the remainder of the Participants)* |
| 13:00-15:00 | Lunch at “Abay” Restaurant |
| 15:00-16:00 | Press Conference |
| 15:00-17:00 | Group City Sightseeing Tours  *(incl. the National Museum of the Republic of Kazakhstan)* |
| 17:00-19:00 | Spare Time |
| 19:00-21:00 | Buffet Dinner at "Barkhat" Lounge Restaurant |

**Department of International Relations**

**“National Company “Astana EXPO 2017” JSC**