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

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| **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**