

Agilent Technologies



President's Club

The Kahala Resort
Oahu, Hawaii

March 1-5, 2016



THE
KAHALA
RESORT

OAHU,
HAWAII

**A l o h a a n d
C o n g r a t u l a t i o n s
o n y o u r
o u t s t a n d i n g
a c h i e v e m e n t !**

You and your guest will be joining your peers and their guests in celebration and recognition of your contributions to Agilent Technologies in 2015.

Pack your resort clothes, sunscreen, a hat, and prepare to immerse yourself in the unique Hawaiian hospitality of Oahu.

We're here to make your President's Club experience as enjoyable as possible. Please take a moment to read through this booklet which contains valuable travel and program information. Bring it with you for easy reference during your stay in Oahu.

IN YOUR TRAVEL PACKET YOU WILL FIND

- ❖ Welcome Letter
- ❖ Program of Events
- ❖ Photo Booklet
- ❖ Contact Card
- ❖ Luggage Tags
- ❖ Kahala Hotel Information Sheet

TRAVEL ASSISTANCE AND INFORMATION

For questions regarding your travel plans, contact:

Cathy Cortese at HRG Travel

Tel: 1-855-474-3597, ext. 1480

agilent.na@hrgworldwide.com

Office Hours: 7:30 am to 7:30 pm (CST)

For international travel please contact your
local travel agency.

For questions regarding the President's Club contact:

Dorothy Connell

President's Club Program Manager

5301 Stevens Creek Boulevard

MS 1A-15

Santa Clara, CA 95051

Telephone: (408) 345-8261

Mobile: (408) 807-3300

Fax: (408) 345-8891

AIRFARE EXPENSES

Airline tickets arranged through HRG Travel or your local Agilent travel agency are authorized charges for the participant and one adult guest. Travel is paid for by your local travel department. It is not covered by the President's Club. Include this charge on your travel expense report. Children and additional guests are not authorized travel expenses.

AIRLINE TRAVEL ARRANGEMENTS

Please review your airline itinerary carefully to ensure that it is correct and to familiarize yourself with flight numbers and departure times. If you have requested personal travel in conjunction with the President's Club Program, your itinerary will reflect this information. Where possible, we have requested your choice of seats on the aircraft. As always,

please reconfirm your seat assignment and mileage credit (if applicable) upon check-in.

CHANGES IN AIRLINE RESERVATIONS

If your airline reservations were made by HRG Travel, any changes to your itinerary should be made through them so that they may provide you the best possible service and prevent any miscommunication in your arrangements. Please note that any revisions in your itinerary could result in an additional fare or penalty charges, which will be at your own expense. If you are unable to attend the President's Club 2016 program, please contact Dorothy Connell at President's Club Travel Headquarters immediately at 408-345-8261 or 408-807-3300 (mobile).

AIRPORT CHECK-IN

To guard against any unnecessary delays or inconvenience, it is recommended that you check-in at your originating airport at least 1.5 hours prior to departure to ensure your pre-reserved seat assignment. If you are traveling internationally, arrive 2 hours prior to departure. When checking in, make certain all bags are properly tagged with your President's Club luggage tags.

Ensure that each piece of luggage is checked through to your final destination of Honolulu Airport (airport code HNL), Oahu, Hawaii.

Note: *Check with your Agilent designated travel agency for any other personal item restrictions.*

IF YOU MISS A FLIGHT

Be sure to reconfirm the balance of your schedule with the airline, otherwise your continuing flights may be cancelled. Call HRG Travel at 1-866-424-8747 or your local travel agency to assist you in securing a new flight. Please contact Florence Korbus at 408-316-1800 to ensure ground transportation pick-up.

LUGGAGE TAGS

Enclosed are special President's Club luggage tags that should be completed with your name, address and phone number. These tags must be attached to each piece of luggage. Please use these even if you have other identification on your luggage as they ensure special handling at the airport and prompt delivery of your bags to your hotel room.

PACKING TIPS

As an added precaution, you may wish to tape a business card to the inside of your luggage in the unlikely event that tags become separated from your luggage. Do not pack any items of value in luggage that is being checked. Travel documents, travelers' checks, cash, jewelry, medication, cameras, etc., should always be kept with you in a carry-on bag. For security of these items while at your hotel, in-room safes are available in all guestrooms.

LOST OR DAMAGED LUGGAGE

Should any of your luggage be missing or damaged upon your arrival in Honolulu, please contact your airline immediately.

ARRIVAL INFORMATION

Airport arrival transfers will be provided to passengers arriving in Honolulu on Monday, February 29 and Tuesday, March 1. If you are arriving on a date other than Monday or Tuesday, February 29 or March 1, there will be no staff to assist you.

AIRPORT TRANSPORTATION

Upon your arrival in Honolulu on Monday, February 29 or Tuesday, March 1, you will be met by President's Club Travel Staff that will transport you to The Kahala Resort. Your baggage will be sorted and sent directly to your room. All transportation charges including portage (tips) have already been paid by President's Club. If you arrive on a date other than Monday, February 29 or Tuesday, March 1, you are responsible for your own transportation, including tip. For your departure, Agilent has arranged ground transportation on Saturday, March 5 and Sunday, March 6. Departures outside of these dates will be your own responsibility.

Please advise Florence Korbus at 408-345-8045 or 408-316-1800 (mobile) if you do not need ground transportation on February 29 or March 1, and March 5 or 6.

HOTEL INFORMATION

You will be staying at the luxurious Kahala Resort:

The Kahala Resort
5000 Kahala Ave.
Honolulu, HI 96816

Telephone: (808) 739-8888

Guest Fax: (808) 739-8800

Check-in time: 3:00 pm

Check-out time: 12:00 noon

Note: *Due to the early check-out time, a Hospitality Suite will be made available for late departures with limited access to restroom facilities.*

The Kahala Resort is one of the most exquisite resorts in all of Hawaii. Combining the traditional and modern in a spectacular setting, the hotel offers a casually elegant vacation environment. Please see the enclosed information sheet for more details.

HOTEL REGISTRATION

When you arrive at The Kahala Resort, you will be directed to the President's Club Hospitality Center at the Kainoa I Room. Hotel check-in is 3:00 p.m., but all efforts will be made to accommodate you should you arrive earlier. Your luggage will be delivered to your room by hotel bell staff as soon as your room is ready. Hotel tips have already been paid by President's Club. Free wi-fi is complimentary in each guest room.

If you arrive prior to Monday, February 29, check-in at the hotel front desk and then stop by the President's Club Hospitality Center on Monday, February 29 or Tuesday, March 1.

PRESIDENT'S CLUB HOSPITALITY CENTER

On arrival day, please visit the President's Club Hospitality Center in the Kainoa I Room to receive your name badge and activity bag.

In addition, should you have changes to your itinerary departing from Honolulu, please notify Florence Korbus upon arrival so she may reschedule your departure transportation to the airport.

Throughout your stay we encourage you to make use of the services and assistance available at the President's Club Hospitality Center. It will be open on arrival day from 10:00 am to 6:00 pm and then

daily from 7:00 am to 6:00 pm for the remainder of the program. Changes in times or events will be posted in this area.

NAME BADGES

You and your guest will receive name badges upon arrival. Please wear these badges to all group functions (except the Awards Dinner/Dance) so we can get acquainted with you and identify you as part of the Agilent Technologies President's Club group.

PROGRAM INCLUSIONS

The following items and events are sponsored by Agilent Technologies, and are included in the Master Account for each President's Club participant and one adult guest:

- Airport transfers to/from hotel
Main Arrival (February 29 and March 1)
Main Departure (March 5 and 6)
- Tips at the Honolulu Airport
- Accommodations at The Kahala Resort for five nights (February 29 thru March 4)
- Round trip bellmen gratuities at The Kahala Resort
- Maid gratuities for five days (February 29 through March 4)
- Breakfast for four days (March 2-5)
- Lunch for three days (March 2-4)
- Dinner for three evenings (March 1-3)
(Monday and Friday evening dinners will be on your own; please expense \$50 per person on your One Card)
- Sponsored activities (March 3-4)
- Telephone charges
- Tuxedo rental – if not rented on-site, include charge on your travel expense report

• How do I report President's Club-related expenses?

- Answer: Any item that is reportable as taxable income in your country must be categorized as "Employee Awards and Recognition" in your Concur Travel Expense Report. Please click on the link below for your country to see how each expense for you and your guest must be coded in **Concur**. Your country payroll will add a cash bonus for you to cover all taxes incurred due to the income reported for this event.

Americas	Asia Pacific	Europe
<u>Brazil</u>	<u>Australia</u>	<u>Denmark</u>
<u>Canada</u>	<u>China</u>	<u>France</u>
<u>US</u>	<u>India</u>	<u>Germany</u>
	<u>Japan</u>	<u>Ireland</u>
	<u>Korea</u>	<u>Italy</u>
	<u>Malaysia</u>	<u>Netherlands</u>
	<u>Taiwan</u>	<u>Sweden</u>
		<u>Switzerland</u>
		<u>UK</u>

- **What parts of the President's Club expenses are reportable and taxable as income?**
 - Answer: Expenses from this event that are reportable and taxable as income vary by country. Your country payroll will add a cash bonus for you to cover all taxes incurred due to the income reported for this event. Please click on the link below for your country to see which expenses for you and your guest will be reportable as income and subject to income tax.

Americas	Asia Pacific	Europe
<u>Brazil</u>	<u>Australia</u>	<u>Denmark</u>
<u>Canada</u>	<u>China</u>	<u>France</u>
<u>US</u>	<u>India</u>	<u>Germany</u>
	<u>Japan</u>	<u>Ireland</u>
	<u>Korea</u>	<u>Italy</u>
	<u>Malaysia</u>	<u>Netherlands</u>
	<u>Taiwan</u>	<u>Sweden</u>
		<u>Switzerland</u>
		<u>UK</u>

PERSONAL EXPENSES

You are responsible for incidental charges such as additional room nights. Cancellation policy is 14 days prior to your scheduled check-in date, or you will be billed for unused nights as this is a remote resort). Additional guests (above one) and children charges, snacks, gift shop purchases, laundry, child care, translators, in room video rentals and room service will be paid by you personally.

If children **or additional guests** accompany you on your Agilent sponsored activities on March 3-4, this is considered a personal expense and Weil & Associates DMC will bill your personal credit card. Please contact Corinne Vario at 408-345-8076 or 408-981-7237 (mobile) or email her at Corinne_vario@agilent.com with any questions.

Other personal expenses will be charged to your incidental account and must be paid upon check-out. The Kahala Resort accepts all major credit cards

(American Express, MasterCard, Visa, Discover, JCB, Diner's Club), travelers' checks and cash.

OTHER IMPORTANT INFORMATION

Attire: The island of Oahu is generally informal.

Attire for the program is casual resort wear, with the exception of the Awards Banquet, which is formal/black tie (tuxedos for the gentlemen and short or long evening dresses for the ladies). Native costumes from your home country are encouraged for this evening. Lightweight cotton and natural fabrics are recommended clothing for Oahu's type of climate. A light jacket or sweater is highly advisable for the outdoor evening activities. Bathing suits are generally acceptable only at the beaches and pool; you must wear appropriate attire while on property at The Kahala Resort.

Children: Children are not invited to attend the Agilent Technologies President's Club event (including activities and meals). Information regarding childcare has been forwarded to you under a separate cover.

Security: We recommend use of the in-room hotel safe to store your passport, travelers' checks, cash, jewelry, camera, and other items of significant monetary or personal value. Please use the in-room safe for this purpose.

Time Difference: Hawaii's time zone is 10 hours behind Greenwich Meridian Time. When it is noon on Monday in Hawaii, it is:

03:00 pm	Monday	California
10:00 pm	Monday	London
06:00 am	Tuesday	Hong Kong
07:00 am	Tuesday	Japan and Korea

A PRONUNCIATION GUIDE

People have a lot of fun with Hawaiian words, especially when they learn to pronounce them. The secret to unraveling the longer words is to break them into syllables. The difficulty in pronouncing the written word arises because Hawaiian started as an oral language. It was not written down until the missionaries arrived in the 1820s.

Hawaiian consonants are h, k, l, m, n, p, and w and sound as they look, except for "w" which is sometimes pronounced like a soft "v". Vowels sound like this: "a" as in was, "e" as in bet or "e" as in hey, "i" as in the "e" in "he", "o" as in go, and "u" as in tune. Now you are ready to try a few common Hawaiian words. If all else

fails, smile, laugh and ask for the correct pronunciation when you arrive in the Islands.

Here are a few Hawaiian words and phrases you may hear during your visit:

aloha	greetings/farewell
aloha nui loa	thank you very much
E Komo Mai	welcome
mahalo	thank you
wikiwiki	hurry, quick
kane	male, husband
wahine	female, wife
keiki	baby, child
tutu	grandmother
kaukau	food
ono	delicious
pupu	appetizer
pau	finished
mauka	inland or mountainside
makai	toward the sea
malihini	newcomer
kamaaina	resident
haole	technically a foreigner but commonly refers to a Caucasian
kahuna	ancient Hawaiian expert, advisor and practitioner/priest
hui	group, club, to join
lolo	stupid
pupule	crazy
hapa	half/part
hapai	pregnant, to carry
opu	stomach
kokua	aid or help

SCHEDULE OF EVENTS

Monday, February 29	
<p>Winners arrive for one free day of rest and relaxation prior to or after the formal program activities on either February 29 or March 5. Winners and guests will expense their meals on February 29 or March 5 to their One Card in the amount of \$100/per day per person.</p>	
Tuesday, March 1	
10:00 am – 6:00 pm	President's Club Hospitality Center

	(Kainoa I Room)
12:00 pm – 6:00 pm	Registration (Kainoa I Room)
1:00 pm – 5:00 pm	Tuxedo Fitting (Room 201)
6:30 pm – 9:00 pm	Welcome Luau (KoKo Head Lawn) Attire: Resort Casual
Wednesday, March 2	
7:00 am – 6:00 pm	President's Club Hospitality Center (Kainoa I Room)
7:00 am – 8:30 am	Buffet Breakfast (Maile Foyer)
8:30 am – 11:15am	Business Meeting Welcome by Mike McMullen Q&A Agilent-wide Issues (Maile Ballroom) Attire: Resort Casual
11:15-11:30 a.m.	Group Photos (Maile Foyer)
11:30 am – 1:00 pm	International Buffet Luncheon (Maile Foyer)
1:00 pm – 5:00 pm	At Leisure & Tuxedo Fittings (Room 201)
6:00 pm – 9:00 pm	Jazz Under the Stars (Plumeria/Diamond Head Lawn) Attire: Resort casual; bring warm jacket
Thursday, March 3	
7:00 am – 6:00 pm	President's Club Hospitality Center (Kainoa I Room)
7:00 am – 9:00 am	Buffet Breakfast (Hokus Restaurant)
8:00 am – 5:00 pm	Sponsored Activities (winners, managers and one adult guest)
9:00 am – 5:00 pm	Tuxedo Pick-up (Room 201)
12:00 pm – 1:30 pm	Buffet Luncheon (Wailalae Room)
6:00 pm – 7:00 pm	Reception (Maile Foyer) Attire: Formal/black tie tuxedos for men, short or long evening dresses for ladies
7:00 pm – 11:00 pm	Awards Banquet and Dancing

	(Maile Ballroom) Attire: Formal/black tie tuxedos for men, short or long evening dresses for ladies
Friday, March 4	
7:00 am – 6:00 pm	President's Club Hospitality Center (Kainoa I Room)
7:00 am – 9:00 am	Buffet Breakfast (Hokus Restaurant)
8:00 am – 5:00 pm	Sponsored Activities (winners and one adult guest) Managers Depart – Winners; Dinner on Own
9:00 am – 1:00 pm	Tuxedo Return (Room 201)
12:00 pm – 1:30 pm	Buffet Luncheon (Wailalae Room)
Saturday, March 5	
7:00 am – last departure	President's Club Hospitality Center (Kainoa I Room)
7:00 am – 9:00 am	Buffet Breakfast (Hokus Restaurant) Winners Depart; Dinner on Own

DEPARTURES

You will receive a departure notice in your guest room on Tuesday evening, March 2. Should you have any changes or questions, please contact or stop by the President's Club Hospitality Center.

Be sure to have your bags packed and ready for pick-up by the time indicated.

Don't forget to clear your personal incidental account with the hotel prior to departure. Hotel check-out is 12:00 noon. If you have a late departure, late check-outs are granted based on availability and are subject to fees. Remember to carry your identification and airline tickets in your carry-on bag and not in your checked luggage.

Note: Due to the early check-out time, the President's Club Hospitality Center will be made available for late departures with limited access to restroom facilities.

Mike McMullen and Agilent Technologies would like to once again congratulate you on your accomplishments and contributions in 2015. It has been our pleasure having you as our special guest at the Agilent Technologies President's Club. We hope you have enjoyed your stay in Oahu and we wish you a pleasant and safe journey home.

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