

# Call Sheet

<b>Job number</b>	BSG80210
<b>Job name</b>	Clarivate 2024 SKO
<b>Client</b>	Clarivate UK (limited)
<b>Event name</b>	Clarivate Impact SKO 2024 – APAC
<b>Type of event</b>	Live Event
<b>Event dates</b>	Tuesday 27 <sup>th</sup> , Wednesday 28 <sup>th</sup> and Thursday 29 <sup>th</sup> February 2024
<b>Event location</b>	<p>Main Hotel Sofitel Bangkok Sukhumvit 189 Sukhumvit Road Soi 13-15 Khlong Toei Nuea Watthana, Bangkok 10110 Thailand</p> <p>Overflow 1 Hyatt Regency Bangkok Sukhumvit 1, Sukhumvit Soi 13 Road Khlong Toei Nuea Watthana, Bangkok 10110 Thailand</p> <p>Overflow 2 The Westin Grande Sukhumvit 259 Soi Sukhumvit 19 Road Khlong Toei Nuea Watthana, Bangkok 10110 Thailand</p>
<b>Event overview</b>	The Clarivate Impact SKO 2024 consists of three events scheduled for February 2024, set to unfold in London (6-8 Feb), Atlanta (12-14 Feb), and Bangkok (27-29 Feb). Each SKO adheres to the same structure, incorporating half a day, a full day, and another half day of conferences and activities. Notably, the 2024 SKO marks the company's initial return to in-person events since the pre-Covid era. The target audience for these gatherings comprises corporate Sales Managers, with an expected attendance of approximately 440 delegates in London, 520 in Atlanta, and 410 in Bangkok.

## Table of contents

<b>Broadsword Contacts</b> .....	2
<b>Venue Contact</b> .....	2
<b>About the Client</b> .....	3
<b>The Client - Project Team</b> .....	4
<b>The Client - Senior Management</b> .....	5
<b>Health and Safety incl. security and Covid-19</b> .....	6
<b>Dress Code</b> .....	6
<b>Crew and Staff Catering</b> .....	6
<b>Code of Conduct</b> .....	7
<b>High level agenda and outline of timings</b> .....	8

# Call Sheet

## Broadsword Contacts

While on-site all Broadsword staff will be available via WhatsApp, please do not hesitate to contact any of the below people.

### Production team

Jacob Adams  
Senior Production Manager  
jacob.adams@wearebroadsword.com  
Mobile: +44 (0)7806 709 591

Stephen Ash  
Senior Production Manager  
stephen.ash@wearebroadsword.com  
Mobile: +44 (0)7734 590 032

### Event team

Nicole Davis  
Event Lead  
nicole.davis@wearebroadsword.com  
Mobile: +44 (0)7534 240 612

Lorraine Ducker  
Senior Event Manager  
lorraine.ducker@wearebroadsword.com  
Mobile: +44 (0)7497 883 314

### Event Assistant

Jasmine Yuen  
Event Manager  
Jasmine.Yuen@wearebroadsword.com  
Mobile: +852 9021 8826

### Management

Matt Green  
Strategy Director  
matt.green@wearebroadsword.com  
Mobile: +44 (0)7887 567 165

To find out more about Broadsword please visit our website: [www.wearebroadsword.com](http://www.wearebroadsword.com)

## Venue Contact

### Sofitel Bangkok Sukhumvit

Mr. Theerawut Meechana (Khun Wat)  
Director of M&E Services  
Theerawut.MEECHANA@sofitel.com  
Mobile. +66 (0) 9 8246 9515

### Hyatt Regency Bangkok Sukhumvit

Ms. Pimvaree Sooksingh  
Event Planning Manager  
pimvaree.sooksingh@hyatt.com  
Tel: +66 (0)2 098 1234 Ext 1332

### The Westin Grande Sukhumvit

Mr. Krittin Sinsukpakdi  
Account Director - MICE  
Krittin.Sinsukpakdi@westin.com  
Tel +66 (0)2207 8017 Mobile +66 (0)88 551 4536

# Call Sheet

## About the Client

Clarivate is a global leader in trusted and transformative intelligence. Primarily the organisation has three core business segments: A&G, IP and LS&H

Clarivate™ is a leading global information services provider. They connect people and organisations to intelligence they can trust to transform their perspective, their work and our world. Clarivate's subscription and technology-based solutions are coupled with deep domain expertise and cover the areas of Academia & Government, Life Sciences & Healthcare and Intellectual Property.

To find out more about Clarivate please visit their website: <https://clarivate.com/>

## Organisation key people

### CEO

Jonathan Gear

### Accademia and Government (A&G)

President IP

Bar Veinstein

Global Head of Sales A&G

Ofer Mosseri

SKO project team

Jason Saxton

### Life Sciences and Healthcare (LS&H)

President IP

Henry Levy

Global Head of Sales LS&H

Anthony Few

SKO project team

Becky Ward and Laura Taylor

### Intellectual Property (IP)

President IP

Gordon Samson

Global Head of Sales IP

Irmina Stroud

SKO project team

Matt Norton and Heather Anderton

# Call Sheet

## The Client - Project Team

These people are the key project team helping to organise this event



Jason Sexton  
 Snr Director Sales Engagement  
 A&G  
 (Atlanta lead)



Matthew Norton  
 Snr Director Sales Enablement  
 IP  
 (Bangkok lead)



Heather Anderton  
 Sales operations and enablement  
 IP (second)



Becky Ward  
 Snr Director Sales Enablement  
 LS&H  
 (London lead)



Laura Taylor  
 Senior Sales Enablement Manager  
 LS&H (second)

# Call Sheet

## The Client - Senior Management

### Academia & Government (A&G)



Bar Veinstein  
President A&G



Ofer Mosseri  
Global Head of Sales A&G

### Intellectual Property (IP)



*Gordan Samson*  
*President IP*  
*(not in attendance)*



Irmina Stroud  
Global Head of Sales IP

### Life Sciences and Health Care (LS&H)



Henry Levy  
President LS&H



Anthony Few  
Global Head of Sales LS&H

# Call Sheet

## Health and Safety incl. security and Covid-19

### Security

For security purposes, please bring photographic ID with you, (government issued ID such as a driving licence or passport). If you are issued with a security pass, please ensure you wear it at all times unless there is a H&S reason not to. E.G., rigging or any task that could cause injury to the neck if the pass was caught on something.

### Health

If you feel unwell prior to your scheduled shift, kindly communicate as soon as possible with your immediate supervisor. As this extensive month-long event unfolds, it's crucial that we make every effort to prioritize the well-being of our entire staff.

Should you experience any health issues, refrain from coming on-site and promptly inform the production manager, seeking guidance from your local healthcare professional.

As a precautionary measure while on-site, we request all staff and crew to have a government-certified mask on hand. In most areas, this entails an FFP2 NR certified face mask (equivalent to N95 respirator masks in the US). It's important to note that wearing this mask is not currently mandatory.

### Accidents

Please report any accidents to your supervisor who will complete any necessary paperwork. If any first aid is required, then this takes precedence and the designated first aiders should be located.

## Dress Code

Please ensure that you are wearing appropriate safety clothing for the rig, as instructed by the Production Manager. Please wear black rigging trousers and black tops during the load-in and rigging process. (no branded clothing, no jeans, white trainers, or baseball caps). Black rigging shorts are acceptable.

Please be aware that this is a high-profile event, anyone who is working 'event operations and hostess' during the live show **MUST** wear smart blacks or a suit (No logo's on clothing). Please remember to iron your clothes and polish your shoes.

## Crew and Staff Catering

All crew and staff members will receive meals, including a light breakfast, lunch, or dinner according to your work schedule. Additionally, water will be readily available.

# Call Sheet

## Code of Conduct

### Expectations

- Please be punctual and ensure you arrive at the venue at the proper start time as arranged by the Production Manager.
- While working on-site please be attentive at all times. We ask that you do not look at your phone, iPad, laptop, or book while working on the event sessions.
- Please be aware of your surroundings and the people who might be observing you. Be polite, visible, accessible, and approachable always.
- Smoking is not permitted inside or directly outside the front of the premises. The Production Manager will indicate the designated area.
- Please be aware that you are working in front of our clients and any lewd or offensive behaviour or language will not be tolerated.
- Please comply with all instructions relating to health and safety and security procedures and follow all the health and safety codes of practice relevant to your work.
- The use of alcohol and recreational drugs is not permitted at any time. Anyone under the influence will be removed from site.
- Please seek permission from the Production Manager should you wish to post comments or images related to the event on any social media sites.

# Call Sheet

## High level timings and outline agenda

Date	Time	Action
26-Feb		Load-in and set up
	19:00	Manager's Dinner (roof top)
	19:00	Informal Dinner (level 3)
<b>Day 1</b>		
27-Feb	09:00	Managers Meetings (breakout rooms)
	11:00	Rehearsals (ballroom)
	12:00	Registration opens for delegates
	13:00	Lunch and Networking for delegates (ballroom foyer)
	14:30	Live show commences (ballroom)
	16:30	Drumming workshop (drumming for 400+ people)
	17:30	Live show concludes
	19:00	Pre-dinner drinks (ballroom foyer)
	19:30	Casual dinner (ballroom)
	21:30	Carriages
<b>Day 2</b>		
28-Feb	08:00	Crew arrive
	08:30	Rehearsals
	09:00	Live show(s) commences (3 x plenary, followed by breakouts across 2 hotels)
	17:30	Live show(s) concluded
	19:00	Pre-dinner drinks (ballroom foyer)
	19:30	Gala dinner and awards night (ballroom)
	23:00	Carriages
<b>Day 3</b>		
29-Feb	08:00	Crew arrive
	08:30	Rehearsals
	09:00	Live show(s) commences (breakout sessions across all 3 hotels)
	12:30	Live show(s) concluded
	14:00	Pack down and load-out