WELCOME

Lisbon Team Offsite

Four days in Lisbon, 14–17 May 2027, for 24 people.



November 2026

OVERVIEW

Four Days at a Glance

Lisbon, 14-17 May 2027, for 24 people

01 Fri 14 May - Arrival in Chiado

02 Sat 15 May - Workshop & Tram 28

03 Sun 16 May - Sintra Day Trip

04 Mon 17 May - Wrap-Up & Departure

05 Budget, Packing & Contacts

DAY 1

Day 1 - Fri 14 May: Arrival in Chiado

Arrive, check in at the hotel in Chiado from 15:00, welcome dinner at 19:30.

From 15:00

Hotel check-in

Check in at the hotel in Chiado from 15:00.

19:30

Welcome dinner

Welcome dinner for the 24-person team.

DAY 2

Day 2 - Sat 15 May: Workshop & Tram 28

Strategy workshop in the morning, Tram 28 tour in the afternoon.

9:00-13:00

Strategy Workshop

Team strategy session for all 24 attendees.

15:00

Tram 28 Tour

Tour of Lisbon on the historic Tram 28.

Evening

Free Evening

No scheduled activities; explore on your own.

DAY 3

Day 3 - Sun 16 May: Sintra Day Trip

Day trip to Sintra with Pena Palace, lunch, and fado dinner.

08:30

Departure

Leave for the Sintra day trip

Morning

Pena Palace

Visit Pena Palace in Sintra

Lunch

Old Town

Lunch in Sintra's old town

18:00

Back in Lisbon

Return to Lisbon by 18:00

20:30

Team Dinner

Team dinner with live fado

DAY 4

Day 4 - Mon 17 May: Wrap-Up & Departure

Retrospective, checkout by noon and airport transfers in the afternoon

9:00-11:00

Retrospective

Team retrospective session at the hotel

By 12:00

Check out

Check out of the Chiado hotel

13:00

Airport transfer

First airport transfer departure

15:00

Airport transfer

Second airport transfer departure

BUDGET

Budget Per Person

Four budget lines per person for the Lisbon offsite

ITEM	PER PERSON
Flights	EUR 280
Hotel (3 nights)	EUR 420
Meals	EUR 190
Activities	EUR 110

PACKING

What to Pack

Comfortable walking shoes, a light jacket and a type F plug adapter.

- **Comfortable walking shoes**
  For city walking and the Sintra day trip
- **Type F plug adapter**
  For charging devices at the hotel
- **Light jacket**
  For evenings out

CONTACTS

Who to Contact

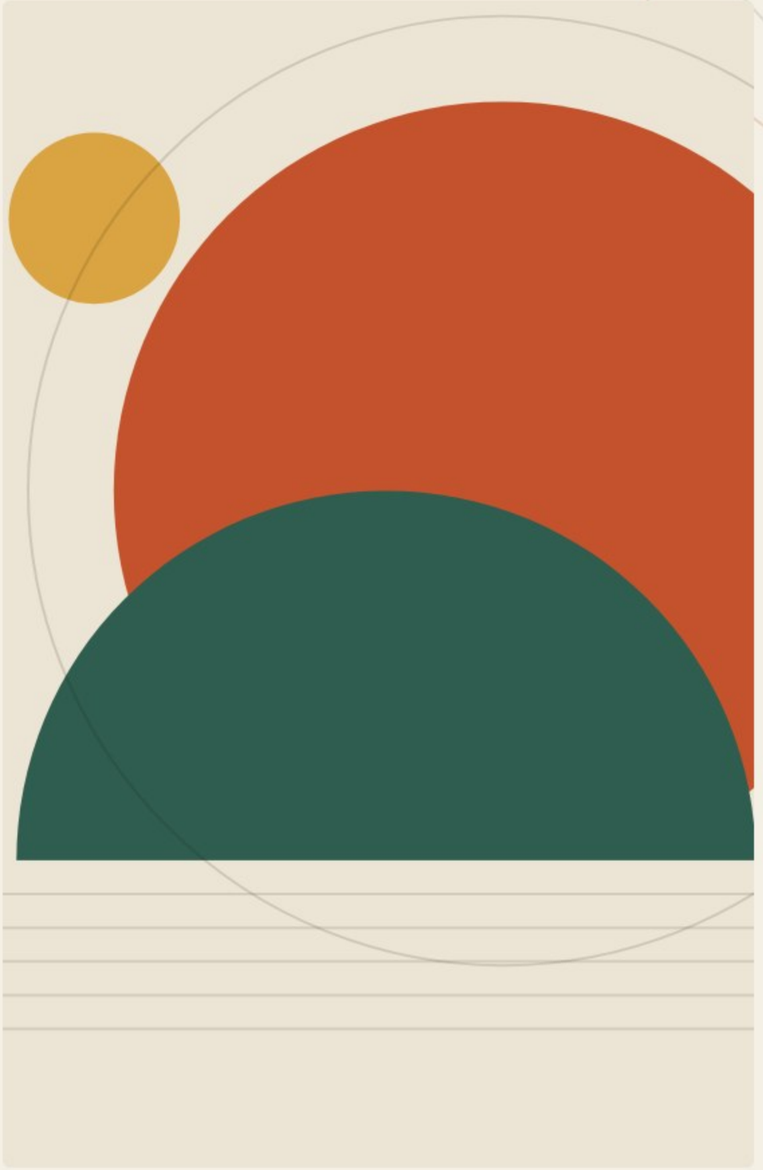
Offsite lead via team chat; hotel front desk available 24 hours

01 **Offsite lead**

reachable in the team chat for any offsite questions

02 **Hotel front desk**

staffed 24 hours for on-site needs during the stay



NEXT STEPS

See You in Lisbon

Four-day team offsite, 14-17 May 2027, 24 people.

01 **14-17 May 2027**
Four-day offsite in Lisbon for 24 people.

02 **Arrive Friday**
Check in at the Chiado hotel from 15:00.

03 **Questions**
Reach the offsite lead in the team chat.