

Global Staff Event 2026

Frequently Asked Questions V 1.0

1	GENERAL QUESTIONS	3
1.1	Which costs are covered by LGT Capital Partners?.....	3
1.2	Who is invited?	3
1.3	Is attendance mandatory?.....	3
1.4	Are new joiners and/or leavers invited?	3
1.5	What is the dress code at the event?	3
1.6	Will photos or videos be taken during the event, and how will they be used?.....	4
1.7	I have a special request. Who can I contact for support?	4
2	INVITATION & REGISTRATION.....	4
2.1	When is the registration deadline?	4
2.2	What is the booking procedure?.....	4
2.3	Can I register on behalf of a team member?.....	4
2.4	How do I change my registration (booking)?.....	5
2.5	I declined at first, but now I want to participate. What should I do?.....	5
2.6	Until when will I be able to change my registration (booking)?	5
2.7	What happens if I cannot attend at short notice?	5
2.8	My team member did not receive an invitation. Who can she/he contact?	5
2.9	I accidentally deleted my invitation. Can I use my colleague's email?	5
2.10	I am in the process of renewing my passport. Can I still register now?	6
2.11	Do I need a visa?	6
2.12	Do I receive a registration confirmation?.....	6
2.13	I amended my registration. Will I receive a new registration confirmation?.....	6
3	TRAVEL	6
3.1	What flight categories will be available?	6
3.2	None of the flights suit me, as I want to fly in/out earlier/later. Who can I contact?	6
3.3	Is it possible to fly with another airline?	7
3.4	I would like to travel by train. Is this possible?.....	7
3.5	I would like to come by bicycle, will that be happening again?.....	7
3.6	I will come by car, does LGT Capital Partners cover the cost?.....	7
3.7	Can we travel as a team?.....	7
3.8	Can I combine my trip to the Global Staff Event with a visit to a client, and/or can I spend some time in Pfäffikon before/after the Global Staff Event?	7
3.9	Can I combine my trip to the Global Staff Event with a personal holiday before/after the Global Staff Event?	8
3.10	Some offices have an official travel day on Wednesday, 24 June 2026. What does this mean?	8
3.11	Can I change my travel arrangements for business reasons?.....	8
4	HOTEL BOOKINGS.....	8
4.1	Which hotel nights are covered by LGT Capital Partners?	8
4.2	What if I wish to extend my stay before or after the event?	9
5	ARRIVAL AND DEPARTURE	9
5.1	What expenses are covered on the way to the departure airport?.....	9
5.2	Where do I have to go to when I arrive at the destination airport in Hamburg?	9
5.3	My departure from Hamburg is later in the day. Is a late check-out possible?.....	9
6	ATTENDANCE AND WORK POLICY	9
6.1	Do these days count as holidays or workdays?	9

6.2 *How should I enter the days in Workday?* 9

6.3 *Is there a virtual option for those who cannot attend in person?* 9

6.4 *Will childcare or family considerations be accommodated in any way?*..... 10

6.5 *Am I allowed to bring my spouse/partner to the event?*..... 10

6.6 *I have a prior engagement and may not be able to stay for the entire event. Would it be possible for me to attend for a portion of the time?* 10

7 BOOKING DOCUMENTS 10

7.1 *When will I receive my booking documents?*..... 10

1 General questions

1.1 Which costs are covered by LGT Capital Partners?

Costs will be covered in accordance with the “Global staff event 2026 – special expense regulation”.

1.2 Who is invited?

All permanent staff members are invited. Due to the scale of the event, we are unfortunately unable to extend invitations to consultants, interns and temporary staff members.

1.3 Is attendance mandatory?

The Global Staff Event is a celebration for our staff members, where we take the opportunity to create a shared experience and further strengthen our culture. We encourage everyone to accept the invitation and participate in the event.

1.4 Are new joiners and/or leavers invited?

- Permanent staff members who join before the event, but after the invitation was issued: invited. This includes colleagues who joined after the registration deadline.
- Permanent staff members who signed a new contract already but join after the event: not invited. This includes colleagues who will join LGT Capital Partners on 1 July 2026.
- Permanent staff member who will leave shortly before or shortly after the event: colleagues in a terminated employment relationship are not invited. If they are already registered for the event, their registration will be canceled.

For any other cases please contact the event team at lgt.cp.celebrate@lgtcp.com.

1.5 What is the dress code at the event?

During the event, the dress code is generally **casual**.

At the gala dinner, the dress code is “festive”, which means:

- For women, we recommend long dresses that extend beyond the knee. As the venue features cobblestone flooring, we recommend wearing block heels, wedges or elegant flats for your comfort and safety.
- For men, we recommend black tie/tuxedo, or, alternatively, an elegant suit with a tie.

1.6 Will photos or videos be taken during the event, and how will they be used?

Yes, photos and videos will be taken during the event. While these will primarily be used for internal purposes, some images may also be used externally by LGT Capital Partners. By attending the Global Staff Event, participants consent to this use.

1.7 I have a special request. Who can I contact for support?

If the FAQ does not answer your question, please contact the event team at lgt.cp.celebrate@lgtcp.com.

2 Invitation & registration

2.1 When is the registration deadline?

The registration deadline is Sunday, 30 November 2025. The tool must be completed irrespective of your attendance, i.e. both to confirm participation and to indicate non-attendance.

Meeting the registration deadline is mandatory. Any changes after the registration date must be requested by sending an email to lgt.cp.celebrate@lgtcp.com, with a copy to your line manager, your EC representative and to our CFO, John Kossow.

LGT Capital Partners reserves the right to apply charges to individuals for any fees incurred due to cancellations, rebooking or related adjustments after the registration deadline on 30 November 2025.

2.2 What is the booking procedure?

- When registering for the event on the event website, you will be prompted to pick from available flights.
- Booking of flights will only be possible via the event website directly.
- Hotels will be booked by LGT Capital Partners and will be assigned to you. The hotel assignments will be communicated prior to the event.
- Extended stays are the responsibility of each individual (see below chapters 3 and 4).
- Please liaise with your respective assistant if you need a visa.

2.3 Can I register on behalf of a team member?

No. Each individual needs to complete his/her own registration due to the personal information required.

2.4 How do I change my registration (booking)?

To make changes to your registration, please use the unique personal link provided in your invitation. On the event website, use the "Edit registration" button to navigate to the specific section you want to adjust. All changes must be made prior to the registration deadline on **30 November 2025**. LGT Capital Partners reserves the right to apply charges to individuals for any fees incurred due to cancellations, rebooking or related adjustments after the registration deadline.

2.5 I declined at first, but now I want to participate. What should I do?

To make changes to your registration, please use the unique personal link provided in your invitation. On the event website, use the "Edit registration" button to navigate to the specific section you want to adjust. All changes must be made prior to the registration deadline on **30 November 2025**. LGT Capital Partners reserves the right to apply charges to individuals for any fees incurred due to cancellations, rebooking or related adjustments after the registration deadline.

2.6 Until when will I be able to change my registration (booking)?

All changes must be made prior to the registration deadline on **30 November 2025**. No changes will be possible after the registration deadline. LGT Capital Partners reserves the right to apply charges to individuals for any fees incurred due to cancellations, rebooking or related adjustments after the registration deadline.

2.7 What happens if I cannot attend at short notice?

Please reach out to the event team at lgt.cp.celebrate@lgtcp.com.

2.8 My team member did not receive an invitation. Who can she/he contact?

Please reach out to the event team at lgt.cp.celebrate@lgtcp.com.

2.9 I accidentally deleted my invitation. Can I use my colleague's email?

No, this is not possible as all invitation links are personalized. Please contact the event team at lgt.cp.celebrate@lgtcp.com to resend your invitation.

2.10 I am in the process of renewing my passport. Can I still register now?

Yes, please register using your current passport details in the registration form on the event website. In the “Any additional information or requirements” section, kindly indicate that you are in the process of renewing your passport. We ask you to update your details with your new passport information as soon as you receive it.

2.11 Do I need a visa?

Please use this link ([CIBTvisas](#)) to check if you need a visa. Please note that each person is personally responsible for his/her own visa.

2.12 Do I receive a registration confirmation?

Yes, the registration confirmation email will be sent automatically from the event website. Should you not receive confirmation on the day of your registration, please reach out to the event team at lgt.cp.celebrate@lgtcp.com.

2.13 I amended my registration. Will I receive a new registration confirmation?

Yes, you will receive an automatically generated new registration confirmation from the event website.

3 Travel

3.1 What flight categories will be available?

For this event, all flights will be booked in Economy Class for attendees traveling from within Europe. Flights for those traveling from the Americas or the APAC regions will be booked in Economy Premium, subject to availability. If Economy Premium is unavailable on a specific flight, a standard Economy seat will be reserved. If you wish to travel in a different class, you may upgrade your seat at your own expense by using personal miles or paying the fare difference directly.

3.2 None of the flights suit me, as I want to fly in/out earlier/later. Who can I contact?

Flight selections are restricted to the options presented in the registration form on the event website. If you wish to take another flight, the costs will not be covered by LGT Capital Partners. If you still wish to book a different flight, please select “None of the above” in the travel section. The travel agency will contact you.

3.3 Is it possible to fly with another airline?

Flight selections are restricted to the options presented in the registration form on the event website. This is due to existing group contingents and agreements we have established with our partner airlines.

3.4 I would like to travel by train. Is this possible?

Staff members based in Pfäffikon and Liechtenstein may opt for traveling by train during the registration process on the event website.

3.5 I would like to come by bicycle, will that be happening again?

Yes, this option is available. If you wish to come by bicycle, please choose the respective option in the registration form on the event website.

In case you wish to travel by bicycle, please note that LGT Capital Partners will contribute the costs in the amount of the corresponding flight ticket price; all other costs must be paid privately. Those traveling to Hamburg by bicycle must take a vacation for the corresponding days; LGT Capital Partners will not sponsor any vacation days for the trip.

3.6 I will come by car, does LGT Capital Partners cover the cost?

Staff members based in Pfäffikon and Liechtenstein may opt for traveling by car during the registration process on the event website. Please note that all associated costs – including mileage, tolls and gas – will not be reimbursed. LGT Capital Partners will only cover your parking expenses at the hotel. Please arrange for your own parking reservation in advance.

3.7 Can we travel as a team?

Staff members are requested to select their preferred flights while avoiding travel on the same flight as colleagues from the same team. The Steering Committee will review flight bookings, assess potential cluster risks, and make changes if required.

3.8 Can I combine my trip to the Global Staff Event with a visit to a client, and/or can I spend some time in Pfäffikon before/after the Global Staff Event?

Only the flights listed on the registration form on the event website are available for traveling to the Global Staff Event. If you wish to travel to Pfäffikon before or after the Global Staff Event or visit a client, you will require special approval. Please send an

email to lgt.cp.celebrate@lgtcp.com, with a copy to your line manager, your EC representative and to our CFO, John Kossow.

Important: All rebookings must be approved by your line manager. All rebooking costs will be charged to your cost center.

3.9 Can I combine my trip to the Global Staff Event with a personal holiday before/after the Global Staff Event?

Yes. However, please note that LGT Capital Partners will only pay for the flights available in the registration form on the event website. Flights related to holidays must be paid privately. For more details see questions 3.2 and 3.8.

3.10 Some offices have an official travel day on Wednesday, 24 June 2026. What does this mean?

For some offices (and in order to reduce cluster risks) an official travel day will be offered on Wednesday, 24 June 2026. Staff members who choose this option will have their flight to Hamburg, their hotel stay for Wednesday night and the meal allowance for that day covered by LGT Capital Partners, in line with their local expense policy. This option is only available to specific offices and will be handled on a first-come, first-served basis.

3.11 Can I change my travel arrangements for business reasons?

Yes. Changes for business reasons are possible but require prior approval from your line manager. Once approved, please contact FINASS to request the change. Any additional costs must be paid with your corporate credit card and will be charged to your cost center.

4 Hotel bookings

4.1 Which hotel nights are covered by LGT Capital Partners?

LGT Capital Partners will cover hotel accommodation for the nights from Thursday, 25 June to Saturday, 27 June 2026. While it is possible to extend your stay, additional nights will be at your own expense and must be organized individually.

Exception: Staff members from San Francisco, Sydney, Hong Kong, Tokyo, Beijing, Singapore may arrive on Wednesday, 24 June 2026. The extra night is available in the registration tool and will be covered by LGT Capital Partners.

4.2 What if I wish to extend my stay before or after the event?

While it is possible to extend your stay, additional nights will be at your own expense and must be organized individually. For more details see question 4.1.

5 Arrival and departure

5.1 What expenses are covered on the way to the departure airport?

Expenses are covered according to your local expense policy, which may vary by office location.

5.2 Where do I have to go to when I arrive at the destination airport in Hamburg?

Upon arrival, kindly look for the FINASS reception desk in the airport's arrival hall. Our representatives will check you in, tag your luggage and guide you to the appropriate bus transfer.

5.3 My departure from Hamburg is later in the day. Is a late check-out possible?

A late check-out on Saturday, 27 June 2026 cannot be guaranteed by the hotel, as it depends on availability. The hotel will need to assess this on a case-by-case basis.

6 Attendance and work policy

6.1 Do these days count as holidays or workdays?

The dates for the Global Staff Event, Thursday, 25 June and Friday, 26 June 2026, are considered regular workdays.

6.2 How should I enter the days in Workday?

For Thursday, 25 June and Friday, 26 June 2026, please log your time in Workday just as you would for a standard workday.

6.3 Is there a virtual option for those who cannot attend in person?

No. There will be no option to join the event virtually.

6.4 Will childcare or family considerations be accommodated in any way?

No. We kindly request all participating staff members to organize themselves individually.

6.5 Am I allowed to bring my spouse/partner to the event?

The event is exclusively for staff members. Spouses and partners are not permitted to attend the Global Staff Event.

6.6 I have a prior engagement and may not be able to stay for the entire event. Would it be possible for me to attend for a portion of the time?

No. Due to the logistical and scheduling complexities of the program, partial or staggered attendance is not possible.

7 Booking documents

7.1 When will I receive my booking documents?

The booking documents such as flight tickets and hotel allocations will be distributed by the end of May 2026.