

IADC MEETING MINUTES

MEETING DATE:- DECEMBER 5, 2014

HELD AT:- FALCK NUTEC - MACAÉ

TIME:- 11:30 a.m. to 1:30 p.m.

Motive for meeting:

SAFETY AWARD CELEBRATION

ATTENDEES:

Hugh Oliver – Ventura Petróleo
Martin Nuttall – Transocean
Geovanny Soares – GE
Tony Cox – IADC
Graham Gall – Falck

Marcio Martins – Transocean
Barrie Lloyd-Jones – SSE do BRASIL
John Guy – IADC
Frances Leoni – Assistant Administrator

Topics discussed:

SAFETY AWARD CELEBRATION DECEMBER 6, 2014

General

- Mr. Barrie Lloyd-Jones on December 5th, visit the premises to see if everything is in order, check if champagne glasses, banners and tables are in order.
- Have a table for placing the Champagne Glasses for display in reception area. They are to be sold and proceeds from sales are to be distributed to a Charity - TBD.
- Have the photographer placed at the entrance and during the event around the room taking photos.
- Check with the Catering Service if there will be receptionists receiving guests.

Morning of the event:

- Check premisses for hazard risks
- Have company name labels for the tables and name tags for VIPs
- Have lights and sound tested
- Miss Ludmilla to have translations ready and prompt card
- Carry out a dress rehearsal for speakers and award winners

Evening of the event:

- Mr. Hugh Oliver to receive the guests
- Miss Ludmilla will be the Master of Ceremony