

Leadership offsite 2027

Event brief

45 guests · Lisbon · 13–14 May 2027 · Budget €25,000–€50,000

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At a glance

€25,000–€50,000 is tight for 45 people over 2 days in Lisbon. Expect about €31,450–€60,400.

Cost €31,450–€60,400

Main venue The Emerald House Lisbon, Curio Collection by Hilton

Next step Venue selection, by Sat 14 Nov 2026

- Request quotes from The Emerald House Lisbon, Curio Collection by Hilton, Verride Palacio Santa Catarina, Valverde Lisboa and The Vintage...
- Visit or hold video walk-throughs of the shortlist, with the Four Seasons Hotel Ritz Lisbon as the fallback for a larger plenary room.
- Check each venue has one plenary room for 45 in cabaret layout plus two or three breakout spaces.

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Event summary

A company offsite for 45 people in Lisbon, city centre, 13–14 May 2027.

Goal	Agree the plan for the year ahead and build trust between the four offices
Audience	Employees only
Format	Workshops and group exercises
Feel	Professional and focused
Includes	Overnight rooms, catering, audio-visual kit
Top priority	Clear outcomes and alignment

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Goal & success criteria

- Primary goal: Agree the plan for the year ahead and build trust between the four offices
- Audience: Employees only
- Strategic decisions or priorities agreed and documented by the end of the last day
- All key stakeholders aligned on next-quarter objectives

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Recommended format

A 2-day residential retreat in a boutique hotel, private estate or conference resort near Lisbon.

Day 1	Workshop sessions and strategic alignment
Day 2	A lighter programme: outdoor activities, a team experience or a cultural visit, then a group dinner
Rooms	All 45 people on site or close by

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Programme

Day 1 · Thu 13 May

Arrivals, kick-off and shared direction

- 09:00 Suggested early-arrival window: flights land at Humberto Delgado Airport; we recommend pre-booked vans or Bolt/Uber for the roughly 25-minute run into Lapa.
- 13:30 Formal kick-off: leadership frames the year ahead, the four offices each give a short 10-minute state-of-play.
- 17:15 Day one wrap and park the open questions on a visible board for tomorrow; then free time to settle in or walk down to the river.
- 22:00 Optional nightcap at the rooftop bar, or stroll back through Bica for those who want an early night.

Day 2 · Fri 14 May

Decisions, trust-building and departures

- 07:30 Breakfast, with an optional 30-minute walk along the Tejo waterfront to Santos for anyone who wants air before the day.

- 11:15 Decision session: lock owners, quarterly milestones and the handful of things we will stop doing; a visible commitments board works well here.
- 17:00 Closing circle back at base: one commitment per office, read aloud, then a short thank-you from leadership.
- 19:30 Optional farewell dinner for anyone staying an extra night — a relaxed seafood table in Cais do Sodré or a petiscos spot in Príncipe Real.

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A recommended plan, not a fixed one. Change the times, places and activities to suit your group.

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Budget estimate

€25,000–€50,000 is tight for 45 people over 2 days in Lisbon. Expect about €31,450–€60,400.

Estimated total €31,450–€60,400 (about €1,021 per person)

Your budget tight

- Accommodation: €6,750–€11,250
- External facilitator: €4,000–€9,000
- Day catering (coffee breaks and lunch): €5,400–€8,100

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Planning timeline

Sat 14 Nov 2026	Venue selection: Request quotes from The Emerald House Lisbon, Curio Collection by Hilton, Verride Palacio Santa Catarina, Valverde Lisboa and...
Mon 14 Dec 2026	Contracts and room block: Sign the contract with The Emerald House Lisbon and pay the deposit.
Wed 13 Jan 2027	Facilitator and programme: Brief and contract an outside facilitator for two days of workshops and group exercises.

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Venue requirements

- Main meeting room for 45 people (boardroom or classroom setup preferred)
- 2–3 breakout rooms or flexible areas for smaller group sessions
- Natural daylight in all main working spaces
- Flip charts, whiteboards, or writable walls

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Dealbreakers

- Cannot comfortably hold all 45 guests across all the spaces you need
- Hire fee or minimum spend well above your budget
- No screen or projector, or no way to connect a laptop

- No microphones or sound system, or poor acoustics in the main room

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Venue shortlist

1. The Emerald House Lisbon, Curio Collection...	Rated 4.5 by 677 · Boutique city-centre hotel that can hold meetings, dinner and rooms for 45 in one place, matching the professional tone the client...
2. Verride Palácio Santa Catarina	Rated 4.6 by 392 · A boutique palace hotel in central Lisbon with meeting space and rooms, suiting a focused 45-person leadership offsite over two...
3. Valverde Lisboa Hotel & Garden, Relais & Châteaux	Rated 4.7 by 503 · A small luxury hotel on Avenida da Liberdade with private meeting space and rooms, suited to a focused 45-person leadership...
4. The Vintage Lisbon, an SLH Hotel	Rated 4.6 by 823 · A boutique city-centre hotel that can hold the workshops, the dinner and the overnight rooms for 45 people in one place. · R. Rodrigo...
5. Four Seasons Hotel Ritz Lisbon	Rated 4.7 by 3,599 · Central Lisbon five-star hotel with meeting rooms and bedrooms in one place, suited to a focused 45-person leadership offsite. ·...

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Emails to venues

The Emerald House Lisbon, Curio Collection...	Enquiry: 45-person leadership offsite, 13–14 May 2027
Verride Palácio Santa Catarina	Enquiry: 45-person leadership offsite, 13–14 May 2027
Valverde Lisboa Hotel & Garden, Relais & Châteaux	Enquiry: 45-person leadership offsite, 13–14 May 2027
The Vintage Lisbon, an SLH Hotel	Enquiry: 45-person leadership offsite, 13–14 May 2027
Four Seasons Hotel Ritz Lisbon	Enquiry: 45-person leadership offsite, 13–14 May 2027

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Questions for every venue

- What is the maximum standing / seated capacity for our group size?
- What is included in the venue hire fee — and what is charged separately?
- What are your cancellation and postponement terms?
- Is there a minimum spend requirement, and what does it apply to?

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Hotels

Stay at the venue: meetings and rooms in one place. The other hotels are for any rooms it can't hold.

The Emerald House R. das Janelas Verdes 130, 1200-690 Lisboa, Portugal
Lisbon, Curio Collection...

Olissippo Lapa Palace 300 m away · Rua do Pau de Bandeira 4, Lisboa
Hotel

The Ivens 2.0 km away · R. Capelo 5, Lisboa

Mama Shelter Lisboa 2.0 km away · Rnet 10236, R. do Vale de Pereiro 19, Lisboa

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Getting there and around

Nearest airport Humberto Delgado Airport (LIS), roughly 7 km north-east of central Lisbon; usually 20–30 minutes by road to Lapa, longer at peak.

Recommended Pre-booked minibus shuttles for the group · 25–35 minutes to Lapa · €90–140 per vehicle (one way)

- Day 1 · Thu 13 May, from 09:00 — airport arrivals
- Day 1 · Thu 13 May, 19:00 — to the welcome dinner
- Day 1 · Thu 13 May, 22:00 onwards — return from dinner
- Day 2 · Fri 14 May, 14:30 — to the Alfama activity

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Recommended ways to travel, not bookings. Check times and costs before you book.

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City tips

- Mid-May is usually 18–24°C and sunny, but evenings by the river get breezy — advise a light jacket and, above all, shoes with grip: Lisbon's calçada pavement is beautiful and very slippery.
- Getting around: Uber and Bolt are cheap and plentiful; for 45 people, pre-booked minibuses are far more reliable than taxis at peak. The Emerald House sits in quiet Lapa, so allow 10–15 minutes to...
- Money and tipping: euros, cards accepted almost everywhere including small cafés. Tipping is modest — rounding up or 5–10% for good restaurant service is plenty; no tip expected for coffee.

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What to tell guests, when

Mon 19 Oct 2026, 29 weeks before Save the date: Northwind Leadership Offsite, Lisbon, 13–14 May 2027

Thu 11 Feb 2027, 13 weeks before Invitation and programme: Leadership Offsite 2027, Lisbon, 13–14 May

4 weeks before Send a dietary requirements form to all confirmed attendees, noting: Several attendees have dietary needs (vegetarian, gluten-free, and similar). Set a...

Thu 29 Apr 2027, 2 weeks before Joining instructions: Lisbon offsite, 13–14 May

Day before the event	Send a brief 'see you tomorrow' message with start time, venue address, and a direct phone number for the event coordinator.
Day of event	Have a WhatsApp group or Slack channel active for attendees to receive real-time updates, ask questions, and share any last-minute logistics...
Within 48 hours post-event	Send a thank-you message to all attendees including key takeaways, follow-up action items, and a link to the feedback survey.
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Questions and answers

- Why The Emerald House Lisbon rather than one of the other shortlisted hotels?
- Will the €25,000–€50,000 budget cover this?
- What happens if the headcount changes?
- How do I get to the hotel from Lisbon airport?
- What do the two days actually look like?
- What should I bring and wear?

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Risks and how to handle them

- The €25,000–€50,000 budget is tight for 45 people with one hotel night in Lisbon city-centre at €150–€250 per room. Rooms alone can reach €11,250 before venue, catering, facilitator and dinner.
- Mid-May is high season in Lisbon. Boutique hotels and private estates with a room for 45 people and a 45-bed block sell out 6–9 months ahead, and rates rise.
- Flights from Berlin, Amsterdam, London and Warsaw arrive at different times on 13 May, so the first workshop starts short of people and the alignment work has to be repeated.
- The stated goal, agreeing the year plan and building trust across four offices, is too much for roughly one and a half working days, so you leave with discussion but no decisions.

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Other things to know

- Assumption: You need 45 single rooms for the night of 13 May, since the brief says employees only and one hotel night.
- Tip: Ask each venue for a plenary room that seats 45 in cabaret plus two breakout spaces, because workshops and group exercises will not work in one room.
- Assumption: No accessibility requirements were flagged, but ask again on the registration form in case something changes before May.

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