



5th AGM

13 - 16 OCTOBER 2019
HO CHI MINH CITY, VIETNAM

PRE-CONFERENCE INFORMATION

(Very Important – Please Print this out!)

The details below contain very important last-minute information which you should print out and use as a checklist and reference for the conference.

EVENT LOCATION

Sheraton Saigon Hotel & Towers, 88 Dong Khoi, District 1,
Ho Chi Minh City, Vietnam

Tel: +84 283 827 2828

GETTING TO SHERATON SAIGON HOTEL

We recommend two reliable taxi companies (Mai Linh and Vinasun). You can easily catch one from the airport and they have taxi counters with staff to provide assistance. It will take about 20-25 minutes to Sheraton Saigon and the cost is approximately USD 12-15 depending on the traffic.



Alternatively, you can also consider airport transportation provided by **SATSCO**. After completing customs procedures, you can find their Customer Information Service counter located in the Arrival Terminal.

SATSCO's customer service staff and drivers can speak English. For more information, please visit; <http://www.sasco.com.vn/en/home/>

Please make sure to have enough local currency. Taxi drivers will not accept foreign currency.

CONFERENCE AGENDA

Visit <http://wcaconference.wcaworld.com/egln2019/info/agenda.php> for the most up to date agenda.

ONSITE REGISTRATION

ALL delegates must do onsite registration to pick up conference bags, name badges, and other materials. Onsite registration can be done according to the following schedule:

Date	Time	Venue
Sunday, 13 October	10:00 – 16:00 hrs	Sheraton Saigon Hotel Hospitality Area at Hotel Lobby
Monday, 14 October	09:00 – 17:00 hrs	Sheraton Saigon Hotel Grand Ballroom Foyer, Level 3

We recommend that you do this upon arrival to avoid the rush that normally happens just before the cocktail reception starts.

TEAM BUILDING (13 OCTOBER)

TEAM BUILDING IS FREE TO ALL CONFERENCE DELEGATES. This is the first time that a Team Building activity is being arranged at an EGLN conference. Team building activities are fun and bring people together by encouraging collaboration and teamwork.

Place and Time:

Sunday, 13 October 2019

Start: 13:30 hrs / End: 16:30 hrs

Sheraton Saigon, Grand Ballroom, Level 3



iOS



Android

Now you can schedule One-on-One Meetings and view your time table anywhere.

Features:

- Schedule One-on-One Meeting Appointments
- View Attendee profiles
- View Conference Agenda
- View One-on-One Floor Plan and Booth List
- Emergency Contacts
- Latest Announcements

IMPORTANT REMINDERS

- 1. Please wear your badge at all times.** Badges are essential – you will **NOT** be admitted to ANY function areas without it. Please also do not lose your badge because a replacement will only be issued on production of a passport or government ID card. A business card or other forms of ID will not be accepted.
- 2. Always carry a sufficient supply of business cards** so that you won't have to run up to your room to get new ones. We do not have facilities to print new business cards for you.
- 3. Please show up on time for your meeting appointments.** If you cannot make it to a meeting appointment for any reason then please have the courtesy to inform your meeting partner by contacting our staff to fill out a "[One on One Communication Form](#)."

PLEASE SETTLE ALL PAYMENTS BEFORE COMING!

Please ensure that your company has settled all pending payments for registration, hotel reservations and other items otherwise your accommodation arrangements may not be guaranteed and you will not be able to pick up your conference badge.

WEATHER

October is rainy season in Ho Chi Minh City with an average high of 31°C (87°F) and average low of 24°C (76°F). You can check the latest weather forecast [here](#).

SAFETY AND TRAVEL TIPS

1. Be careful when traveling by taxi

Taxi scams are quite common. Please choose reliable taxi brands such as Vinasun, Mailinh or Grab (like Uber).

2. Place your valuables in your hotel safe

4. Do not carry any valuables in open pockets

5. Beware of bag-snatching and pickpocketing

Always carry your belongings on the opposite side to the flow of traffic and do not hold your valuables in your hands for too long in open spaces.

EGLN/WCA CONTACTS

EGLN/WCA representatives are available 24 hours. If you need urgent assistance then please do not hesitate to contact us. We will be happy to assist.

Name	Mobile Phone	Local Vietnam Phone
Mr. Roy Stapleton (President & Founder)	+1 732 766 1561	N/A
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For additional information please contact conference_egln@wcaworld.com.