



Welcome to EGLN 7th Annual Conference 2023



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.

CONFERENCE ID

In order to facilitate quicker onsite registrations for everyone, please print out your **Conference ID** and present it to us when you do your onsite registration. It will help all members to avoid long queues.

1. Go to the conference website: <https://conference.elitegln.com/EGLN2023/info/>
2. Move your mouse cursor towards the lower-left hand side of the webpage banner to where it says 
3. Click on **Print Your Conference ID**
4. Enter your One-on-One username and password
5. Click 
6. Present to WCAworld staff at the Registration Counter when you do your onsite registration.

Your conference details

Important: In order to allow us to better prepare so that delegates can register as comfortably and efficiently as possible, WCA have strongly requested that all delegates would print below details and give us at the register desk. We thank you in advance for your corporation.



[ID#347] Mr. Douglas Archer

Conference Manager

WCAworld

Miami, FL, United States of America



ONSITE REGISTRATION

Everyone must do an onsite registration to pick up their conference bags, badge, and other materials. Onsite registration can be done during these times and places:

Date	Time	Venue
Friday, 27 October	14:00-20:00 hrs	Bangkok Marriott Marquis Queen's Park Hotel Lobby
Saturday, 28 October	09:00 - 21:00 hrs	Bangkok Marriott Marquis Queen's Park Hotel Lobby
Sunday, 29 October 2023	09:00 – 17:00 hrs	The Sala Thai Ballroom Foyer (5th Floor)
Monday, 30 October 2023	09:00 – 22:00 hrs	
Tuesday, 31 October 2023	09:00 – 17:00 hrs	

We recommend that you do this upon arrival to avoid the rush that happens just before the welcome cocktail reception starts. To speed up the process, please don't forget to print out and bring your **Conference ID** (as mentioned above)

NAME BADGES & SECURITY

NAME BADGES MUST BE WORN AT ALL TIMES !
NO BADGE – NO ACCESS !!

(EGLN takes this policy very seriously and you will NOT be given access to the function venues if you do not have a name badge)

- Name badges apply to ALL functions including the One-on-One Meetings, Cocktail Receptions, and the Gala Dinner. The only functions they are not required for are tour and golf.
- Name badges are given to delegates during the Onsite Registration only.



AIRPORT TRANSFERS

Airport transfers are NOT provided by EGLN and are NOT included in your conference fees.

Taxi: The quickest way to get from Suvarnabhumi Airport to the hotel is by taxi and costs around 300 Baht (9 – 10 USD).

Grab App: Grab is a good way to get from the airport to the hotel without waiting in the queue. You can also use this app to get around Bangkok and the rates are fixed.

WEATHER

The daily average temperature for Bangkok in October is normally around 29°C, with highs of 32°C and lows of 25°C. Frequent rain is expected during October.

CONFERENCE AGENDA

Please visit to view the full agenda. <https://conference.elitegln.com/EGLN2023/info/>

ONE-ON-ONE MEETING SCHEDULER

Note that your One-on-One Meeting Schedule is also updated daily to the WCAworld Events App. You do not need to pick up a meeting schedule from the registration counter daily.

If you still prefer to have a paper version, then you can pick up the most updated One-On-One Schedule each morning from the **Registration Counter each morning before the meetings start**. The One-on-One meeting scheduler will close for the first time on Saturday, October 28th, 2023 at 21:00 hrs (GMT+7, Bangkok time) and then re-open as per the following schedule:

Date	Color	Pick Up Time	Scheduler Operating Hours
Sunday, 29 October 2023	Pink	09:00 – 10:00 hrs	09:00 – 21:00 hrs
Monday, 30 October 2023	Yellow	09:00 – 10:00 hrs	09:00 – 21:00 hrs
Tuesday, 31 October 2023	Blue	09:00 – 10:00 hrs	N/A

Sample One-on-One Schedule for Sunday

Time	[ID#]	Table/ Booth No.
This schedule (yellow) is for use on <u>Sunday only</u> . Please be sure to pick up a BLUE schedule tomorrow morning between 09:00 – 10:00 hrs from the registration desk.		

Sample One-on-One Schedule for Monday

Time	[ID#]	Table/ Booth No.
This schedule (blue) is for use on <u>Monday only</u> . Please be sure to pick up a PINK schedule tomorrow morning between 09:00 – 10:00 hrs from the registration counter.		

Sample One-on-One Schedule for Tuesday

Time	[ID#]	Table/ Booth No.
This schedule (pink) is for use on <u>Tuesday only</u> . We hope that you've enjoyed your One-on-One meetings and were able to fulfill your expectations.		

ONE-ON-ONE MEETING SCHEDULER

The following two forms will be available at the Registration Counter during the conference.

One-on-One Communication Sheet: Used for sending messages to others during the One-on-One Meetings. If you need to contact someone to cancel, postpone, or set up a meeting with someone urgently then you can fill in one of these forms and EGLN staff will deliver them for you.

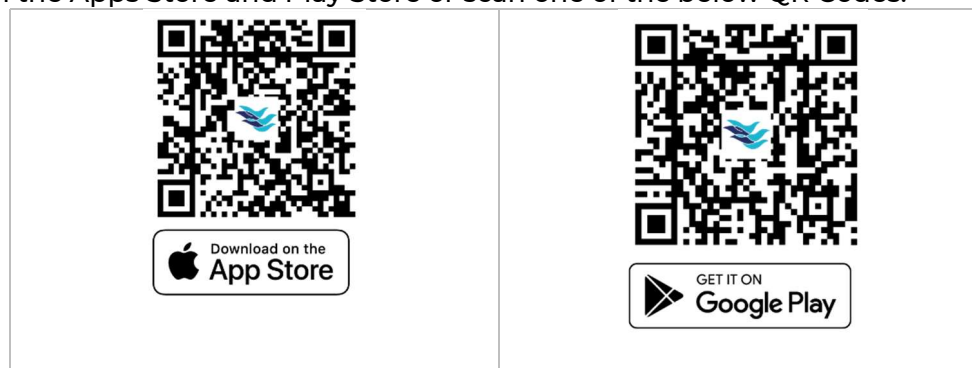
No Show Record: Please fill in this form if a member does not show up for a prescheduled meeting appointment. Members who continuously miss their meeting appointments will be sent warnings from EGLN management.

One-on-One Communication Sheet	
Date _____	
<input type="checkbox"/> Cancel a meeting <input type="checkbox"/> Re-schedule	
From	To
ID# : _____	ID# : _____
Name : _____	Name : _____
Company : _____	Company : _____
Meeting Point : <input type="checkbox"/> Registration Counter <input type="checkbox"/> Help Desk 1 <input type="checkbox"/> Help Desk 2 <input type="checkbox"/> Other _____	
Meeting Date : _____ Meeting Time : _____	
Contact Number : _____ Email Address : _____	
Message : _____ _____	
Note : 1. One-on-One Communication Sheets are used for Communicating appointment changes with intended persons on the same day. If you would like to cancel, re-schedule, or make new appointments for the next day(s), please do this through the conference website (onl Scheduler via your own computer, WCA app or at our business center). 2. Please note that this is one-way-communication, you might not receive feedback from the receiver. Therefore, all emails provided with a business card attached are required. 3. All appointments will be designated to one of the meeting points, but we cannot guarantee the meeting confirmation from our side. 4. Please return this sheet at least 1 hour before the meeting time.	
For Staff Only	
Location of ID# : _____	
onl Time : _____	Table No. : _____
onl Time : _____	Table No. : _____
onl Time : _____	Table No. : _____

NO SHOW RECORD	
Your Details	
Name : _____	ID : _____
Company : _____	
No Show Details	
Name : _____	ID : _____
Company : _____	
Date : _____ Meeting Time : _____	
Remarks or Comments: _____ _____ _____	

WCA EVENTS APP

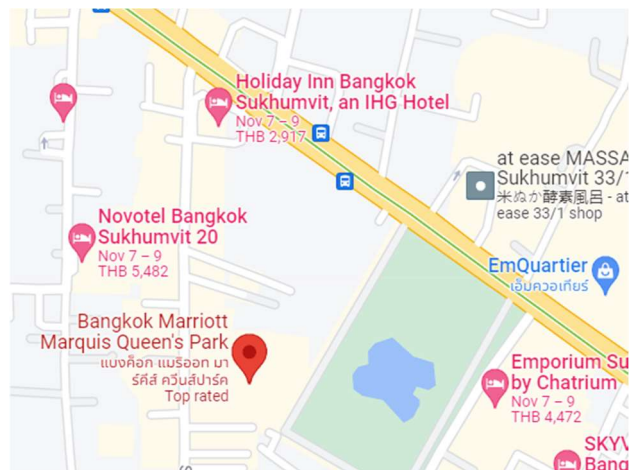
No more queuing to pick up your One-on-One Meeting Schedule!!! Existing users must uninstall and re-download to update their current version. New users can search “WCA Events” in the Apps Store and Play Store or scan one of the below QR Codes.



Features:

- Schedule One-on-One Meeting Appointments
- View your One-on-One Meetings schedule (no need to pick up paper version)
- Conduct text chats with other members at the conference venue
- View Attendee profiles
- View Conference Agenda
- View One-on-One Floor Plan
- Emergency Contacts
- Latest Announcements

EVENT LOCATION



Bangkok Marriott Marquis Queen's Park

Address: 199 Sukhumvit Soi 22, Klong Ton, Klong Toey, Bangkok 10110 Thailand

Phone: +66 2 059 555

Website: <https://www.marriott.com/en-us/hotels/bkkqp-bangkok-marriott-marquis-queens-park/overview/>

The Dinner

Dress Code: Please note there is no official dress code, but smart casual is highly recommended.

Please make sure to be present at the dinner to receive a gift if you are a sponsor for this event!

Team Building

We recommend wearing short pants, short sleeved shirts, rubber slippers or sport shoes, or a hat. The weather is quite hot in Thailand this time of year and there's a good chance of rain so an umbrella might be handy.

Sponsor Gifts

Sponsor Gifts will be given out during the dinner.

Please make sure to be present to receive a Gift if you are a sponsor for this event!

EGLN CONTACTS

EGLN representatives are available 24 hrs. For urgent assistance please contact us. We will be happy to assist you.

Management Staff	Position	Phone
Andy Robins	Director - Customer Service	+66 81 846 4461
Brian Majerus	Vice President - WCA	+1 847 800 7226
Dan March	CEO - WCA	+44 7921 038 568
Erwin Van Der Genugten	Managing Director - EGLN	+31 627 072 470
Kenneth Yokeum	Vice President - Asia Pacific	+66 89 771 1797
Victor Gomez	General Manager - Asia Pacific General Manager - WCA Relocations & WCA Vendors	+66 84 664 9631

Event Staff	Position	Phone
A	Marketing Communications Director - Asia Pacific	+6685 915 3343
Chayanit	International Social Media Specialist	+6665 892 4182
Doug	Conference Manager	+6686 888 0276
Jen	Conference Support	+6661 946 9425
Joey	Assistant Conference Manager	+6691 801 8484
Lalita	Conference Support	+6692 959 5971
Meow	Conference Supervisor	+6692 441 9164
Methawee	International Marketing Executive	+6680 446 1614
Nhae	Procurement Administrator	+6682 450 0301
Nicola	Business Development Manager	+6661 869 4644
O	IT Manager	+66 2 726 9060 up to 9
Pui	Conference Supervisor	+6686 544 7592
Sarah	Dispute Operations Manager	+6681 855 9682
Som	Conference Support	+6695 228 2424
Taum	Creative Designer	+6683 189 4552
Tip	AWS - Asia Regional Coordinator	+66 86 833 5566
Yui	Manager, Partner Pay Division	+6693 793 6246

For additional information please contact conference@elitegln.com