



Welcome to 9th ANNUAL EGLN CONFERENCE



Pre-Conference Information

(Very Important – Please Download This!)

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

CONFERENCE ID

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

1. Go to the conference website: <https://conference.elitegln.com/EGLN2025/info/>
2. Move your mouse cursor towards the lower-left hand side of the webpage banner to where it says 
3. Click on **Download Your Conference ID**
4. Enter your One-on-One username and password
5. Click 
6. Present to EGLN 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 register onsite at the conference hotel to pick up their conference bag, badge, and other materials. Onsite registration can be done during these times and places:

Date	Time	Venue
Sunday, 2 November 2025	14:00 – 19:00	Sheraton Saigon Grand Opera Hotel (Hotel Lobby)
Monday, 3 November 2025	09:00 – 21:00	
Tuesday, 4 November 2025	09:00 – 17:00	Sheraton Saigon Grand Opera Hotel (The Grand Ballroom Foyer)
Wednesday, 5 November 2025	09:00 – 17:00	
Thursday, 6 November 2025	09:00 – 17:00	

We recommend that you register upon arrival to avoid the rush just before the welcome cocktail reception starts. To speed up the process, please don't forget to download 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 function they are not required for the Team Building.
- Name badges are given to delegates during the Onsite Registration only.



ONE-ON-ONE MEETING SCHEDULER

PRINTED SCHEDULES ARE NOT PROVIDED ONSITE!

- As part of our initiative to reduce waste, we no longer provide Printed schedules to be collected each morning.
- Delegates are required to download the WCAworld Event App to view their most updated meeting schedules.
- Delegates can also download their schedules daily to their phones as PDF files using the WCAworld Event App. Note that you will only see table numbers for the current meeting day because table numbers are assign nightly and peoples' schedules change.
- The Meeting Scheduler is open from now until 21:00 hrs (Ho Chi Minh City, VIETNAM) on 3 November 2025.
- **Important One-on-One Meeting Scheduler will be closed during the following times:**

Date	Scheduler Operating Times
Now - 2 November 2025	Operates 24 hrs per day
Monday, 3 November	Closes at 21:00 hrs
Tuesday, 4 November	09:00 - 21:00 hrs
Wednesday, 5 November	09:00 - 21:00 hrs

NEW WCAWORLD EVENTS APP – DOWNLOAD NOW!

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



[How to download your schedule using the app](#)

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

AIRPORT TRANSFERS

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

Taxi: The quickest way to get from Tan Son Nhat International Airport to Sheraton Saigon Grand Opera Hotel is by taxi which costs roughly 30-50 USD and takes 30 minutes.

WEATHER

Ho Chi Minh City's weather in November is typically warm and pleasant, with average temperatures between 24°C(75°F) and 31°C(88°F) However, some area have the most rainy days with storms occasionally.

You can expect rain for roughly half of the month of November in Ho Chi Minh.

Based on the temperature, you should take some thin and breathable clothes, like T-shirt and dress. Remember to take a raincoat or an umbrella with you. The temperature may drops at night, put a thin coat in your bag.

Besides, please wear a pair of comfortable sneakers.

CONFERENCE AGENDA

Please visit to view the full agenda. <https://conference.elitegln.com/EGLN2025/info/#agenda>

EVENT LOCATION



Sheraton Saigon Grand Opera Hotel
Address: 88 Dong Khoi, District 1, Ho Chi Minh City
Phone Number: +8428 3827 2828

AWARDS DINNER

The Dinner will be held offsite at **Capella Gallery Hall** from 19:00 – 23:00 on **Tuesday, 4 November 2025**

Please meet at Sheraton Saigon Grand Opera Hotel (Hotel Lobby) for departs together at 18:30 hrs.



If you miss the group, you can transfer by themselves, but do not forget your badge!

Event Location: Capella Gallery Hall (4th Floor)

Address: 24 Ba Thang Hai Street, Hoa Hung Ward, Ho Chi Minh City, Vietnam

Sponsor Gifts

Sponsor Gifts will be given away during the **Awards Dinner** on Tuesday, 4 November 2025
Please make sure you attend the **Awards Dinner** to receive a Gift if you are a sponsor for this event!

FAREWELL COCKTAIL

The Farewell Cocktail will be held offsite at **Xu Restaurant Lounge** from 18:30 – 21:30 on Thursday, 6 November 2025 and delegates must pre-register on the conference website.

Please meet at Sheraton Saigon Grand Opera Hotel (Hotel Lobby) for departs together at 18:20 hrs.



If you miss the group, you can walk by themselves, 5 minutes walking distance from Sheraton Saigon Grand Opera Hotel but do not forget your badge!

Event Location: Xu Restaurant Lounge

Address: 71 75 Hai Ba Trung, Ben Nghe Ward,
District 1, Ho Chi Minh City, Viet Nam

WCAWORLD CONTACTS

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

WCAworld Staffs	Position	Phone
Dan March	CEO of WCA	+44 7921 038 568
Erwin van der Genugten	Managing Director – EGLN Network	+31 6 27072470
Pui	Conference Supervisor	Local Number in Vietnam TBA
Meow	Conference Supervisor	Local Number in Vietnam TBA

For additional information please contact conference@elitegln.com