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.

COMPLIMENTARY AIRPORT TRANSFERS

Arrival and departure airport transfers are provided on **complimentary basis**.

We can only arrange your transfers if you provide us with your flight details **minimum 48 hours in advance** (Airline, Flight Number, ARR and DEP dates and times).
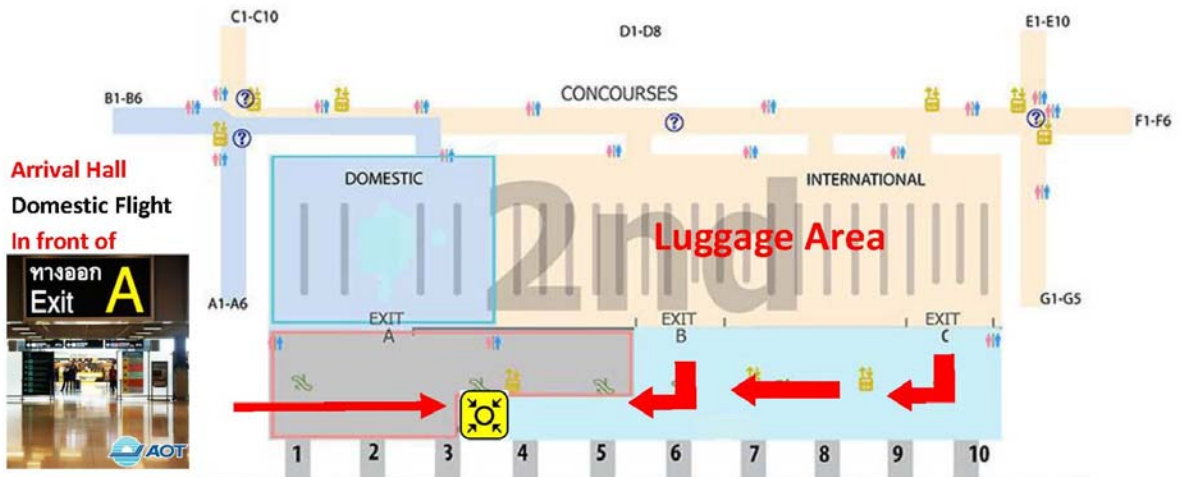
Please update your flight details as follows:

1. Click on http://conference.lognetglobal.com/lognet2018/info/eng/limousine.php
2. Enter your office's **username** and **password** to logon
3. Enter your ARR and DEP flight details
4. Click the Update button when finished

Pick Up from Suvarnabhumi Airport (Exits 3-4)

1. **Transportation is being provided by GB (Ground Business). Call +66 2 784 7320 in case of emergency**

2. Exit the baggage area and make your way towards **Exits 3-4**

3. Look for GB staff holding plain **A4** sized signs with you name on it. Note that conditions can be extremely crowded at the airport so please be patient and search carefully.

4. GB staff will wait for 2 hrs. In case you have been delayed for more than two hours for any reason and cannot find GB staff then please take a taxi and Lognet will re-imburse your taxi fare provided that you have followed all the instructions mentioned above

GB | Limousine
Car Rental
Taxi
Shuttle

www.Ground-Business.com

C1-C10

D1-D8

E1-E10

B1-B6

CONCOURSES

F1-F6

Arrival Hall

Domestic Flight

In front of

DOMESTIC

INTERNATIONAL

ทางออก
Exit **A**

Luggage Area

A1-A6

G1-G5

EXIT
A

EXIT
B

EXIT
C

AOT

1 2 3 4 5 6 7 8 9 10

International Flight

When you are at arrival hall turn **RIGHT**

please see your name on the sign board (A4 Size) hold by our staff
on your left handside

Our staff is waiting for you BETWEEN **Gate No.3-4**

Emergency Call +66 2 784 7320

พื้นที่ยกป้าย
รับผู้โดยสาร

Pickup from Your Hotel for Departure Flight

1. You will be picked up at your hotel lobby **4 hours before your scheduled flight** provided you have provided us with your flight details.

2. If you need to change your departure details then please notify staff at the registration counter by **no later than Tuesday, 26 June 2018**.

CONFERENCE AGENDA

Visit http://conference.lognetglobal.com/lognet2018/info/eng/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
Sat, 23 June	14:00 – 20:00 hrs	Group Check-In Counter, Ground Floor, Marriott Marquis Queen's Park Hotel
Sun, 24 June	14:00 – 21:00 hrs	

We recommend that you do this upon arrival to avoid the rush that normally happens just before the cocktail reception starts. You would also be doing Lognet staff a big favor and allow us to better serve you!

TOUR (must register for separately)

Sunday, 24th June 2018

Full Day Ayuthaya Tour (USD 150 /person)
(Includes site-seeing by Tuk Tuk, Elephant Ride, Long Tailed Boat and Buffet Lunch)

The tour is not included in the Delegate Registration Fee. Please register for the tour through the conference website by no later than **Wednesday, 20th June.** You can also

contact the Lognet counter onsite at least 48 hrs before the tour to see whether there are available places or to be placed on a waiting list in case someone else cancels.

Click http://conference.lognetglobal.com/lognet2018/info/eng/tour.php for full Tour Agenda

Please ensure that you pick up the most updated One-On-One Schedule each morning before the meetings start. The One-on-One meeting scheduler will close for the first time on **Sunday, 24th June at 21:00 hrs.** and then re-open as per the following schedule:

Date	Color	Pick Up Time	Scheduler Operating Hours
Monday, 25th June	Yellow	9:00 – 10:00	9:00 – 21:00
Tuesday, 26th June	Blue	9:00 – 10:00	9:00 – 21:00
Wednesday, 27th June	Pink	9:00 – 10:00	–

Sample One-on-One Schedule for Monday			Sample One-on-One Schedule for Tuesday			Sample One-on-One Schedule for Wednesday		
Time	[ID#.....]	Booth/Table No.	Time	[ID#.....]	Booth/Table No.	Time	[ID#.....]	Booth/Table No.

This schedule (yellow) is for use on **Monday only.** Please be sure to pick up a BLUE schedule tomorrow morning between 9 – 10 from the registration desk.

This schedule (yellow) is for use on **Tuesday only.** Please be sure to pick up a BLUE schedule tomorrow morning between 9 – 10 from the registration desk.

This schedule (yellow) is for use on **Wednesday only.** Please be sure to pick up a BLUE schedule tomorrow morning between 9 – 10 from the registration desk.

Important: Out of respect for all delegate's privacy, we will not reveal information about someone else' One-on-One schedule to anyone other than that delegate.

If you would like to meet someone or reschedule/cancel your One-on-One meeting with him /her, please contact our registration desk. We will provide you with a "**One-on-One Communication Sheet**" which will allow you to leave messages for certain delegates to be delivered by our staff.

No more queuing to pick up your One on One Meeting Schedule!!!

Existing users must un-install and re-download to update their current version.

New users can search "WCA Events" in the Apps Store and Play Store or scan the below QR Codes.

iOS   Android

Now you can schedule One on One Meeting 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
- Lognet Contacts
- Latest Announcements

<div style="background-color:#F5A623; text-align:center;">

IMPORTANT REMINDERS

</div>

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 all of 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

June is rainy season. Average daily temperature in Bangkok during June is 27° -34° Celsius Please check here for more detailed Bangkok weather forecasts.

DRESS CODE

Dress code for ALL functions is **Smart Casual**. A good example of this is slacks with a polo shirt and sports jacket for events held indoors just in case the air-conditioning is too cold.

DOS AND DON'TS IN THAILAND

- **Do respect all Buddha images.** Buddha images are held sacred and sacrilegious acts are punishable by imprisonment even if committed by foreign visitors.

- **Do dress properly** when visiting a temple.

- **Don't** show disrespect towards the Thai Royal Family.

- **Don't touch** a Thai person's head or ruffle their hair. Apologize if you accidentally touch somebody's head.

- **Don't place your feet** on the table while sitting, don't point to anything with your feet and don't touch anybody with your feet.

- **Don't take Buddha images out of the country**. **It is against the law** to take or send Buddha images out of the country unless special permission has been granted.

IMPORTANT CONTACT INFORMATION

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

Assistance Required	Name	Local Mobile Phone
General Manager	Brian Churchman	+66 81 557 2595
Airport Transfer	GB Limousine	+66 2 784 7320
Rooms & Delegate Registrations	Meow	+66 92 441 9164
Booths	Pui	+66 86 544 7592
Conference Manager	Douglas	+66 86 544 7592

For additional information please contact **conference@lognetglobal.com**