Provider Information Pack, ICEF Southeast Asia

ICEF Southeast Asia
June 19 - 21, 2019

Venue

InterContinental Saigon
Corner Hai Ba Trung
St. & Le Duan Blvd, District 1
Ho Chi Minh City
Vietnam
Tel  +84 8 3520 9999
Fax  +84 8 3520 9955
Website  ►www.intercontinental.com/saigon
**Hotel Accommodation**

**InterContinental Saigon**

**Rates**
We are pleased to offer you the preferential rate of USD 175 per night per single and USD 190 per double room in the InterContinental Saigon, where the event will be taking place. The above rates include breakfast and exclude 5% service charge and 10% tax.

**Bookings**
The preferential rates are available for bookings from June 17 (check-in) to June 24 (check-out) and are subject to availability. For bookings outside this period the regular room rates become applicable. Please use the ► booking link to make your reservation until June 6.

**Check-In / Check-Out**
Earliest possible check-in time is 15:00 and latest check-out time is 12:00 noon.

**Amenities**
The InterContinental Saigon is known as Asia’s best city hotel and the best conference facility in Vietnam. Located in the heart of Ho Chi Minh City, the InterContinental Saigon Hotel offers world-class amenities including spacious guest rooms, international and local restaurants, fitness centre, and exceptional business and conference facilities. Further information on the InterContinental Saigon is available at ►www.intercontinental.com/saigon.

**Park Hyatt Saigon**

**Rates**
We are pleased to offer you the preferential rate of EUR 215 per night per single and EUR 250 per double room in the Park Hyatt Saigon, where the event’s dinner reception will be taking place on June 20. The above rates include breakfast, 5% service charge and 10% tax.

**Bookings**
Reservations can be made through ICEF. The preferential rate is available for bookings from June 16 (check-in) to June 25 (check-out) and is subject to availability. For bookings outside this period the regular room rates become applicable. Rooms can be booked subject to availability until May 23. Please use the ► booking form to make your reservation.

**Check-In / Check-Out**
Earliest possible check-in time is 14:00 and latest check-out time is 12:00 noon.

**Amenities**
The Park Hyatt Saigon Hotel is located right in the heart of Ho Chi Minh City, on Lam Son Square overlooking the elegant Opera House. It is close to the business and entertainment districts, and in walking distance to the city’s cultural and historical sites. The hotel is within 8 minutes walking distance to the InterContinental Saigon. Please see the ►Hotel Map for directions. Further information on the Park Hyatt Saigon is available at ►https://www.hyatt.com/en-US/hotel/vietnam/park-hyatt-saigon/saiph.
Visa Requirements

Nationals of a number of countries and regions that have visa exemption arrangements with Vietnam may visit the country without a visa for a certain period of time. Please see ►Exemption of entry visa to Vietnam.

Please check regulations with the respective embassy carefully and well ahead before travelling. More information is available at ►https://visa.mofa.gov.vn/Homepage.aspx.

Should you need a visa to enter Vietnam and require a letter of invitation, please complete the ►Application for a Business Visa Approval Letter. The approval letter issued by Vietnam Immigration will allow you to apply for a visa on arrival in Vietnam. The cost for a single entry approval letter is €40 (payable to ICEF who will request the letter on your behalf) and US$ 25 payable in cash directly to Customs & Immigration in Vietnam.

Arrival in Ho Chi Minh City

Tan Son Nhat International Airport

Taxis: The journey by taxi from the airport to the InterContinental Saigon is about 45 minutes. The fare costs approx. USD 15.

There are several options for getting a taxi from the airport to the city:

Mai Linh counter in the terminal building: The Mai Linh taxi company has a counter that is on your right after you clear customs. You can order and pay for a taxi directly. One of their staff members will lead you out of the terminal building to the taxi queue and arrange a Mai Linh taxi for you.

Main taxi queue: The main taxi queue is on your left when you exit through the main door on the ground floor of the terminal building. When you get in the car, ask the driver to turn the meter on.

InterContinental Saigon Limousine Service: If you are staying at the InterContinental Saigon a limousine transfer can be arranged for USD 58 per car / per way (4 -16 seats, 50% surcharge is applicable from 00:00 to 6:00), subject to 5% service charge and 10% tax. To book an airport transfer please contact ►resvn1@icsaigon.com

Park Hyatt Saigon Limousine Service: If you are staying at the Park Hyatt Saigon a limousine transfer can be arranged for USD 88 per car / per way (max. 2 persons), subject to 5% service charge and 10% tax) To book an airport transfer please use the ►accommodation booking form.
Forwarding of Promotional Material

Arrive from Thursday, May 27

Delivery Date
Your materials for the ICEF Southeast Asia event can arrive from Thursday, May 27 in Ho Chi Minh City to allow you sufficient time to check if your packages have been delivered correctly. It is very important that you include a proforma invoice. Inspections of deliveries can take up to 4 weeks.

Package Preparation
When calculating the amount of promotional materials to send to Ho Chi Minh City, please bear in mind that you will have a maximum of 30 pre-scheduled appointments plus other meetings outside workshop hours that may be arranged. Please refer to the Shipping Instructions & Delivery Label for detailed information, customs requirements and a delivery label template.

Some agencies may prefer to receive your information by e-mail or mail either prior to or after the event (see also the paragraph “Follow Up” at ICEF Event Procedures: Guidelines for first-time Participants).

You can also upload documents into Marcom eSchedule PRO and make them available to agents prior to the event. You can upload up to five files with a maximum size of 5MB for all files. Accepted formats are pdf, doc, docx, xls, xlsx, ppt, pptx, pps, ppsx.

Scheduling Meetings

Scheduling Meetings Prior to the Event
Approximately 8 weeks prior to the event you will receive access to the Marcom eSchedule PRO online meeting scheduling system. Marcom eSchedule PRO allows you to select potential partners according to geographical origin, programmes, or date of inclusion in the system, as well as to send personalised meeting requests.

Please note that the deadline for confirming / requesting meetings is June 18, 9:00 Ho Chi Minh City time.

If you are using Marcom eSchedule PRO for the first time, we recommend to have a look at the Getting Started Information as well as Scheduling Meetings – Useful Hints & Tips or have a look at our video tutorials.

Scheduling Meetings During the Event
In case your schedule is not full at the close of Marcom eSchedule PRO, you will still have the possibility to maximise the number of your meetings through Marcom Onsite, a web-based application that will enable you to schedule last-minute meetings, message other event participants, view onsite event information and access your latest schedule.

Marcom Onsite complements eSchedule PRO and will open on June 18, once eSchedule PRO closes. If you are using Marcom Onsite for the first time, we recommend to have a look at our video tutorials (Introducing Marcom Onsite, Basics of Marcom Onsite).

If you prefer not to opt into the last-minute scheduling function of Marcom Onsite, you may also schedule additional meetings through personal contacts between participants on the morning of each meeting day (June 20 and 21) between 8:00 and 9:00 or utilise the agents’ message boxes located in the foyer area to leave additional meeting requests.
Your Catalogue Entry

Update Your Company Profile

Once you have logged on to Marcom eSchedule PRO for the first time, you will be asked to edit your profile, which you may change at a later date. It is very important that you take the time to enter your institution’s description, as participants will use this information before requesting or confirming meetings with you and it will also appear in the event catalogue. If you wish to add your logo and up to two representatives’ portrait-style pictures, please upload them into your profile.

Photos and logos should have the highest resolution possible (without exceeding the max. size of 4 MB). They should be uploaded in JPEG, JPG, PNG or GIF format (please make sure the representative’s name appears in the file name). If your files have a different format, please use the following ▶ image converter.

Please complete the catalogue entry by May 27, to ensure that your up-to-date company profile is included in the printed catalogue.

Collecting Your Badge and Welcome Pack On-site

On-site registration will take place on Wednesday, June 19, from 12:00 to 19:00 at the ICEF hospitality and registration desk located in the Grand Ballroom Foyer on the second floor of the InterContinental Saigon. There you will receive your registration package including your badge, a print-out of your meeting schedule as well as the event catalogues. Participants arriving after the registration period stated above can register on Thursday, June 20 from 8:00 onwards at the ICEF hospitality and registration desk.

As the event is a protected trading environment, anyone not wearing a badge may not be admitted. Please also understand that for the same reason we cannot allow non-registered family, friends or staff to enter the meeting hall.

If you are new to ICEF events, please have a look at the ▶ ICEF Event Procedures: Guidelines for First-time Participants with further useful event information.

Event Programme

**Wednesday, June 19, 2019**

- **10:00 - 10:30** | Registration and welcome open [Grand Ballroom Foyer (second floor)]
- **11:00 - 11:30** | Refreshments [Grand Ballroom Foyer]
- **11:30 - 12:00** | Business meetings (3 x 25 minutes each) [Grand Ballroom]
- **12:00 - 12:30** | Networking lunch [Market 39 / Yu Chu Restaurant]
- **13:00 - 14:00** | Networking lunch [Market 39 / Yu Chu Restaurant]
- **14:00 - 15:00** | Networking break [Market 39 / Yu Chu Restaurant]
- **13:00 - 14:30** | CCEA, IATC, IEAC & USATC Testing
- **13:00 - 14:00** | KOTO Social Enterprise Study Tour and Lunch* [KOTO SAIGON (training restaurant)]
- **17:00 - 18:00** | Networking break [Grand Ballroom Foyer]

*2 Lam Son Square, District 1, Ho Chi Minh City. A shuttle bus service between the InterContinental Saigon and the Park Hyatt Saigon will be provided.

Please refer to the ▶ Event Programme for further details.

**Thursday, June 20, 2019**

- **09:00 - 11:00** | Business meetings (4 x 25 minutes each) [Grand Ballroom]
- **08:00 - 09:00** | Meeting hall opens; Registration & welcome refreshments [Grand Ballroom Foyer (second floor)]
- **09:00 - 11:00** | Business meetings (4 x 25 minutes each) [Grand Ballroom]
- **11:00 - 11:30** | Refreshment break [Grand Ballroom Foyer]
- **11:30 - 12:00** | Business meetings (3 x 25 minutes each) [Grand Ballroom]
- **12:00 - 12:30** | Networking lunch [Meatier 29 Thùy Cúc Restaurant]
- **12:30 - 13:00** | Business meetings (3 x 25 minutes each) [Grand Ballroom]
- **13:00 - 14:00** | Business meetings (3 x 25 minutes each) [Grand Ballroom]
- **14:00 - 15:00** | Business meetings (3 x 25 minutes each) [Grand Ballroom]

**Friday, June 21, 2019**

- **09:00 - 11:00** | Business meetings (4 x 25 minutes each) [Grand Ballroom]
- **08:00 - 09:00** | Registration and welcome open [Grand Ballroom Foyer (second floor)]
- **11:00 - 11:30** | Refreshments [Grand Ballroom]
- **11:30 - 12:00** | Business meetings (3 x 25 minutes each) [Grand Ballroom]
- **12:00 - 12:30** | Networking lunch [Meatier 29 Thùy Cúc Restaurant]
- **12:30 - 13:00** | Business meetings (3 x 25 minutes each) [Grand Ballroom]
- **13:00 - 14:00** | Business meetings (3 x 25 minutes each) [Grand Ballroom]
- **14:00 - 15:00** | Business meetings (3 x 25 minutes each) [Grand Ballroom]
- **17:00 - 18:00** | Networking break [Grand Ballroom Foyer]
Meeting and Display Tables

Educators will be able to access their meeting tables on Thursday, June 20 from 8:00 onwards.

Meeting tables
Each meeting table will be covered with a table cloth and will have access to an electricity outlet. Table signage with name and logo of each institution will be provided.

Service Providers will be able to access their display tables on Thursday, June 20 from 8:00 onwards.

Display tables
Each display table will be covered with a table cloth and will have access to an electricity outlet. Table signage with name and logo of each institution as well as a literature display rack will be provided.

Seminars

A number of seminars will be held on Wednesday, June 19, between 14:00 and 19:00.
The seminar programme includes an introductory session on “How to Maximise your ICEF Experience”.
Further details will be available shortly.

Refreshments and Lunches

On Wednesday, June 19, a networking lunch will be served between 13:00 and 14:00 in the Grand Ballroom Foyer.
Refreshments will be served on June 20 at 8:00, 11:00, and 16:00 and on June 21 at 8:00, 11:00, and 15:30.
Coffee, tea and water will be available throughout the event.
Lunch will be provided from 13:00 to 14:00 on both meeting days in the Market 39 Restaurant on the ground floor and the Yu Chu Restaurant on the first floor of the hotel.
Evening Networking Receptions

Welcome reception
Wednesday, June 19, from 19:00 to 21:00 in the Grand Ballroom Foyer on the second floor of the hotel.

Dinner reception
Thursday, June 20, from 19:30 to 22:30 at the Park Hyatt Saigon (2 Lam Son Square, District 1, Ho Chi Minh City)
A shuttle bus service between the InterContinental Saigon and the Park Hyatt Saigon will be provided.
The dress code for both receptions is smart casual. Please note that participants not wearing their badge may not be admitted.

Ho Chi Minh City - General Information

Ho Chi Minh City, also informally known by its former name of Saigon, is Vietnam’s centre of commerce. Even though it is not the country’s capital, it is Vietnam’s largest city and has a population of over 7.5 million.

More information about Ho Chi Minh City can be found on the following website ►http://www.vietnam-guide.com/ho-chi-minh-city/information/

Quick facts:
Time Zone: Ho Chi Minh City is 7 hours ahead of GMT.
Temperature: Ho Chi Minh City has a tropical monsoon climate. Temperatures in June range from approx. 24°C to 32°C. Rainfall can be expected.
Currency: Vietnamese Dong (VND). For current exchange rates please see ►www.xe.com. Payment with credit card is not a very widespread practice in Vietnam, however major hotels and some shops and restaurants will also accept credit cards.
Electricity: 220 volts.
Plug type: Electricity outlets usually accommodate both flat prongs (as used in the U.S. and Japan) and round prongs (as in Europe and Asia). Please bring your own adaptors, if necessary!

If you have any questions prior to the event, please do not hesitate to contact us.

We look forward to welcoming you to Ho Chi Minh City!

Kind regards,

Charlotte Irrgang