



PLATINUM SPONSORS BRIEFING

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Pre-event Registration

Please complete and submit the registration online via the link [HERE](#)

Note: All Attendees must register individually from the portal.



Event Details

Date

1st April – 4th April 2019

Venue

[Bangkok Marriott Marquis Queen's Park](#)



Address

199 Sukhumvit Soi 22 Klong Ton, Klong
Toey Klong Toey Bangkok, 10, 10110,
Thailand



1st April, Day 0

Start	End	Monday
1000	1800	Registration at Lobby
1800	2100	Welcome Cocktail at The Garden, Level 9 (4 seats)

2nd April, Day 1

Start	End	Tuesday
0645	0845	Breakfast
0830	1015	Conference Opening
1015	1045	Morning Break – Booth time
1045	1215	Conference
1215	1345	Lunch – Booth time
1345	1500	Regional Breakout
1500	1545	Afternoon Break – Booth time
1545	1745	Regional Breakout
1745	2115	Game Night & Award Presentation (4 seats)

3rd April, Day 2

Update

Start	End	Wednesday
0645	0845	Morning Exercise
0830	1015	Conference
1015	1045	Morning Break – networking time
1045	1215	Conference
1215	1415	Lunch – networking time
1415	1600	Workshop
1600	1645	Afternoon Break – networking time
1645	1830	Workshop
1900	2100	Sponsor Appreciation Cocktail

4th April, Day 3

Start	End	Thursday
0645	0845	Morning Exercise
0845	1015	Regional Breakout(close door)
1015	1045	Morning Break
1045	1215	Regional Breakout(close door)
1215	1415	Lunch
1415	1545	Regional Breakout(close door)
1545	1615	Afternoon Break
1615	1745	Regional Breakout(close door)
1745	1815	Wrap up (all invited)

Accommodation & Airport Transfer

Room Entitlement and Arrangement

You are entitled to **3 nights stay for 4 persons at the hotel**. The assigned Sponsor care manager will be assisting you with your room reservation. Room sharing option is available for max. 2 persons per room.

Airport Transfer

You are entitled to 2 roundtrip airport limousine transfer, sharing by 2 persons per transfer.

Please contact the Sponsor Care Manager assigned to you or APACiTAcademy.sponsor@Marriott.com to arrange for your airport transfer



Additional Accommodation or Airport transfer Requirement

Hotel Accommodation APAC iT Academy Special Group Rate:

- Single Occupancy: THB 4,900++
- Double Occupancy: THB 5,300++
- 10% Service Charge; 7% GST
- Rates are inclusive of breakfast and internet access

Airport Transfer 1-way airport limousine transfer

- Toyota Camry: THB 1500 net
 - Max. 2 pax if only carry-on baggage
 - Max. 1 pax if more than 1 luggage
- Toyota Commuter Van: THB 2500 net
 - Max. 7 pax if only carry-on baggage
 - Max. 5 pax if more than 1 luggage
- Contact mhrs.bkkqp.concierge@marriottthotels.com for more information and reservation of airport transfer

Booth Details

Venue

- Sala Thai Ballroom, L5

Booth Day

- 2nd – 3rd April, 8am – 6pm

Pre-setup

- Monday, 1st April, 9am – 8pm

Tear-down

- Wednesday, 3rd April, after 6pm

Power supply

- 4 power points, type A, B & C, available at each booth

Booth Size

- 300cm (L) x 300cm (W)

Booth Design

- Customization design or rental of display screen/monitor. Kindly contact AMC Asia

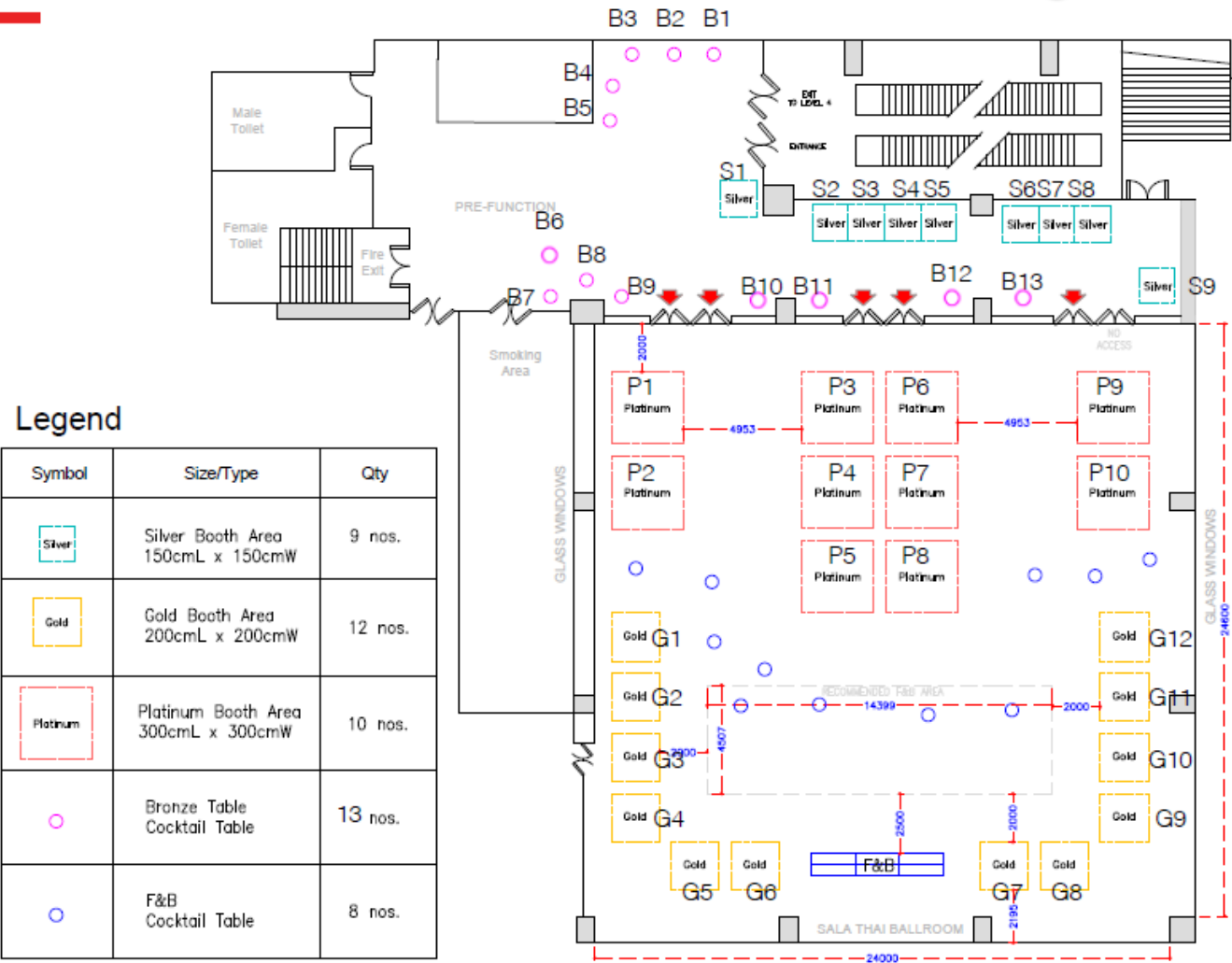
exhibition@marriottapacitacademy2019.com

Internet

- WIFI will be provided
- Should you require *wired* internet access, please contact Billy, Event Manager via [email](#) in Advance.

OVERALL LAYOUT

Update



Booth Details (Continue)

Sponsors Booth Arrangement

- Event team will assign the booth location for each sponsors.
- Sponsor's allow to give away freebies to attendees at own booth area.
- Sponsor's are require to download and install a "QR code scanner" for collect attendees information.

Android:



Android:

<https://play.google.com/store/apps/details?id=com.onallapp.qr.code.qrcode>

Apple:

<https://itunes.apple.com/sg/app/qr-reader-for-iphone/id368494609?mt=8>

iTunes:



Equipment Shipping / Special Requirement

Delivery Arrangement:

- You can only deliver items to the hotel 5 days before (from 27 March onwards) and the Boxes will need to be labelled with

To: Khun Billy – EVENT DEPARTMENT

Tel: +66 (0) 98 485 6799

APAC iT Academy – Exhibition, <Sponsor's Name>

Box Number/Total Box Number (eg. Box 1/3)

Note: Please make sure all shipments are not placing hotel name as the official consignee. If the items are branded (with Logos) or including marketing material, please make sure custom broker is involved to clear custom before its shipped over to hotel. Taxes and fee for shipping shall be pre-paid, hotel can sign for acknowledgement – They can't provide any official stamp for this purpose.

Below is the useful link on custom processes in Thailand:

<https://www.thailandstarterkit.com/moving/shipping-to-thailand/>

Hotel address as below:

199 Sukhumvit Soi 22, Klong Ton, Klongtoey, Bangkok 10110, Thailand

Event Manager Contact:

Nam Pham (K. Billy)

nam.pham@marriott.com

Tel: +66 98 485 6799



Sponsor's Engagement

- You are entitled to **10mins on-stage presentation** time, schedule will be announced closer to date.
- We have specially designed some **gaming activity** to enhance the engagement during the booth time. More details to follow.
- You are invited to attend **Welcome Cocktails** on 1st April and our **Celebration Dinner** on 2nd April up to **4 persons**.
- For **networking opportunity** with our Corporate and Continent Leaders, please reach out to your Sponsor Care Manager.

Contact Person



For further enquiries not found in this briefing, kindly contact us:

APACiTAcademy.sponsor@Marriott.com

Update

EVENT DETAILS

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APPENDIX 1: MONDAY, 1 APRIL AGENDA

VENUE: THE GARDE, LEVEL 9

TIME	PROGRAMME	LOCATION
Monday, April 1, 2019		
All day	Arrivals	
10:00 a.m. - 06:00 p.m.	Event Registration	North Lobby, Lobby Level
06:30 p.m. - 09:30 p.m.	Welcome Reception	The Gardens, Level 9

APPENDIX 1: TUESDAY, 2 APRIL AGENDA

Tuesday, April 2, 2019

08:30 a.m. - 10:45 a.m.	Plenary	Thai Chitlada Ballroom, Level 2
10:45 a.m. - 11:30 a.m.	Coffee Break & Marketplace	Sala Thai Ballroom, Level 5
11:30 a.m. - 01:00 p.m.	Plenary	Thai Chitlada Ballroom, Level 2
01:00 p.m. - 02:30 p.m.	Lunch & Marketplace	Sala Thai Ballroom, Level 5
02:30 p.m. - 03:50 p.m.	Regional Breakout	Great Hall Meeting Rooms, Level 7
03:50 p.m. - 04:50 p.m.	Coffee Break & Marketplace	Sala Thai Ballroom, Level 5
04:50 p.m. - 06:05 p.m.	Regional Breakout	Great Hall Meeting Rooms, Level 7
06:30 p.m. - 09:30 p.m.	Games and Awards Night	Thai Chitlada Ballroom, Level 2

APPENDIX 1: WEDNESDAY, 3 APRIL AGENDA

Wednesday, April 3, 2019

06:30 a.m. - 07:00 a.m.	Morning Exercise	Benjasiri Park, Outside the hotel
08:30 a.m. - 10:00 a.m.	Plenary	Thai Chitlada Ballroom, Level 2
10:00 a.m. - 10:40 a.m.	Coffee Break & Marketplace	Sala Thai Ballroom, Level 5
10:40 a.m. - 12:40 p.m.	Plenary	Thai Chitlada Ballroom, Level 2
12:40 p.m. - 02:10 p.m.	Lunch & Marketplace	Sala Thai Ballroom, Level 5
02:10 p.m. - 03:50 p.m.	Design your own flow workshops	Great Hall Meeting Rooms, Level 7 Thai Chitlada Ballroom 3, Level 2
03:50 p.m. - 04:35 p.m.	Coffee Break & Marketplace	Sala Thai Ballroom, Level 5
04:35 p.m. - 05:40 p.m.	Design your own flow workshops	Great Hall Meeting Rooms, Level 7 Thai Chitlada Ballroom 3, Level 2

APPENDIX 1: THURSDAY, 4 APRIL AGENDA

Thursday, April 4, 2019

08:30 a.m. - 09:45 a.m.	Plenary	Thai Chitlada Ballroom, Level 2
09:45 a.m. - 10:30 a.m.	Regional Breakout	Great Hall Meeting Rooms, Level 7
10:30 a.m. - 11:00 a.m.	Coffee Break & Marketplace	Foyer of Great Hall Meeting Rooms
11:00 a.m. - 11:45 a.m.	Plenary	Thai Chitlada Ballroom, Level 2
11:45 a.m. - 01:45 p.m.	Lunch	Goji Kitchen, Ground Floor
01:45 p.m. - 02:55 p.m.	Plenary	Thai Chitlada Ballroom, Level 2
02:55 p.m. - 03:25 p.m.	Coffee Break	Foyer of Thai Chitlada Ballroom, Level 2
03:25 p.m. - 04:40 p.m.	Ask the Expert Session	Thai Chitlada Ballroom, Level 2
04:40 p.m. - 05:10 p.m.	Closing	Thai Chitlada Ballroom, Level 2

APPENDIX 2: 1 APRIL REHEARSAL SCHEDULE

Time	Speaker	TOPIC
1.30pm – 2.00pm	Marriott Only	
2.00pm – 2.30pm	Marriott Only	Day 1:
2.30pm – 3.30pm	Marriott Only	Day 1:
3.30 pm - 4.00 pm	Marriott Only	Day 1:
4.00 pm – 4.30pm	Marriott Only	Day 1:
4.30 pm – 5.00pm	Marriott Only	Day 1:
5.00pm – 5.30pm	Marriott Only	Day 1:
5.30pm – 6.00pm	Marriott Only	Day 1:
6.00pm -6.30pm	Marriott Only	Day 1:
5.30 pm – 6.00pm	Marriott Only	Day 1:
9pm – 9.30pm	Day 1 Sponsor: Shiji – TBA Day 1 Sponsor: Lenovo – TBA Day 1 Sponsor: Ruckus – TBA Day 1 Sponsor: Reivernet – TBA Day 1 Sponsor: AEI — TBA	Sponsor speaker group briefing & Slide check Note: This will be First come first serve

APPENDIX 2: 2 APRIL REHEARSAL SCHEDULE

Time	Speaker	TOPIC
1.30pm – 1.50pm	Marriott Only	Day 2:
1.50pm – 2.10pm	Marriott Only	Day 2:
2.10pm – 2.30pm	Marriott Only	Day 2:
2.30 pm – 2.50 pm	Marriott Only	Day 2:
2.50 pm – 3.10pm	Marriott Only	Day 2:
3.10 pm – 3.30pm	Marriott Only	Day 2:
3.30pm – 4.00pm	Day 2: Sponsor – Oracle Day 2: Sponsor: HPE Aruba Day 2: Sponsor: Intertouch Day 2: Sponsor: NEC Day 2: Sponsor: LG	Sponsor speaker group briefing & Slide check Note: This will be First come first serve
4.00pm – 4.30pm	Marriott Only	
4.30pm – 4.45pm	Marriott Only	
5.30 pm – 6.00 pm	Marriott Only	
5.45 pm – 6.15pm	Marriott Only	

Update

QR APPS GUIDE

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IOS USER (EXHIBITOR'S LOGIN)



Step 1:

- Download QR Reader App from App Store.
- Choose QR Reader by TapMedia Ltd



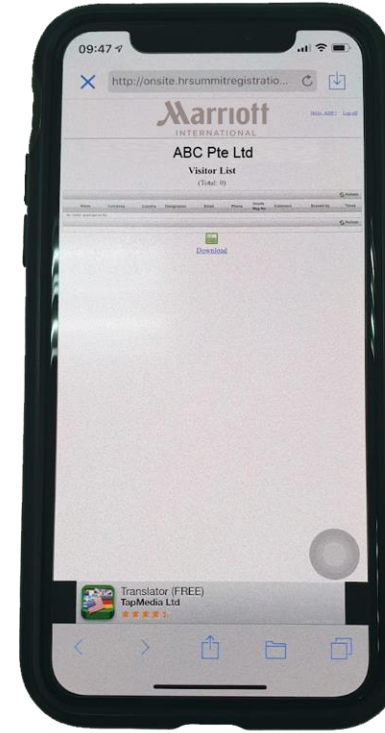
Step 2:

- Launch the App and you will get to the following Interface.



Step 3:

- Scan the QR code at the back of your Exhibitor Badge to login to your account



Step 4:

- This will lead you to your admin Page.
- You will see your company name (e.g. ABC Pte Ltd) at the top of the screen.

This means that you are logged in into your account



Step 5:

- Press the "X" icon at the top left of the page.
- You will exit to the scan module and you are ready to scan delegate's QR code once they engaged in a conversation with you.

IOS USER (HOW TO SCAN DELEGATES AFTER YOU LOGIN)



Step 1:
Go to scanner



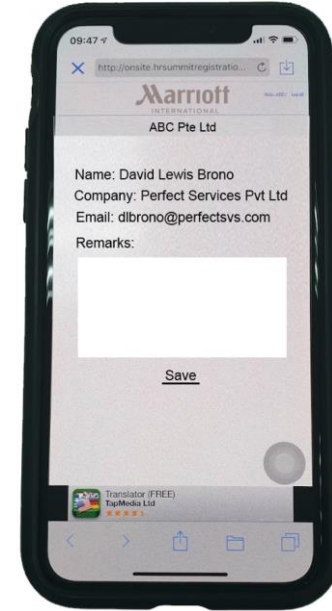
Step 2:
Scan the QR code that is on
the back of the delegate's
badge



Step 3:
After the guest QR code is
scanned, you will see the following
information

- Name
- Company
- Email
- Remarks Box

Remember to save your record
after typing in the remarks box

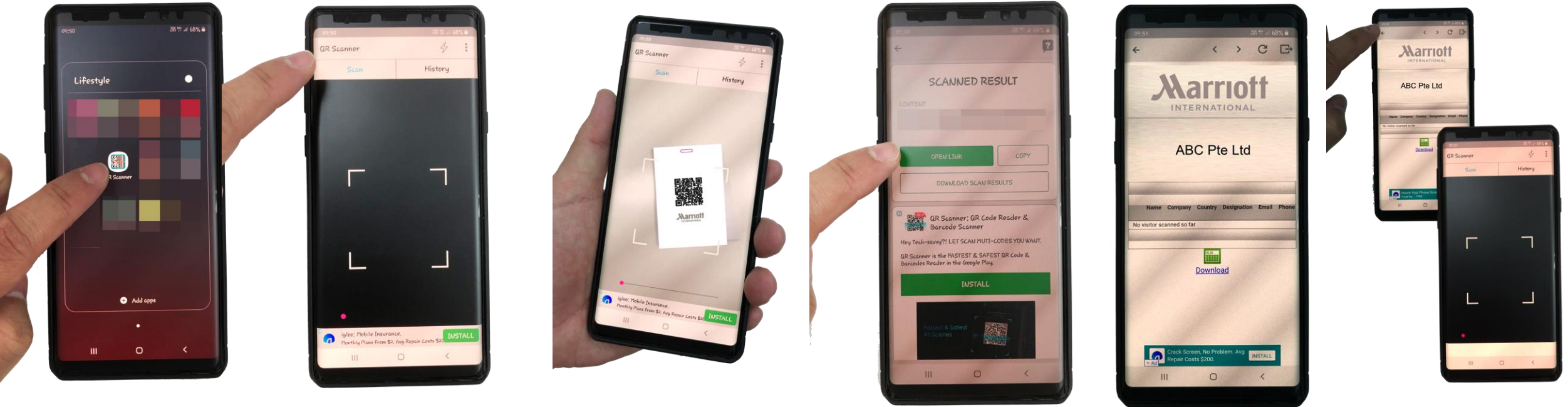


Step 4:

- Press the “←” icon at the top left of the page twice.
- You will exit to the scan data module
- You will be back at the scanning screen and be ready to scan the next guest



ANDRIOD USER (EXHIBITOR'S LOGIN)



Step 1:

- Download QR Reader App from App Store.
- Choose QR Reader by EZ to use

Step 2:

Launch the App and you will get to the following Interface.

Step 3:

Scan the QR code at the back of your Exhibitor Badge.

Step 4:

- Click on the open link icon.
- This will lead you to the login Admin page

This is your admin Page.

You will see your company name (e.g. ABC Pte Ltd) at the top of the screen.

Step 5:

- Press the “←” icon at the top left of the page.
- You will exit to the scan module and you are ready to scan delegate's QR code once they engaged in a conversation with you

ANDRIOD USER (HOW TO SCAN DELEGATES AFTER YOU LOGIN)



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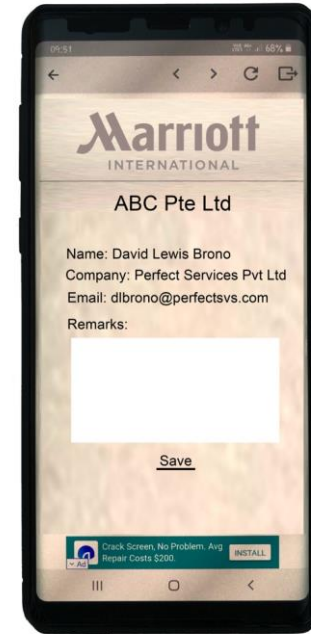
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