



**THE
BIG SPARK**
HP APJ PS Services Summit 2019

Pre-departure Kit

Le Meridien Saigon, Vietnam
4 – 7 March 2019





THE BIG SPARK

HP APJ PS Services Summit 2019

The Big Spark

Just like how the [invention of the light](#) bulb would forever change the way we see the world, PS Services is an essential element as we [transform](#) into a [solutions and services](#) oriented organization.

The light bulb represents [ideas, invention, creativity](#), and has the power to make life easier. The theme, “[The Big Spark](#)” symbolizes how the HP APJ PS Services 2019 summit will be filled with [innovation and ideas](#) by bringing together some of the most brilliant minds at HP to demonstrate how [new practices](#) and [creative strategies](#) can be generated to [power up](#) for the year ahead.

We look forward to a week of high energy, robust interactions and positive learnings.





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Visa Requirements

Please be reminded to apply for your visa before travelling to Vietnam.

Country	Visa Required?
Australia	Yes
China	Yes
Hong Kong	Yes
India	Yes
Indonesia	No
Japan	No <i>*Visa exemption is for stays less than 15 days</i>
Malaysia	No
New Zealand	Yes
Philippines	No <i>*Visa exemption is for stays less than 21 days</i>
Singapore	No
South Korea	No <i>*Visa exemption is for stays less than 15 days</i>
Taiwan	Yes
Thailand	No
United States of America	Yes
United Kingdom	No <i>*Visa exemption is for stays up to 15 days</i>





Arrival

Arrival into Ho Chi Minh City, Vietnam

Arriving passengers must fill in their personal information on the *Entry and Exit Form* which is issued by Vietnam Immigration Department for record during their stay in Vietnam. Some airlines give out this form onboard before arrival; alternatively, please get the form before queuing for immigration clearance.

Visa-on-Arrival (VOA)

Vietnam visa-on-arrival is a process of obtaining a **pre-approved visa letter through a travel agency** to check in at the departure airport and pick up the actual visa stamp at an international airport in Vietnam upon arrival.

If you have applied for visa-on-arrival, please be kindly reminded to:

Step 1: Print the visa approval letter and Vietnam Entry and Exit Form you received from the travel agency.

Step 2: Complete the *Entry and Exit Form* and bring along the following documents when travelling to Vietnam:

- Visa Approval Letter (in hard copy)
- Completed Vietnam Entry and Exit Form
- 2 passport sized photos and prepare a stamping fee of **USD\$25 (for 1 month single entry)**

Step 3: Submit the above documents at the visa-on-arrival counters at Tan Son Nhat International Airport before heading to the passport immigration counters.



Arrival Transfer

From Tan Son Nhat International Airport (SGN)

Airport transfers have been arranged for arrivals on 4 March, details as follows:

Date: Monday, 4 March 2019
Time: Transfers are arranged as per your flight itinerary.
Please lookout for the event crew holding the HP Logo signboard when you exit the airport arrival hall.
Meeting Point: Tan Son Nhat International Airport (SGN)

HP Logo Signboard



T-Junction at Passenger Pick-up Area





Accommodation

Le Méridien Saigon

Address: 3C Ton Duc Thang Street, District 1, Ho Chi Minh City, Vietnam

Telephone: +84 286 2636 688

Website: <https://www.marriott.com/hotels/travel/sgnmd-le-meridien-saigon/>

Check-in and Check-out timings

Check-in: 3:00 PM

Check-out: 12:00 PM

Expenses & Billings

Any additional expenses such as personal stay extensions outside the event date (4 to 7 March), room service, mini-bar, laundry, or meals which are not part of the event agenda will be at **participant's own expense** and will have **to be settled upon check-out** (*unless stated otherwise by the event organiser*).

Important notes:

- Early check-in is subject to room availability upon arrival at the hotel.
- Please present your passport and credit card as a security deposit during check-in.
- Hotel check-in counter is located in the hotel lobby on ground level. Hotel check-in counter opens 24 hours daily.
- **You will be required to provide a credit card upon check-in as a withholding deposit outside of room and tax.*





Accommodation

Collection of Name Badge

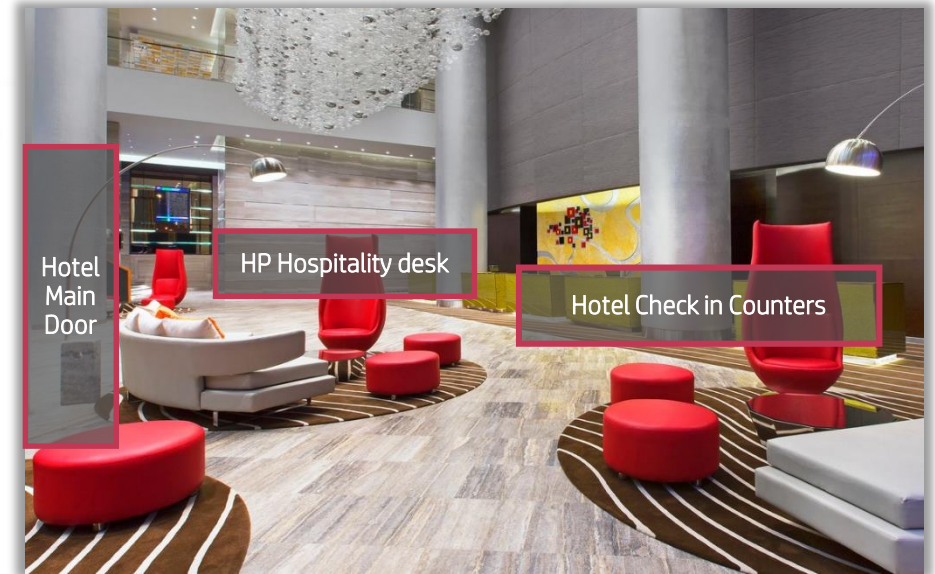
You may proceed to the HP hospitality desk beside the hotel check-in counters to collect your Name Badge and Departure Note from the event crew. The HP hospitality desk opens from **08:00 AM to 08:00 PM on 4 March**.

During event days, badge collection will be relocated to the Information counter on Level 1.

Please refer to [page 6](#) for Information counter opening hours and location.

Breakfast

Breakfast will be served at the Latest Recipe on Mezzanine Floor , from **06:00 AM to 10:30AM**.





Event Venue

Le Méridien Saigon
Meeting Rooms @ Level 1

Hospitality desk & Information counter location & opening hours

4 March (Hospitality desk)

08:00 AM to 08:00 PM, Ground level, beside Hotel check-in counters

5 to 7 March (Information counter)

08:00 AM to 05:00 PM, Level 1 (beside the lift, opposite the Nha Rong function room)

**Please contact the PMG organiser listed on your name badge, should there be no one at the counter.*

Access to the Event / Name Badge

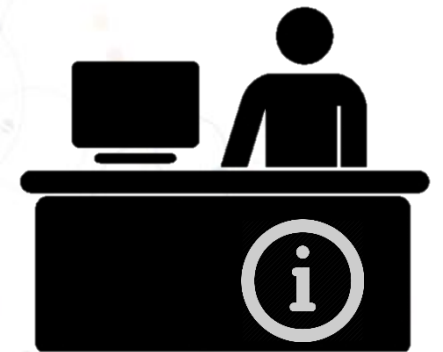
Your name badge will be issued upon hotel check-in. Kindly note that you will be required to wear your badge at all times to be allowed access into the venue and it also serves as the admission pass to meals/ activities arranged as part of the event.

Dress Code

Meetings & Trainings: Business Casual

Team Dinner on 5 March: Crazy “Rich” Asian Best!

Come dressed in your country cultural costumes or anything that best represent your country or culture.





Event Venue

Organized meals at the event

Welcome Cocktail

4 March, 07:00 PM

Bamboo Chic @ Level 9

Lunch

5 to 7 March

Latest Recipe @ Mezzanine Floor

Tea breaks

5 to 7 March

Hotel Foyer @ Level 1

Team Dinner

5 March, 06:30 PM (Transport will depart from Le Meridien Hotel Lobby @ 06:00 PM)

Night Spot @ Sheraton Hotel

**** After dinner, transport will depart from Sheraton Hotel Lobby @ 10:00 PM**

- *All menus served during the event are "No Pork, No Lard" dishes. The Le Meridien and Sheraton Saigon's kitchens are not halal certified.*
- *Indian vegetarian meals will be provided.*



Bamboo chic





Mobile Application

Keep yourself updated with the latest information and complete tasks to win attractive prizes!

Lookout for an email from **Eventbase Technology** to download the app or look for **“HP Events”** app on Google Play or Apple Play Store.

Get a head’s start by completing the following **pre-event tasks** to earn points.

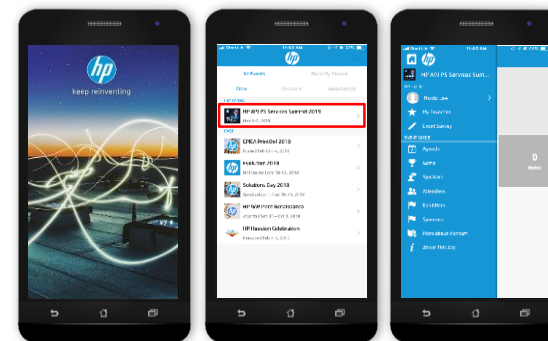
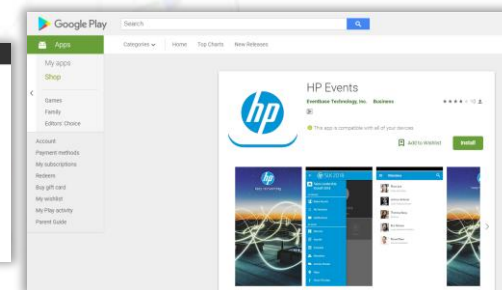
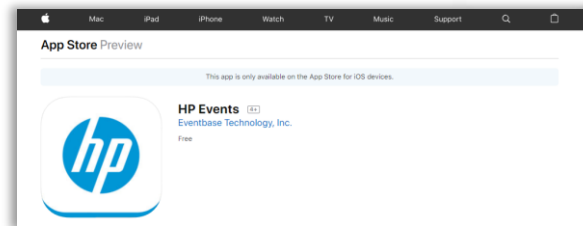
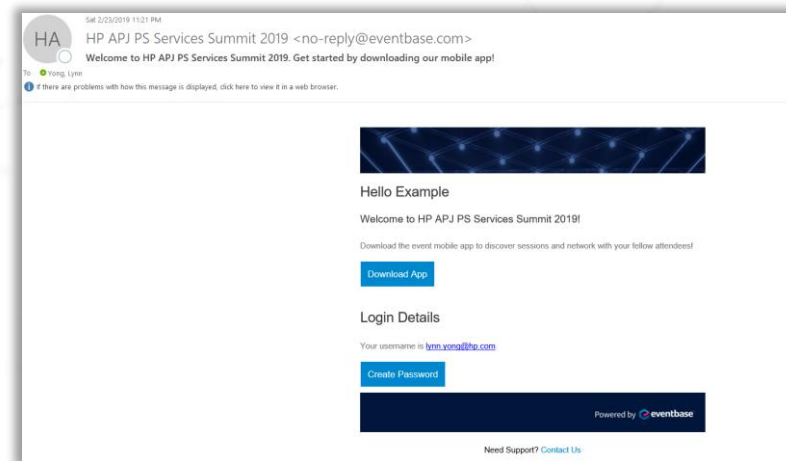
Game closes on 1st March 2359hrs, Singapore Time.

Task 1: Download and Log Into App (10 points)

Task 2: Explore the Menu (10 points)

Task 3: Update Profile (10 points)

During the summit, please refer to the app regularly for more details on event agenda, rooms and games.





Departure Transfer

From Le Meridien Saigon Hotel

Airport transfers have been arranged for departure on 7 March, details as follows:

Date: Thursday, 7 March 2019
Time: Transfers are arranged as per your flight itinerary.
Please refer to the [Departure Note](#) provided to you with your name-badge on your arrival day for details.

Meeting Point: Le Meridien Saigon, Hotel Lobby

For any queries, please reach out to the Hospitality Desk at Level 1 or contact any of the PMG organiser listed below. Please notify our hospitality desk if you do not wish to use this service.

Hotel Check out time: 12:00 pm

Late check out is subject to room availability. Please approach hotel front desk directly for late checkout request.

PMG Organiser:

- Tan Yee Fun (YF) +65 9234 1289 (via WhatsApp)
- Nicole Low +65 9385 3814 (via WhatsApp)
- Choy Wenhui +65 9028 6698 (via WhatsApp)





Local Information

Ho Chi Minh City (commonly known as Saigon), is a city in southern Vietnam famous for the pivotal role it played in the Vietnam War. It's also known for its French colonial landmarks, including Notre-Dame Cathedral, made entirely of materials imported from France, and the 19th-century Central Post Office. Food stalls line the city's streets, especially around bustling Ben Thanh Market.

Weather

The weather in March is warm and rather dry. The temperature during the day ranges from 23 to 33 degree Celsius. There is little amount of rain and lower humidity (70%) compared to the other months.

Time Zone

ICT (Indochina Time), UTC/GMT +7 hours

Currency

Vietnamese currency is call the “Vietnamese Dong” and is represented by VND in any of the Currency Exchange calculators.

The Vietnamese Dong comes in the following denominations:

Bank notes: 500 000 (~25 USD), 200 000(~10 USD), 100 000 (~5 USD), 50 000(~2.50 USD), 20 000 (~1 USD), 10 000(~50 cents), 5000 (~25 cents), 2000 (~10 cents), 1000 (~5 cents) and 500 (~2.5 cents).

Use the currency converter (<https://www.xe.com/currencyconverter/>) to determine the estimated value of your own local currency based on daily exchange rates. As of February, its USD 1 to VND 23,208.94.

Electricity

In Vietnam the power plugs and sockets are of type A, C and D.

The standard voltage is 110 / 220 V and the standard frequency is 50 Hz.



Local Information

Ben Thanh Traditional & Night Market

10 minutes drive from Le Meridien Saigon.

Centrally located within District 1 of Saigon, Ben Thanh Market is one of the most famous attractions and shopping destination in the city.

With around 3,000 retailers and eateries, both locals and tourists visit the market to find souvenirs, lacquerware, embroidery, textiles, coffee, food, Vietnamese cookware and many more.

At night, street food stalls and vendors are set up on the surrounding streets to form an Outdoor Night Market.

Opening Hours:

- Traditional Market: 06:00hrs – 18:00hrs (Daily)
- Outdoor Night Market: 18:00hrs – 22:00hrs (Daily)





Local Information

Museum of Ho Chi Minh City (HCMC)

15 minutes drive from Le Meridien Saigon.

Housed in a French neoclassical mansion (built in 1885), the Museum of HCMC has various galleries and exhibitions which offer insights into Vietnam's pre-historic artifacts, cultural treasures and the country's struggles during the Vietnam War.

Besides its exhibitions, the mansion is also well known for its tall columns at the front entrance and a grand balcony. The building was once the palace used by the governor of Cochinchina.

Opening Hours: 07:30hrs – 18:00hrs (Daily)

Admission Fee: 30,000 VND/pax (approx. USD \$1.50/pax)

Local Information

Saigon Central Post Office

- 10 minutes drive from Le Meridien Saigon.
- Constructed between 1886 to 1891, the Central Post Office is well-known for its architecture as the building has classic elements of Gothic, Renaissance and French colonial design.
- Painted onto walls overhead are two maps of the region - one of them showing the telegraph lines that crisscross Vietnam and Cambodia and the other displaying a map of the Saigon region in 1892.
- The building still functions as HCMC's main post office. Visitors often head to the Post Office to buy souvenirs or send a letter/ postcard to their loved ones.
- Opening Hours: 07:00 – 19:00 (Daily)





Local Information

Reunification Palace

- 10 minutes drive from Le Meridien Saigon.
- A former workplace of the President of South Vietnam during the Vietnam War, the Reunification Palace is a renowned historical landmark and tourist attraction in HCMC.
- Galleries in the palace feature displays of maps and equipment used during the Vietnam War.
- Admission Fee: 30,000 VND/pax (approx. USD \$1.50/pax)
- Opening Hours:
 - 07:30hrs – 11:00hrs (Daily)
 - 13:00hrs – 16:00hrs (Daily)





Local Information

Saigon Opera House

- 5 - 10 minutes drive from Le Meridien Saigon
- Built in 1897, Saigon Opera House is one of HCMC's most prominent landmarks and is considered to be the best representation of French colonial architecture in the city.
- Besides its striking architecture, the Opera House is also a stage for many performing groups from all over Vietnam and around the world.
- The A O Show is a regular show performed at the Opera House. The performance is *"a unique blend of bamboo cirque and acrobatic acts, which depicts the beauty of Vietnam lives in villages and cities"*.
[Trailer for A O Show](#)
- Opening Hours:
Please check the [A O Show website](#) for performance schedules and purchase tickets.
- Ticket Fee: Ranges from approx. USD\$32 to USD\$70 per pax





Local Information

HCMC Museum of Fine Arts

- 10 minutes drive from Le Meridien Saigon
- The HCMC Museum of Fine Arts is the largest and most centrally located art space in Saigon. Featuring an appealing mix of French and Chinese architectural styles, the building is considered a masterpiece itself by many.
- With 3 floors of exhibition space across 3 buildings, the Museum has an extensive collection of Vietnamese arts and culture.
- Besides contemporary paintings and sculptures, there is also a collection of historic arts ranging from 7th century to early 20th century. This includes artifacts from Champa and earlier civilizations such as Oc Eo archaeological site in Mekong Delta.
- Opening Hours: 09:00hrs – 17:00hrs (Tuesday to Sunday)
- Admission Fee: 10, 000 VND/pax (approx. USD \$0.50/pax)



Local Information

Lotus Gallery

- 10 minutes drive from Le Meridien Saigon
- Located in the heart of District 1, Lotus Gallery makes clever use of its long, narrow interior by placing art work on sliding panels to reveal several paintings underneath.
- The gallery features a range of works from portrait style canvas paintings to contemporary pieces.
- Operating since the 1990s, the gallery owners are friendly and informative and will gladly share details of each art piece, as well as a brief history of several artists from all over Vietnam.
- Opening Hours: 09:00hrs – 18:00hrs (Monday to Sunday)



Cuc Gach Quán

Local Information

Dining @ Cuc Gach Quan

Voted one of the best restaurants in Saigon and well-known for its vintage interior design, Cuc Gach Quan offers diners home cooked, country style, traditional Vietnamese food.

15 – 20 minutes drive away from Le Meridien Saigon

Address: 10 Dang Tat, Ward Tan Dinh, District 1, Saigon

Telephone : +84.8 38 48 01 44 // +84 01 657 10 10 10

Website: <http://www.cucgachquan.com.vn/>



Dining @ Quan Bui Original

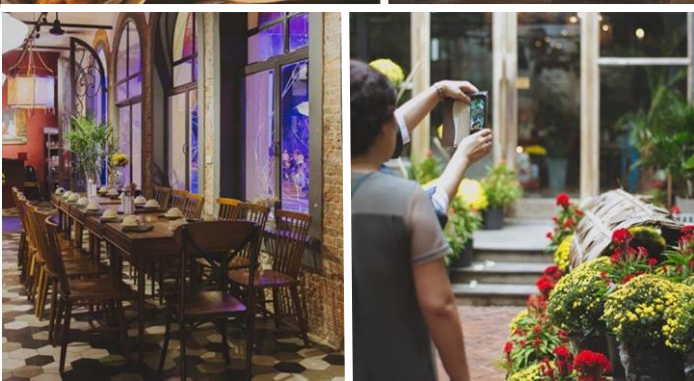
Quan Bui is quintessential Vietnamese home cooking served in a modern, chic Indochine setting located in different locations the heart of Ho Chi Minh City. The menu is an eclectic selection of traditional family recipes passed on from time to time. It's Vietnamese comfort food executed with love and passion.

5 minutes walk away from Le Meridien Saigon

Address: 17/A Ngô Văn Năm, Phường Bến Nghé, Quận 1

Telephone: +84 2838 29 15 15

Website: <https://quan-bui.com/>





Local Information

Dining @ The Hue House

Hue is an ancient and beautiful city of Vietnam, rich in cuisine and architecture. The Hue House brings guests the ambience and royal cuisine of old-world Hue, creating a feast for all the senses and a journey back to yesteryear. Each dish is created with a distinctive flavour and imbued with the passion and artistry that reflects the noble elements of the city.

10 minutes drive away from Le Meridien Saigon

Address: Rooftop of Master Building 41-43 Trần Cao Vân, Phường 6, Quận 3, Hồ Chí Minh, Vietnam

Telephone: +84 90 924 61 56

Website: <https://www.facebook.com/thehuehouse/>

Dining @ Ly Club

Dine at either the al-fresco, open dining area with a relaxed ambience in Ly club's front yard patio or more formally, inside a colonial style villa in the A la carte dining room. Choose between dishes from our innovative expression of the Western international kitchen or our light and delicate interpretations of the Vietnamese kitchen

10 minutes drive away from Le Meridien Saigon

Address: 143 nam ky khoi nghia, district 3, ho chi minh city

Telephone: +84 8 3930 5588

Website: <http://www.lyclub.vn/saigon/>





Local Information

Dining @ Hum Vegetarian, Lounge & Restaurant

At Hum, they serve only the freshest ingredients for a culinary experience that is not only delicious and fulfilling, but also nourishes the soul with peace, healthfulness, and grace. Taking inspiration from Southeast Asian cuisines, Hum's proud creations deliver a delicate balance of flavours and aromas, sure to delight your taste buds in the best of ways.

10 minutes drive away from Le Meridien Saigon

Address: 2 Thi Sach, Ben Nghe, Quan 1, Ho Chi Minh, Vietnam

Telephone: +84 28 3823 8920

Website: <http://humvietnam.com/>



Contacts

Le Méridien Saigon

Address: 3C Ton Duc Thang Street, District 1, Ho Chi Minh City, Vietnam

Telephone: +84 286 2636 688

Website: <https://www.marriott.com/hotels/travel/sgnmd-le-meridien-saigon/>

Organiser Contact (Onsite)

HP Organiser:

- Lynn Yong +65 9739 0362 (via WhatsApp)
- Tong Oye Mui +65 9656 3875 (via WhatsApp) – [APJ Only](#)
- Fanny Pugens +34 619 679 380 (via WhatsApp) – [WW Only](#)

PMG Organiser:

- Nicole Low +65 9385 3814 (via WhatsApp)
- Choy Wenhui +65 9028 6698 (via WhatsApp)
- Tan Yee Fun (YF) +65 9234 1289 (via WhatsApp)

Indemnity

All reasonable care has been taken in organizing this event. However, HP Inc. and our appointed event organizer, PMG Asia Pacific Pte Ltd, shall not be liable for your personal safety during the event. This includes any loss or damage caused by negligence or by the following circumstances: acts of God, war, government regulation or action, terrorism, disaster, civil disorder including but not limited to strikes; labor disputes, curtailment of transport facilities or any other emergency beyond a party's reasonable control.



Thank you



keep reinventing