

# atmosphere

## 2019 APAC

# Employee Registration

Step by Step Guide

23 July 2019

# Introduction

*This guide is for employees who have been given the approval to attend Atmosphere 2019 APAC.*

Before you begin the registration process, please ensure you have your personal details ready.

You can pause the registration process at any time and login again with your email address to continue or complete the registration.

Questions? Email us at [atmsecretariat@pmgasia.com](mailto:atmsecretariat@pmgasia.com).

## PROCESS FLOW

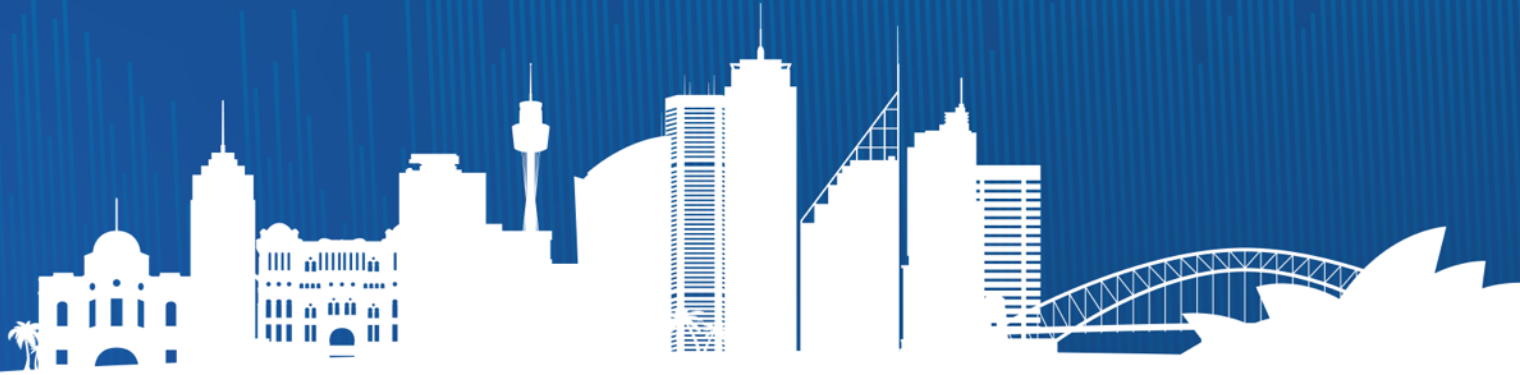


### Notes

- Flight and accommodation costs are to be borne by department's T&E
- **Accommodation:** ATM secretariat will make room reservation on behalf of the employees.
- All employees under Steve's cost centre will be direct billed to ATM secretariat.
- Room allocation will be informed to you closer to event date.
- **Flight tickets:** Employees to arrange with myHPetravel as per all other business trips

# 1. Employee Online Registration

ATM19 APAC Event Microsite Registration Portal



# REGISTER HERE: <https://web.pmgasia.com/web/Aruba-APAC-Atmosphere-19/CI/>

atmosphere  
2019 APAC

Welcome to Atmosphere'19 APAC registration page!

### Registration Process

Step 1: Get ready

- Passport number
- Credit Card information
- Payment / Sponsor code (if applicable)

Step 2: Enter your email address to begin registration.

Step 3: Click "Submit" to complete your registration.

A confirmation email will be sent to you when you've successfully registered for Atmosphere 2019 APAC.

Note: If you would like to save your registration and return to complete at a later date, click "Save & Exit".

### Airheads Conference

Tuesday, 24 September - Thursday, 26 September 2019

Technical tracks and hands-on Airheads sessions at Atmosphere 2019 APAC are designed and delivered by your industry peers. Aruba engineers, product managers and technical experts to help you better understand emerging technologies, design principles and how to better optimize your existing infrastructure.

- **BITS-AND-BYTES:** Get deep-dive on the latest networking technologies, including 802.11ax 6th generation Wi-Fi, IoT Onboarding, Enhanced Wi-Fi Security with WPA3 and QWEL, Blockchain, Intersection of Wi-Fi and 4G, Internet of Networks

PACKAGES
Airheads Conference (3-night hotel stay)
USD \$1,699
Airheads Conference & Exam (4-night hotel stay)
USD \$1,399
Airheads Conference & Training

- 1) Scroll to the bottom of the page
- 2) Key in your **email address**

## Join us in Sydney

**EDIT REGISTRATION DETAILS:**  
Log in with your email address and registration number (REG NO.). To retrieve your reg no., please click the "RESEND REG NO." button below and an email will be sent to your registered email address.

EMAIL

Email \*

LOGIN >

### Registration Assistance\*

[atmsecretariat@pmgasia.com](mailto:atmsecretariat@pmgasia.com)

The operating hours of Atmosphere 2019 APAC Secretariat:  
Monday to Friday 10:00 AM - 05:00 PM (SGT), except Public Holiday, Saturday & Sunday.  
Enquiries will be responded within 2 working days during the operating hours.  
For more information about Atmosphere 2019 APAC, please visit  
<https://www.arubanetworks.com/apacatmosphere/>

1 Registrant Details

2 Additional Details

3 Package

4 Travel Information

5 T&amp;C

6 Summary

## Registrant Details

**FIRST NAME (As per passport name)****LAST NAME (As per passport name)****SALUTATION****PREFERRED NAME ON BADGE****DATE OF BIRTH****GENDER****EMAIL** I am registering on behalf of this person

- 1) Fill in your personal particulars
- 2) Click **“Submit & Continue”**

## Employee Package

**PLEASE SELECT ONE PACKAGE**

\*Hotel stay includes complimentary WiFi and breakfast for one

With Accommodation

No Accommodation

Select  
"With Accommodation"

**STEP 02**

### HOTEL

We will inform you the hotel allocation nearer to conference date.

Please note that all hotels are smoke-free and smoking is not permitted within hotel premises.

CHECK-IN DATE

23 / 09 / 19

CHECK-OUT DATE

25 / 09 / 19

I require accessibility needs at the hotel.

For any extension outside of event dates, please email Event Secretariat at [atmsecretariat@pmgasia.com](mailto:atmsecretariat@pmgasia.com).

Your check-in and check-out dates are set according to the pre-approved dates based on your role at ATM19 APAC.

For extension request, please email the event secretariat at [atmsecretariat@pmgasia.com](mailto:atmsecretariat@pmgasia.com) for assistance.

You will be directed and linked up to the hotel representative for all additional requests, e.g. room extension and additional guest arrangements.

① Registrant Details   ② Additional Details   ③ Package   ④ Travel Information   ⑤ T&C   ⑥ Summary

## Travel Information

All delegates are strongly encouraged to fly directly in and out of Sydney Kingsford Smith International Airport (SYD).

If you have not booked your flight at this time, you may re-log in at a later date to update this information.

### Flight Information

#### INBOUND FLIGHT

AIRLINE

FLIGHT NUMBER

DATE

TIME

#### OUTBOUND FLIGHT

AIRLINE

FLIGHT NUMBER

DATE

TIME

At the point of registration, you may not have your flight details. You can skip this step and come back to this page after you have booked your flight.

## Review Your Registration

Your registration is not yet complete.

Please confirm that the information below is correct.  
Press the 'EDIT' button to update your information.

Scroll to the bottom and click Submit to complete this registration.

### Registration Details

[EDIT](#)**FIRST NAME**

Karen

**LAST NAME**

Ng

**SALUTATION**

Ms

**PREFERRED NAME ON BADGE**

Karen Ng

**DATE OF BIRTH**

28 / 02 / 19

**GENDER**

Female

**EMAIL**

karen.ng@pmgasia.com

**COMPANY**

Aruba

**JOB TITLE**

Manager

**OFFICE PHONE**

99999999

**MOBILE PHONE**

99999999

**COUNTRY**

Singapore

**CITY**

Singapore

**COMPANY ADDRESS**

Singapore

- 1) Review your registration details
- 2) Confirm all information is in order, and click **“Submit & Continue”**

## Registration Successful

Thank you for registering for Atmosphere 2019 APAC. You will receive an email with your registration details shortly.

Please validate that the below information provided by you in the registration system is correct. You may return and login to make changes if any of the information is not entered correctly.

### Registration Details

<b>FIRST NAME</b> Karen	<b>LAST NAME</b> Ng
<b>SALUTATION</b> Ms	<b>PREFERRED NAME ON BADGE</b> Karen Ng
<b>DATE OF BIRTH</b> 28 / 02 / 19	<b>GENDER</b> Female
<b>EMAIL</b> karen.ng@pmgasia.com	<b>COMPANY</b> Aruba
<b>JOB TITLE</b> Manager	<b>OFFICE PHONE</b> 99999999
<b>MOBILE PHONE</b> 99999999	<b>COUNTRY</b> Singapore
<b>CITY</b> Singapore	<b>COMPANY ADDRESS</b> Singapore
<b>POSTAL CODE</b> 123456	<b>ARUBA MAY SHARE MY EMAIL ADDRESS</b> No

Take note of your registration no. to update your details later.

Note that your room is reserved and no booking of hotel through CWT is required

## Sample of Confirmation Email to Employees

**Your registration is now completed.  
Thank you!**

**Registration Number: ATM19-31329**

Please take note of your registration number as it will be required to key in when you edit your details on the registration site.

Dear K,

Thank you for registering for Atmosphere 2019 APAC. Below, you will find key information regarding the event and your registration.

### Accommodation

Your hotel room is reserved and no booking of hotel room through CWT is required. We will notify you the hotel that you will be staying nearer to event date. As you are under APJ cost center, the accommodation cost will be paid by the event according to your approved check-in and check-out date.

Please be informed that as per usual hotel check in practice, you will still be asked to provide your passport and credit card for incidental deposit/charges.

### Travel Arrangements

It is important to complete your flight booking early so as to avoid higher travel fees nearer to travel dates. Please complete your registration by updating your flight booking details into the [system](#) by 23:59 SGT on Friday, 2 August 2019.

Lastly, please validate that the below information provided by you in the registration system is correct. Do return to the system to make changes if any of the information is not entered correctly.

We look forward to welcoming you to Sydney. For any enquiries please email [atmsecretariat@pmgasia.com](mailto:atmsecretariat@pmgasia.com).

## 2. Submit Travel Request

HPE Internal Travel Request Approval Tool

# Submit Your Travel Request in Concur

The screenshot shows the HPE Insider website interface. At the top, there are navigation tabs: "HPE Insider", "Top Tools", "Organizations", and "I Want To". Below these are search fields for "People Finder" and "Intranet Search". A dropdown menu is open under "Top Tools", listing various categories and links. The "Expense Reimbursement" link is highlighted with a red box. To the left, there is a "My News" section with a video player showing a man speaking. A yellow callout box points to the "Expense Reimbursement" link.

**Step 1 :**  
If you never use concur before ,  
click here to launch concur.

General	Human Resources	Manager	Sales
Accelerating U	AskHR	Approval Central	Account Insights
Amenities Approval Tool	Career Center	Contingent Worker HR Compliance	Market Insights
Ariba	Job Search	Hiring resource center	My Learning
beHPE	Compensation   Benefits	Manager Gateway	Product & Solutions Now
<b>Expense Reimbursement</b>	HR Home	SmartLabor II	Proposal Web
Employee Purchase	Payroll	Standards of Business Conduct	Sales Comp Resource Ce
myITservices	Recognition	Hire   Workday	Salesforce.com
myITsupport	EeTime (Select countries)		Seismic
ProcurementCentral	Workday   Time Card (US)		Voice of the Customer
Travel	Holidays		

**Employee Expense Reimbursement website!**

Frequently Asked Questions (FAQs)



Launch  
Concur Expense

**Step 2 :**  
Click "Launch  
Concur Expense"

# Submit Your Travel Request in Concur

Request CMQL

Cancel Save Attachments Print Delete Request **Submit Request**

Status: Not Submitted

Request Name: ATM 19 APAC

Request Header Segments Approval Flow Audit Trail

Request Policy *HPE - Taiwan Request Policy	Request Name ATM 19 APAC	Reason for Travel Other Travel - Trade Show, Industry Serr	Customer Name	HPE Travel Policy Exception Meets policy guidelines
Travel & Policy Exception Justification Atmosphere 2019 APAC – Pre Approved Em	Does your travel include a Prohibited and/or Restricted Country? No	Intercontinental/Domestic? Domestic	Start Date 09/23/2019	End Date 09/26/2019
Duration (Days) 4	Main Destination City Sydney, AUSTRALIA	Main Destination Country AUSTRALIA	Com	

### Step 3 : Complete the Travel Request form

- 1) Under Domestic or Intercontinental Travel, please select **Domestic**
- 2) Under Reason for Travel, please select **Other Travel – Trade Show, Industry Seminar or Conferences**
- 3) Under Travel Justification, please key in **Atmosphere 2019 APAC – Pre Approved Employees**
- 4) Under HPE Travel Policy Exception , please select **Meets Policy Guidelines**

# Keep your Request ID for Flight Booking



Mon 6/24/2019 9:26 AM

AutoNotification@concur solutions.com

Request Status Change

To Chen, Ringo

**Step 4** : Once your Manager approves this travel request , you will receive an email with your Request ID , please provide this ID for CWT to process your flight booking.

SAP Concur

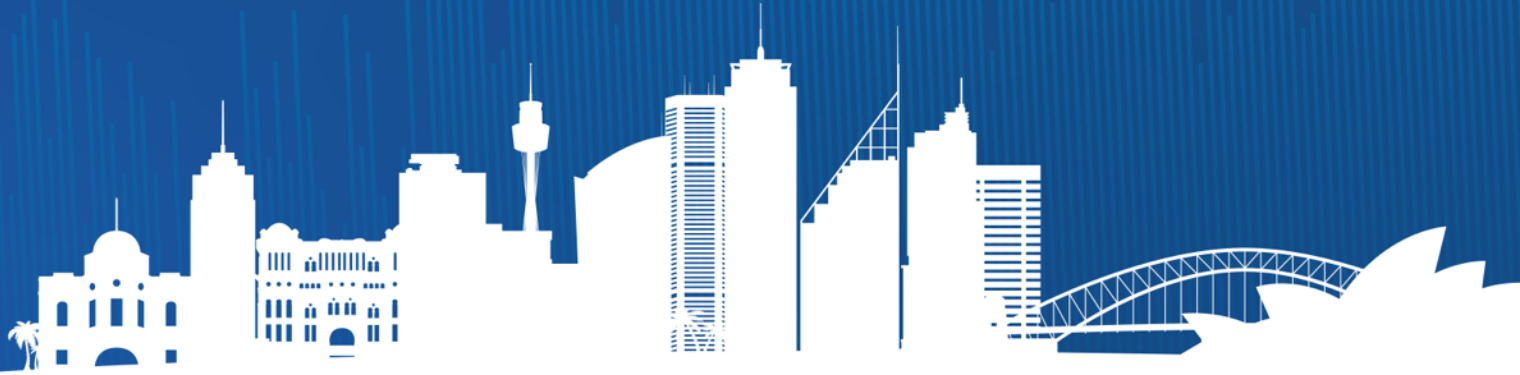


Your travel C9LK listed below has changed status.

Changed By	Yau Yung Chan
Request Name	ATM 19 APAC
Request ID	C9LK
Request Date	06/22/2019
Submit Date	06/22/2019
Approval Status Set To	Approved

# 3. Flight Booking

HPE Internal Travel Portal – CWT



# TRAVEL PORTAL: <https://hpe.sharepoint.com/sites/F3/COO/travel/sitepages/home.aspx#Book>

## myHPETravel

Yammer

Contact Us

Click **Book Now** to continue

Safety Insurance Employee Benefits Travel Alternatives Meetings Help

Eurostar now available on SmartTravel for UK travellers - Book now with 'one click'!

Read More



Policy

Travel Approval Tool

Book Now

Expense Report

Passport/Visa

Trainings

Plan Book Travel Return Managers



Book Now



Modify/Cancel



Live Chat Now!

Whats New?

*New lithium battery restrictions for passengers on airlines*

18 April 2018

*Travel Security Update - Burkina Faso Prohibited*

02 March 2018

*Effective November 1, 2017 Travel Agency Updates*

# Notification from HPE Travel



**Update your itinerary to inform HPE travel that rooms have been booked and no further booking of rooms via CWT is required.**

From: [hpe-global.travel@hpe.com](mailto:hpe-global.travel@hpe.com)

## Hotel Booking Policy

Please disregard this message if you made your hotel reservation at a different time from your air via CWT or if you have multiple air tickets for this trip.

Dear <Name of Employee>,

You recently booked a trip (referenced below) which contains an overnight stay at your destination but does not reflect your lodging accommodations. HPE Policy states that travelers are required to book all reservations, including lodging, through HPE Travel resources and are required to select the lowest cost, HPE approved property that meets your business needs.

We ask that you book an HPE approved hotel now under your existing air travel reservation via using SmartTravel. If you are outside the HPE intranet, access [SmartTravel](#) via the [CWT Portal](#).

**Note: If you are attending a meeting or event that provided accommodations or if you will be staying with a friend/relative, please add your accommodation details to your travel records. Doing so will allow us to reach you more quickly in an emergency.**

To add your accommodation details through SmartTravel, under "Upcoming Trips" click on the trip in question and select the option to "Add User Supplied Hotel". If you have difficulties adding the information, please [contact CWT](#) and a travel counselor will add your lodging information to your existing air booking.

We appreciate your cooperation as well as your adherence to HPE's [Global Travel Policy](#)

# References / FAQs



# Atmosphere Registration FAQs – Employee Registration

## 1. Does HPE/Aruba staff need to register to attend Atmosphere 2019 APAC?

**YES**, all internal staff approved under the following will need to register:

### Employees with specific roles at ATM

Event organizers, management, speakers, tech playground duties, training staff and etc. This list is being submitted by the event project leads and will be pre-approved.

### Field Sales/Channel Sales/SEs

There are limited # of seats allocated by region based on the region's Atmosphere registration targets. Our Aruba country marketing managers will work with local sales leadership to get approval.

## 2. Can EG sales attend the event?

There are limited internal seats allocated by region.

Please speak to your respective Aruba specialist and marketing manager for more info.

\*Registration with flight booking details for all approved employees are to be completed within 2 weeks from the date of email invitation.

# Atmosphere Registration FAQs – Employee Registration

## 3. Do I make my own travel arrangement e.g. flight booking?

**YES**, you need to make your own travel arrangement.

**Flight tickets:** Employees need to arrange with myHPEtravel as per all other business trips.

For those traveling by air, please take a direct or connecting flight to **Sydney** (Kingsford Smith) Airport.

For more info on travel to Sydney, please visit: <http://www.arubanetworks.com/apacatmosphere/venue/>

## 4. Who pays for my trip?

Approved employees with roles will not be paying for the conference package.

All other travel expenses such as flight and transfer are to be borne by department's T&E.

## 5. How do I make my hotel accommodation arrangement?

ATM Secretariat will make a room reservation on behalf based on the no. of approved nights indicated during your online registration. As you are under Steve's cost center, the accommodation cost will be direct billed to ATM Secretariat according to your approved check-in and check-out date. Employees will be asked for credit card upon check-in for security guarantee. As there are a few hotels within walking distance to conference venue at ICC Sydney, Darling Harbour, we will notify you the hotel that you will be staying nearer to event date as priority will be given to customers and partners.

# Thank you.

Need any help?

Please contact the ATM19 APAC secretariat team at:

[atmsecretariat@pmgasia.com](mailto:atmsecretariat@pmgasia.com)

Visit ATM19 APAC event website for FAQ and regular updates:

<https://www.arubanetworks.com/apacatmosphere/faqs/>

# atmosphere

## 2019 APAC

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Thank You