

# Site Visit

Americas Commercial Conference

Hilton

## Attendees

Planning Team: XXX, XXX  
Agency Partner: XXX, XXX  
DMC Partner: XXX, XXX

## Site Visit Point of Contact

Name  
Title  
Phone  
Email

## Itinerary

**Monday, August 16, 2021**

Time	Activity
11:00 AM-1:00 PM PT	Planning Team Arrivals
All-Day	Agency Partner Arrivals
1:00 PM PT	Planning Team Lunch - No Reservation Wally's, The Kitchen, or Famous Foods - Resorts World
2:30 PM - 4:00 PM PT	Virgin Site Visit
4:00 PM - 4:30 PM PT	Site Visit for fall event
5:30 PM PT	Cocktails at Starlight Lounge Reservation for 6 Planning Team Dinner
7:00 PM PT	FUHU - Resorts World

**Tuesday, August 17, 2021 - Agency Partners Present All Day**

Time	Activity
8:00 AM-9:00 AM PT	Breakfast Catered by Resorts World  Location: Executive Board Room (Level 2 Meeting Space)

9:00 – 10:00 AM PT	<p>Resorts World Team Kickoff Meeting</p> <p>Department contacts for Housing Concierge Services, F&amp;B Outlets, Internet, Safety and Security, and Catering will join for formal introductions.</p> <p><b>Location: Executive Board Room</b></p>
10:00 AM-12:30 PM PT	Resorts World Site Visit
12:30 PM – 1:30 PM PT	<p>Lunch with agency and DMC partners</p> <p>Wally's– Resorts World</p>
1:30 PM - 4:30 PM PT	<p>Meeting with Agency and DMC Partners</p> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>○ Identify main points of contact for project especially discipline session rooms production.</li> <li>○ Review Project Plan and next steps.</li> <li>○ Review room selections and load in schedule. Identify any risks for execution.</li> <li>○ Review creative asset list and discuss due dates.</li> <li>○ Discuss pre-rehearsals set up and on-site rehearsals schedule.</li> <li>○ Discuss live townhall feed and back-up options if needed.</li> <li>○ Creative discovery with DMC and review any AV needs for ancillary events.</li> </ul> <p><b>Meeting Location: Resorts World Executive Boardroom</b></p>
4:30 PM – 5:00 PM PT	Meeting with hotel team re: future conferences
6:00 PM PT	<p>Dinner - Reservation for 16</p> <p>VIVA – Resorts World</p>

**Wednesday, August 18, 2021**

Time	Activity
All-Day	Agency Partner Departures
8:00 AM – 9:00 AM PT	<p>Planning Team Breakfast</p> <p>Suns Out Buns Out – No Reservations</p>
9:00 AM – 11:30 PM	<p>Meetings with Specific Departments to discuss the program and planning details in depth.</p> <p><b>Location: Executive Board Room (Level 2 Meeting Space)</b></p>

	<ul style="list-style-type: none"> <li>• <b>Housing</b> Objectives: <ul style="list-style-type: none"> <li>○ Review Housing Cut Off Dates</li> <li>○ Determine best way to manage rooming lists, pre/post leisure stays, room charges to the master</li> <li>○ Best strategy for on-going communication</li> <li>○ Best strategy for communicating project updates</li> </ul> </li> <li>• <b>F&amp;B and Outlets</b> Objectives: <ul style="list-style-type: none"> <li>○ Review F&amp;B Deadlines</li> <li>○ Identify F&amp;B point of contact</li> <li>○ Discuss Team Dinners</li> <li>○ Understand the best method for booking team dinners</li> <li>○ Best strategy for communication</li> <li>○ Best strategy for communicating project updates</li> </ul> </li> <li>• <b>IT Services (Internet)</b> Objectives: <ul style="list-style-type: none"> <li>○ Identify best point of contact for requests</li> <li>○ Review conference streaming needs</li> <li>○ Understand resort capabilities</li> <li>○ Identify deadlines for requests</li> </ul> </li> <li>• <b>Safety and Security</b> Objectives: <ul style="list-style-type: none"> <li>○ Identify point of contact for safety and security on property</li> <li>○ Review Resorts World's Safety and Security protocol</li> <li>○ Understand COVID-19 protocol</li> <li>○ Identify chain of chain and classification of safety and security instances</li> </ul> </li> </ul>
11:30 PM -12:30 PM PT	Lunch – No Reservations Needed  Wally's, The Kitchen, or Famous Foods – Resorts World
1:00 PM – 3:00 PM PT	Las Vegas Convention Center Site Visit
3:30 PM	Site Visit Waldorf Astoria
3:30 PM - 5:00 PM PT	ACC Stakeholders Meeting Prep/Deck Review/Work Catch-Up
5:30 PM PT  7:00 PM PT	SE Team Cocktails – Hello Kitty Kitty Vice Den – No Reservations  SE Team Dinner – Reservation for 7  Kusa Nori – Resorts World

**Thursday, August 19, 2021**

Time	Activity
5:00 AM PT	ACC Stakeholders Meeting - Teams call
Morning	Planning Team Departures

**Planning Team Travel Arrangements**

*Drivers will meet you in baggage claim and will have a sign with your name. If you need to contact driver dispatch, their number is xxx-xxx-xxxx*

Arrivals – Monday, August 16, 2021			
Contact	Flight Number	Arrival Time	Transfer Confirmation No.

  

Departures, Thursday, August 19, 2021			
Contact	Flight Number	Departure Time	Transfer Confirmation No.

<b>Resorts World Booking Confirmations</b> Check In: Monday, August 16, 2021 Check Out: Thursday, August 19, 2021	
Name	Confirmation