

Check-in Procedure for ID and Usher Volunteers

- 1** Guests will arrive by bus at the hotel from the airport.
Regardless of what hotel they will be staying in, they will get dropped off at IQP. We need our staff to identify non-IQP guests, as we were informed, and direct them to their designated hotels. Suggest we should put some notice, i.e., color stickers on the non-IQP guests for easy identification.

The person to contact the bus driver will be Khun Panomporn (Ple) at 081 907 7273.



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2 Guests will be led by our staff or Volunteers to the waiting area on the left side after passing through the entrance.



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- 3** The waiting area will be set in front of the Imperial Club. We will set about 49 seats, leaving enough spaces for guests to move in and out.



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4 Guests will sit down and have their welcome drinks.

Our staff or volunteers will obtain guest's passport and details including deposit and go to Information desk to check in for the guests.

The check-in will be done row by row. If guest wants to leave credit card imprint as deposit, we will prepare a mobile swipe machine to take a swipe where the guest is seated.



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- 5** Staff or volunteers will bring room keys to guests and direct them to the lift of the tower where their rooms are allocated.



Queen's Park Tower

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- 6 Two elevators in Imperial Tower and four elevators in Queen's Park Tower should be reserved for this group's exclusive use. We should have volunteers from our hotel to operate the lift at all time, (preferably in two shifts,) in order to advise room directions as guests exit the lift.



Imperial Tower