

USC MARSHALL SCHOOL EMBA EXPORT CLASS 41
HO CHI MINH CITY, VIETNAM / BANGKOK, THAILAND
OCTOBER 10TH – 17TH, 2026

TRIP INFORMATION

TRAVEL DOCUMENTS

- Passport must be valid at least 6 months with sufficient blank visa pages for entry and exit stamps
- Before heading out to the airport, please double-check that you have your passport and all necessary travel documents including your green card, travel permit & visa.
- **Vietnam E-visa:** A copy is provided inside your packet, we will also send a copy to you via email
- **Digital Arrival Cards (Mandatory):** Both destinations require mandatory electronic registration before boarding your flight:
 - **Vietnam:** You must complete the pre-arrival form on the official portal within 7 days prior to landing at SGN. Save the generated QR code to your phone.
 - **Thailand (TDAC):** You must fill out the Thailand Digital Arrival Card (the electronic replacement for the old paper TM6 card) within 72 hours before arrival in Bangkok. Keep the submission confirmation email or QR code ready for immigration.

Currency Exchange: You can exchange local currency prior to departure, upon arrival at the hotel, or at a nearby bank. The hotel concierge can provide a list of recommended local banks.

Payment Methods: Major credit cards are widely accepted in both Vietnam & Bangkok. However, please carry local cash for small vendor purchases, street markets and local souvenir shops.

Bank Notification: Inform your bank and cc company of your travel dates to avoid fraud alerts or card freezes. This is also a good time to check if your cards incur foreign transaction fees.

Mobile Roaming: Contact your cellphone carrier in advance to activate international roaming services and confirm travel rates or data package options.

AIRLINE AND CHECK IN INFORMATION

Due to (Transportation Security Administration) TSA procedures, we encourage you to arrive at the airport at least 3 hours ahead of flight time.

LUGGAGE

From the U.S. on international flights, you are generally allowed two pieces of luggage provided that the dimensions (length + height + width) of each bag do not exceed 158 cm (62 in). The weight of each bag cannot exceed 23 kg (50 lbs) and the sum of the dimensions of the two bags cannot exceed 273 cm (107 in). Please check with your airline for baggage allowance updates.

Two luggage tags were provided for all the students, faculty and staff only. Please make sure to use these tags for our ground teams to identify and track your luggage during the group airport transfers and upon arrival at our hotel in Bangkok.

Vietnam Airlines group flight from Vietnam to Thailand, each passenger is permitted to check-in 1 bag up to 50 lb/23 kg. Fees apply for additional checked bags.

Important: No advanced seat assignments or online check-in will be available. Everything will be managed at Ho Chi Minh Airport

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ARRIVING IN COUNTRY

VIETNAM

- Airport transfer service is provided for passengers arriving on Oct 10th, or for those arriving before Oct 10th who have pre-booked a stay at the Park Hyatt Saigon.
- **Fast Track Assistance:** As soon as you exit the aircraft, look for our Fast Track representative holding a signboard with USC EMBA logo. They will escort you through Immigration and Customs Fast Track Lane.
- Please have your passport and printed Vietnam E-visa ready to present to the border officer.
- After clearing customs, collect your luggage and exit the secured area. Our local guide will be waiting outside to transfer you to the Park Hyatt Saigon.
- Please check the arrival transfer list you received via email to verify that your flight details are correct.
- Emergency contact name & phone number is printed on the arrival transfer list. Call this number if you experience delays or cannot locate our airport staff.
- If your name or flight is not on the arrival transfer list, you will need to arrange your own transportation. If you plan to take an airport taxi to your hotel, ensure you have local cash backup (approx. 250,000 – 400,000 Vietnamese Dong equivalent to \$10 – \$20 USD for a one-way fare).

THAILAND

- The Group is arriving at Suvarnabhumi Airport (BKK)
- A Fast Track representative will meet the group upon arrival and escort through the Immigration and Customs Fast Track Lane.
- Please note that, due to the size of the group, there may still be some waiting time. However, the wait should be minimal compared to the regular Immigration and Customs lines.
- After clearing customs, collect luggage and exit the secured area. Our local guide will be waiting outside to transfer the group to the Mandarin Oriental Hotel.

HOTEL INFORMATION

- Standard **check-in begins at 3:00 PM**. Early check-in cannot be guaranteed and is subject to daily hotel availability.
- **Check-In Requirements:** You must present your passport at registration. Additionally, each individual guest must provide a credit card for incidentals. The hotel will place a temporary authorization hold on your card, which will be released upon check-out.
- **Complimentary Breakfast:** Daily breakfast is included with your reservation. Please refer to the daily schedule for the breakfast location and hours. You will need to provide your room number to the restaurant staff.

Park Hyatt Saigon

Check in: Saturday, October 10th

Check out: Tuesday, October 13th

Address: 2 Lam Son Square,

Ho Chi Minh City (Saigon), Vietnam

Phone: +84 28 3824 1234

Mandarin Oriental Bangkok

Check in: Tuesday, October 13th

Check out: Saturday, October 17th

Address: 48 Oriental Avenue,

Bangkok 10500, Thailand

Phone: +66 2 659 9000

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DEPARTING THAILAND

- Standard **check-out time at the hotel is 12 noon**. Late check-out is not guaranteed and is subject to hotel's availability.
- If your departure flight is later in the day, you may store your luggage with the hotel concierge. This allows you to enjoy lunch or any last-minute shopping before heading to the airport.
- Airport transfer service is provided on October 17th only.
- Your specific pickup time from the hotel lobby is on the Departure Transfer List. Please review the list to ensure your flight details are correct.
- We will try our best to accommodate any last-minute adjustments but cannot guarantee. If you have changed your departure flight, you must notify us at least 72 hours in advance so we can modify your transfer arrangements.
- Contact name and phone number are printed on the departure transfer list. Please call this number if in case of delays or if you're unable to locate the guide or driver.

MEALS & PROGRAM SCHEDULE

- Daily transportation and guide services will be provided for all scheduled company visits
- Official program begins on Sunday afternoon, Oct 11th followed by a Welcome Reception in the evening
- The program concludes with a Farewell Reception on Friday evening, Oct 16th
- Please note that both the Welcome and Farewell Receptions will serve canapés and drinks only, and not a full sit-down dinner. All other dinners throughout the week are on your own.
- Group lunches are provided during the week, except for:
 - Sunday, October 11th
 - Tuesday, October 13th
- Spouses and guests are welcome to attend the receptions. If your guest plans to attend, please notify us by Monday, Sept 28th so we can submit the final headcount to the venues. You can send an email to crown.emba@travelstore.com