

SESA CONFERENCE 2026 INFORMATION

WHO: All Participants of SESA StaffCon

WHAT: SESA Staff Conference 2026

WHERE: The Zign Hotel, Pattaya, Thailand

WHEN: May 25 - 29, 2026

01. REMINDERS BEFORE TRAVELLING

- a. Make sure you have all your printed travel documents—passport, ticket, visa (if necessary), and other documents such as IDs. Keep a soft copy of these documents.
- b. Follow your country's departure requirements. An example is submitting departure forms (e.g. [Ph eTravel](#), Nepal departure forms, [Lao PDR](#)).
- c. [Thailand Digital Arrival Card](#)
 - 72 hours or 3 days from flight time, complete the Thailand Digital Arrival Card, or TDAC. This is **cost-free**.
 - LINK - <https://tdac.immigration.go.th>
 - For Thailand address
 - THE ZIGN HOTEL
 - 12 NAKLUA RD., BANG LAMUNG, (*District Area*), CHON BURI (*Province*), THAILAND 20150
- d. In case of flight delays or cancellations, immediately inform **your Country's Point Person**. Before flying, be sure you have the contact number of your Country Point Person.
- e. Airport transfers will be provided from the airport to Zign Hotel, in Pattaya and vice versa.
- f. For those who **arrived earlier and are coming from Bangkok City**, proceed to **Suvarnabhumi Airport Arrival Area Gate 4** and look for SESA signage. Follow arrival steps 02. letters g, h, and i (see below).

02. ARRIVAL STEPS AT THAI AIRPORTS

- a. Arrival
 - Ensure you carry all belongings
 - Follow the signs "Arrival"
 - Proceed to the immigration area and line up at "Foreign Passports."
- b. Immigration
 - Submit Thai Arrival Card (TDAC) before queuing.

- Our Hotel Name & Address:
THE ZIGN HOTEL
 12 NAKLUA RD.,
 BANG LAMUNG, (*District Area*)
 CHON BURI (*Province*)
 THAILAND 20150
 - Prepare passport and boarding pass
 - Prepare to answer or show travel documents and hotel reservations
 - Biometrics will be taken (picture and fingerprints)
- c. **Luggage Retrieval**
 - Look for assigned carousel number
 - Check and count your bags
 - While waiting, you may purchase a SIM card or exchange money (only if needed)
- d. **Note on SIM cards and Money Exchange**
 - There is wifi at Zign hotel and money changers offering reasonable exchange rates near the hotel
 - ATMs are also available at the hotel
- e. **Exit**
 - Look for exit (e.g. Exit B)
 - Pass thru “Nothing to declare”
 - Avoid lingering. Go out right away.
- f. **Proceed to meeting area—GATE 4 Arrival Area**
 - Turn right after the exit and walk towards Gate 4
 - Look for “SESA” signages
- g. **Enlist**
 - Approach DMEO Staff
 - DMEO staff will provide board for sign-up and will double-check names
 - DMEO staff will place stickers for each passenger
- h. **Exit & Walk to the assigned vehicle**
 - Follow DMEO staff, who will guide to assigned vehicle
 - Ensure your luggage and family are with you at all times
- i. **Board the assigned vehicle**
 - Travel from DMK to Zign Hotel is 3 hours
 - Travel from BKK to Zign hotel is 2 hours
 - Inform the driver for toilet need along the way

03. ONSITE REGISTRATION & HOTEL CHECK-IN

- a. By May 20, you will receive an email with your unique QR Code. Please keep the QR Code on your phone or have a printed copy.
 - For couples or families, each family member will have a unique QR code. One email address may receive all the QR Codes of the family members.

- b. On May 25, proceed to the lobby of Building B for registration. See Map or follow signs.
- c. Proceed to your country's registration counter or special categories such as Global Staff, Ministry Partners and present your QR Code for scanning.
 - For couples or families, each QR Code will be scanned individually.
 - After a successful scanning, you will also receive your name tag and a welcome bag. This completes your registration.
 - If you do not have kids enrolled in the KidsCon Adventure, you can proceed to the hotel check-in counter
 - For those with kids, your next stop will be the KidsCon Adventure counter.
- d. Usual hotel check-in is at 2:00pm, but if rooms are available, the hotel may allow early check-in.

04. CONFERENCE SCHEDULE

- a. **May 25: Arrival**
 - **Registration & Check-in starts at 1:00pm**
 - **Welcome Dinner will start at 6:00pm**
 - **Opening Program is at 7:00pm in national costume**
- b. **May 26-28: Whole day starting at 8:30am and ending at 6pm**
- c. **May 29: Departure**

05. PLENARY & BREAKOUT VENUES

PLENARY MEETINGS

- a. **Fidela Grand Ballroom (G/F)**
- b. **Fineen Ballroom (Lower Ground)**
 - **Overflow room with livestream**

SEMINARS / STRATEGY MEETINGS

- **Fidella, Fineen and Fauna Ballrooms**
- **Building A, Mezzanine Floor: Magenta, Vermillion, Flavio, Primary, Tempera**
- **Tsix5 Hotel: Minutes Room**

06. MEAL VENUES

- a. **Welcome Dinner on May 25: G/F Breakfast Area of Bldg A & B and Fauna Ballroom at the Lower Ground of the Conference Bldg.**
- b. **BREAKFAST: Bldg A and B breakfast areas at the G/F**
 - **Breakfast starts to be served at 6:00am**

- Please have your breakfast at the hotel building you are housed in.
- c. **LUNCH:** Same as the breakfast venues plus the Fauna Ballroom
- d. **SNACKS:** Will be served at the Foyer of the ballrooms
- e. **DINNER:** On your own
 - There are several restaurants in the area within walking distance

09. Security & Data Privacy

- a) Several countries in SESA are high-security countries.
- b) Please NO posting of photos or information about the ongoing conference in social media and other platforms

10. Hotel Amenities

- Welcome drink upon arrival
- Free use of the gym with sauna and swimming pool
- Daily 2 bottles of drinking water in the room
- Towels and toiletries in the rooms including hair dryers

11. Other Helpful Information

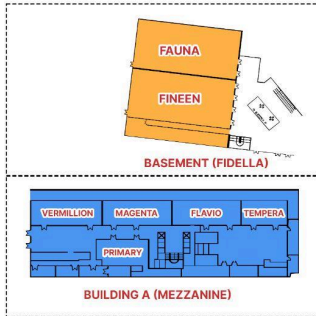
- We suggest you **put your name on your luggages** so it will not get lost in transit.
- Put a lock to secure your belongings to ensure no banned items are inserted into your bags.
- **Standard Time in Bangkok, Thailand:** GMT/UTC + 7:00 hours
- **Weather:** Temperatures typically range from 25°C (77°F) to 34°C (93°F) with humidity around 80%. May is a transitional month with chances of rainfall.
- Only the swimming pool has a lifeguard whose shift is from 7am to 6pm.

12. Departure: Hotel check-out is May 29, 12 noon.

- **Check flight departure date and time.**
- Check HOTEL DEPARTURE time. Each departure day and time will have a corresponding hotel departure time. Be in the lobby 15 minutes before the scheduled departure time.
- **Airport pickup is at Bldg A lobby**
- Check your country-specific arrival requirements and submit them.
- **There is NO THAILAND DEPARTURE CARD**



BEACH AREA



- FIDELLA (MAIN HALL)
- FINEEN (BREAKOUT/OVERFLOW)
- FAUNA (BREAKOUT/KIDSCON)
- ACCESS TO BASEMENT
- WELCOME/REGISTRATION AREA
- CHIFAN (MEALS)
- DESSIN (MEALS)
- SEMINARS & BREAKOUT
- ACCESS TO MEZZANINE

- PRAYER LOCATIONS**
- Fidella Prefunction
 - Fauna Prefunction
 - Building B Lobby
 - Beach side
 - Pool side

