



TIPS FOR SAFE TRAVEL DURING THE GLOBAL SALES CONFERENCE 2016

You are staying at the “MGM Grand Hotel & Casino”

- 3799 S Las Vegas Blvd, Las Vegas, NV 89109
- Phone: +1 702 891 1111

Emergency Information

- **MGM Emergencies (from an MGM phone): 55911**
- **MGM Security:**
 - From an MGM Phone: **53600**
 - From a Cell Phone: +1 702 891 3600

Avaya Corporate Security Information

- Avaya Security 24 Hr. Command Center: +1 303 538 2323
- Avaya Corporate Security Hot-Line +1-877-99-ETHIC (38442).
- Avaya Corporate Security Staff present during the event:
 - Tim Ryan +1 703 403 9785
 - Max Lacobara +1 305 842 7493

The event organization will provide transportation from/to the airport both on arrival and departure.

Carry the contact numbers for the event and your managers with you at all times, and inform your manager or a coworker about where you will be and how to contact you.

Personal Safety: The MGM Grand is a public facility. As such, it carries the same risks to personal safety as all public facilities. Your personal safety is your responsibility. Please act appropriately, lock your room and secure your personal belongings, and be careful when walking on property to observe stairs, railings, etc.

Do not put yourself in unsafe situations such as walking alone at night, leaving the event planned activities, or drinking too much alcohol.

Asset Protection and Information Security: As any off-site meeting, the protection of Avaya equipment and information is extremely important. One way to help protect your assigned assets is to utilize a cable lock. Additionally, use the room safe for storing your laptop and other valuable items.

Name Badges & Suspicious Persons: All conference attendees will be issued a badge at conference check-in. Please display your name badge at all times during the duration of the conference, and report any suspicious person or activity.

Follow the Avaya Policies at all times, and always observe The Avaya Code of Conduct “Operating with Integrity”, and the Asset Protection and Information Security Policies.

Be cautious with your personal items, take the necessary precautions in order to avoid any loss (Be sure to lock your room, keep your key in a safe place with you at all times, use the room safe for valuable items).