[English](#kix.hk6rjccggdyu) / Portuguese / French / Thai / Vietnamese / Spanish

English

| **Brief**:  An email sent to the confirmed attendees of the event. It will be sent via customer.io  **Target audience**:  Confirmed attendees of the event |
| --- |

**Subject:** Final preparations for [EVENT NAME]

## Travel checklist: here's what you need

Hi [PARTNER NAME],

You are all set to attend [EVENT NAME], happening on [DD Mmm YYYY] at [VENUE]!

You are all set to attend [EVENT NAME], happening from [DD Mmm YYYY] to [DD Mmm YYYY] at [VENUE]!

Here’s a checklist of the necessary items for your trip:

1. Passport
2. Visa *(if applicable)*
3. Covid-19 vaccination certificate   
   *Check your documents and make sure you are in compliance with all Covid-19 travel requirements of [COUNTRY OF EVENT].*
4. Valid yellow fever vaccination certificate  *For travellers from yellow fever endemic countries, follow the requirements set by your country. Vaccination should be done no less than 14 days prior to the journey.*(As you’re travelling on [DD Mmm YYYY], you should have received your vaccination before or on [DD Mmm YYYY].)
5. A digital or printed copy of the travel itinerary
6. Smart casual attire for the conference
7. Black tie attire for the Gala dinner

In this email, we have also included the travel itinerary and event agenda for your reference.

If you have any questions, please contact us via [live chat](https://deriv.com/?is_livechat_open=true) or [WhatsApp](https://api.whatsapp.com/send/?phone=35699578341&text&type=phone_number&app_absent=0).

If you have any questions, please contact your country manager, [NAME], at [EMAIL ADDRESS] or [WHATSAPP NO] (WhatsApp).

We look forward to seeing you at the conference/seminar/trip!