



14TH
ANNUAL
CONFERENCE
13-15 MAY 2022
AMSTERDAM, NETHERLANDS

Welcome to WCA Projects Annual Conference



Pre-Conference Information

(Very Important – Please Print This Out!)

The details below contain very important last-minute information which you should print out and use as a checklist and reference for the conference.

CONFERENCE ID

In order to facilitate quicker onsite registrations for everyone, please print out your Conference ID and present it to us when you do your onsite registration. It will help all members to avoid long queues.

1. Go to the conference website: <https://conferences.wcaworld.com/wcaprojects2022/info/>
2. Move your mouse cursor towards the lower-left hand side of the webpage banner to where it says 
3. Click on **Print Your Conference ID**
4. Enter your One-on-One username and password
5. Click 
6. Present to WCAworld staff at the Registration Counter when you do your onsite registration.

Your conference details

Important: In order to allow us to better prepare so that delegates can register as comfortably and efficiently as possible, WCA have strongly requested that all delegates would print below details and give us at the register desk. We thank you in advance for your corporation.



[ID#347] Mr. Douglas Archer

Conference Manager

WCAworld

Miami, FL, United States of America



ONSITE REGISTRATION

Everyone must do an onsite registration to pick up their conference bags, badge, and other materials. Onsite registration can be done during these times and places:

Date	Time	Venue
Friday, 13 May 2022	15:00 – 21:00 hrs	Hilton Amsterdam Hotel Foyer, Ground Floor
Saturday, 14 May 2022	09:00 – 18:00 hrs	

We recommend that you do this upon arrival to avoid the rush that happens just before the cocktail reception starts on 13 May. To speed up the process, please don't forget to print out and bring your **Conference ID** (as mentioned above)

CANAL CRUISE (13 MAY, 14:00 – 17:00 HRS) – FREE TO ALL WCA PROJECTS DELEGATES

The canal tour was later added to the program to replace team building activities. This canal cruise is open to ALL registered delegates – no additional charge. If you haven't signed up for this online then please show up in person to join.

14:00 – 14:30: Gather at Lobby Hilton Amsterdam Hotel

14:30 – 15:00: Boarding

15:00 – 17:00: Canal Cruise (arrive back at Hilton Amsterdam at 17:00 hrs)

COVID-19 VACCINATION

DELEGATES ARE NOT REQUIRED BY WCAWORLD TO BE VACCINATED TO ATTEND THIS CONFERENCE

In light of the ongoing spread of COVID-19, we encourage all delegates to be fully vaccinated against Covid-19 for your own safety and health. However, it is not compulsory to be fully vaccinated to attend our conference. However, all delegates are responsible for checking their own vaccination requirements depending on their countries of origin and airlines being used.

For additional information regarding covid-19 related requirements to enter The Netherlands, please check [HERE](#).

WCAworld will not be responsible if you cannot enter the Netherlands due to Covid-19 related issues.

COVID TESTING

TESTING IS NOT PROVIDED ONSITE BY WCAWORLD

Delegates attending from some countries are still required to have Covid-19 tests performed prior to departure back to their home countries. Kindly note that WCAworld has not arranged for Covid-19 testing at this conference and all delegates who require testing must make their own arrangements.

MASKS & SOCIAL DISTANCING

Nearly all coronavirus measures have been lifted. Only the following measures still apply.

1. Face masks must be worn at airports and on planes
2. Face masks must still be worn on planes and at airports beyond the security checkpoint

NAME BADGES & SECURITY

**NAME BADGES MUST BE WORN AT ALL TIMES !
NO BADGE – NO ACCESS !!**

- Name badges apply to ALL functions including the One-on-One Meetings, Cocktail Receptions, and the Gala Dinner. The only function they are not required is the canal tour.
- Name badges are given to delegates during the Onsite Registration only.



AIRPORT TRANSFERS

Airport transfers are NOT provided by WCAworld and are NOT included in your conference fees.

There are many ways to travel from Amsterdam Schiphol Airport (AMS) to downtown Amsterdam.

Train: 15 minutes, from USD 5.00 /person
Bus: 30 minutes, from USD 7.00 /person
Taxi: 20 minutes, from USD 50.00 /car
Hotel Shuttle: 30 minutes, from USD 20 /person

Please visit [HERE](#) for additional details.

WEATHER

Average daily low: 9°C (48°F)
Average daily high: 18°C (64°F)
Average number of days with rain: 15 days.
Click [here](#) for the Amsterdam weather forecast.

CONFERENCE AGENDA

Please visit <https://conferences.wcaworld.com/wcaprojects2022/info/> to view the full agenda.

ONE-ON-ONE MEETING SCHEDULER

Please ensure that you pick up the most updated One-On-One Schedule each morning from the Registration Counter at in front of Orange Room / Ballroom (Ground Level) before the meetings start. The One-on-One meeting scheduler will close for the first time on Friday, 13 May 2022, at 21:00 hrs and then re-open as per the following schedule:

Date	Color	Pick Up Time	Scheduler Operating Hours
Saturday, 14 May	Pink	09:00 – 10:00 hrs	09:00 – 21:00 hrs
Sunday, 15 May	Yellow	09:00 – 10:00 hrs	-

Sample for Saturday

Time	[ID#.....]	Table No.
This schedule (yellow) is for use on Saturday only . Please be sure to pick up a BLUE schedule tomorrow morning between 9 am – 10 am from the registration desk.		

Sample for Sunday

Time	[ID#.....]	Table No.
This schedule (blue) is for use on Sunday only . We hope that you've enjoyed your One-on-One meetings over the past couple days and were able to fulfill your expectations.		

ONE-ON-ONE MEETING SCHEDULER

The following two forms will be available at the Registration Counter and Help Desk during the conference.

One-on-One Communication Sheet: Used for sending messages to others during the One-on-One Meetings. If you need to contact someone to cancel, postpone, or set up a meeting with someone urgently then you can fill in one of these forms and WCAworld staff will deliver them for you.

No Show Record: Please fill in this form if a member does not show up for a prescheduled meeting appointment. Members who continuously miss their meeting appointments will be sent warnings from WCAworld management.

One-on-One Communication Sheet	
Date _____	
<input type="checkbox"/> Cancel a meeting <input type="checkbox"/> Re-schedule	
From	To
ID# : _____	ID# : _____
Name : _____	Name : _____
Company : _____	Company : _____
Meeting Point : <input type="checkbox"/> Registration Counter <input type="checkbox"/> Help Desk 1 <input type="checkbox"/> Help Desk 2 <input type="checkbox"/> Other _____	
Meeting Date : _____	Meeting Time : _____
Contact Number : _____	Email Address : _____
Message : _____ _____	
Note :	
1. One-on-One Communication Sheets are used for Communicating appointment changes with intended persons on the same date. If you would like to cancel, re-schedule, or make new appointments for the next day(s). Please do this through the conference website (on Scheduler via your own computer, WCA app or at our business center).	
2. Please note that this is one-way communication, you might not receive feedback from the receiver. Therefore, all details provided with a business card attached are required.	
3. All appointments will be designated to one of the meeting points, but we cannot guarantee the meeting confirmation from our side.	
4. Please return this sheet at least 1 hour before the meeting time.	
For Staff Only	
Location of ID# _____	
Ion1 Time : _____	Table No. : _____
Ion1 Time : _____	Table No. : _____
Ion1 Time : _____	Table No. : _____

NO SHOW RECORD	
Your Details	
Name : _____	ID : _____
Company : _____	
No Show Details	
Name : _____	ID : _____
Company : _____	
Date : _____ Meeting Time : _____	
Remarks or Comments: _____ _____	

WCA EVENTS APP

No more queuing to pick up your One on One Meeting Schedule!!! Existing users must un-install and re-download to update their current version. New users can search “WCA Events” in the Apps Store and Play Store or scan one of the below QR Codes.



iOS

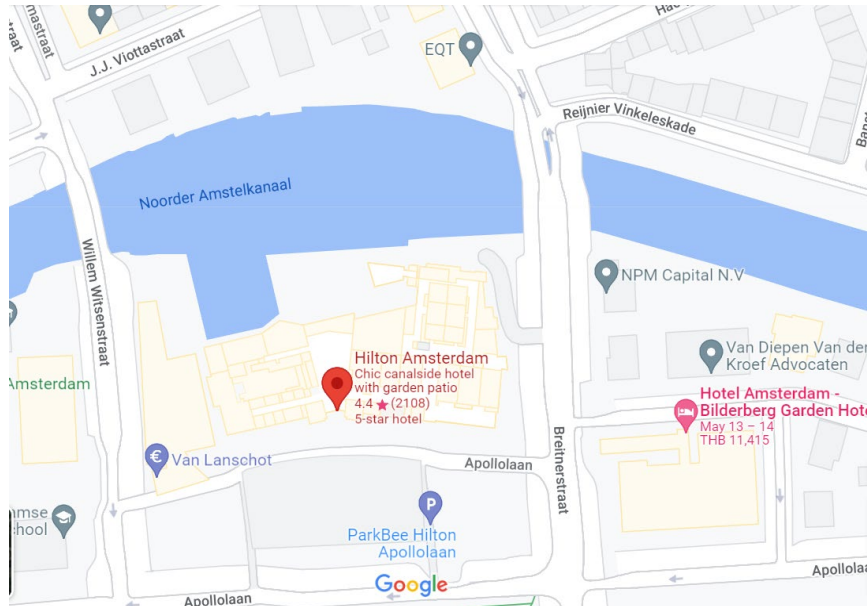


Android

Features:

- Schedule One-on-One Meeting Appointments
- View Attendee profiles
- View Conference Agenda
- View One-on-One Floor Plan
- Emergency Contacts
- Latest Announcements

EVENT LOCATION



Address: Apollolaan 138
1077 BG Amsterdam
Netherlands

Phone: +31 20 710 6000

[Hotel Website](#)

WCAWORLD CONTACTS

WCAworld representatives are available 24 hrs. For urgent assistance please contact us. We will be happy to assist you.

WCAworld Staff	Position	Phone
Dan March (Mr.)	CEO	+44 7921 038 568
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For additional information please contact conference@wcaworld.com