



Welcome to WCAworld Worldwide 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.

NAME BADGES & SECURITY

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

(WCAworld takes this policy very seriously and you will NOT be given access to the function venues if you do not have a name badge)

- Name badges apply to ALL functions including the One-on-One Meetings, Cocktail Receptions (at and outside MBS), and the Awards Dinner. The only functions they are not required for are tour and golf.
- Name badges are given to delegates during the Onsite Registration only.





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. Special queues will be set up for members who have printed out their Conference ID, so that they do not need to queue up with

members who don't. Using the WCAworld Event App, members can also show their conference ID in QR format to WCAworld staff during the registration.

How to print out your Conference ID:

1. Go to the conference website: <https://conferences.wcaworld.com/WCAworld2023/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

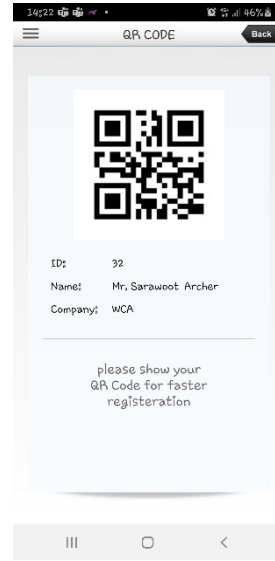
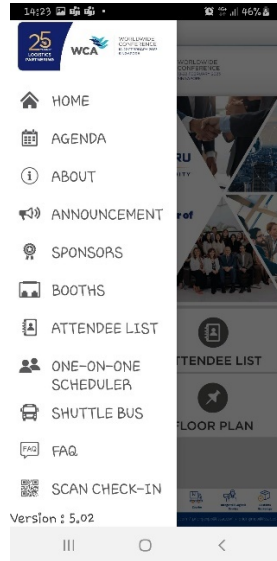
WCAworld

Miami, FL, United States of America



Conference ID using QR Code:

1. Download the WCAworld Events App from the Play Store or App Store depending on your mobile device.
2. Open the WCAworld Events App and click on SCAN CHECK-IN
3. Show your mobile device with QR code to WCAworld staff for scanning



ONSITE REGISTRATION

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

Date	Time	Venue
Friday, 17 February 2023	14:00 – 20:00 hrs	Sands Expo & Convention Center Foyer Hall DEF (Level B2)
Saturday, 18 February 2023	09:00 – 21:00 hrs	
Sunday, 19 February 2023	09:00 – 17:00 hrs	
Monday, 20 February 2023	08:00 – 17:00 hrs	
Tuesday, 21 February 2023	08:00 – 17:00 hrs	
Wednesday, 22 February 2023	09:00 – 17:00 hrs	

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

COVID-19 VACCINATION

DELEGATES ARE NOT REQUIRED BY WCAWORLD TO BE VACCINATED TO ATTEND THIS CONFERENCE, HOWEVER IF YOU ARE NOT VACINATED, THEN CERTAIN CONDITIONS BY THE SINGAPORE GOVERNMENT ARE APPLICABLE

Considering 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, but all delegates are responsible for checking their own vaccination and other Covid-19 related requirements depending on their country of origin and airlines being used.

For fully vaccinated visitors:

No entry approvals, pre-departure tests, on-arrival tests, or and quarantine required.

*Fully vaccinated and non-fully vaccinated children aged 12 and below by year of birth will be allowed to enter Singapore

Your pre-departure checklist:

Obtain proof of vaccination and upload vaccination certificate onto the Vaccination Check Portal.

3 days before departure to Singapore: Submit SG Arrival Card and e-health declaration via the official and free e-service on the Immigration & Checkpoints Authority (ICA) website <https://eservices.ica.gov.sg/sgarrivalcard/>

For non-fully vaccinated visitors

Currently, non-fully vaccinated short-term visitors are generally not allowed entry into Singapore except visitors with other valid entry approval (e.g. for compassionate reasons).

Within two days before departure, take any of the following COVID-19 tests:

COVID-19 Polymerase Chain Reaction test; OR Antigen Rapid Test (ART) administered by a trained professional, or self-administered ART that is remotely supervised by an approved ART provider in Singapore [for Singapore citizens, PRs and Long-Term Pass Holders (including In-Principal Approval holders) only]

The Pre-Departure Test (PDT) report, which shows a negative test result, must be in English (or accompanied by a notarized English Translation), and clearly states the traveler's name, date of test, as well as the traveler's date of birth or passport number per the passport used to travel to Singapore.

If you have any questions, please check this link for more information: <https://www.ica.gov.sg/enter-transit-depart/entering-singapore>

WCAworld will not be responsible if you cannot enter Singapore due to Covid-19 related issues. It is your responsibility to check the latest requirements by the Singapore government.

COVID TESTING

TESTING IS NOT PROVIDED ONSITE BY WCAWORLD

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

Recommended Pre-Departure PCR Testing:



KBL Healthcare PTE LTD., located at the north end of the retail section of Marina Bay Sands.

Address: 2 BAYFRONT AVENUE, SINGAPORE 018972, Unit No: #01-88

Phone: +65 6688 7018

Website: <https://www.kblhealthcare.com.sg/>

Opening Hours: MON-SAT, 09:00 – 19:00, SUN and Holidays by appointment only

Regular PCR is SGD 150 results in 24 hours

Express PCR is SGD 340 results in 8 hours

We highly suggest booking an appointment.

Room Based PCR Booking
Estimated time for completion: 5 mins
Documents required: Passport & Flight Itinerary

Doctor Anywhere (On-site PCR Testing)

For both local residents and tourists to Singapore, who are travelling to China or India. Complete your PCR/RT-PCR Test in the comfort of your own home or hotel.

Doctor Anywhere is an MOH-approved Covid-19 Test Provider.

Please use this link to book a PCR Testing at your hotel:
<https://www.cognitofrms.com/DoctorAnywhere/WCAPCRPreDepartureTestingForm>

MASKS & SOCIAL DISTANCING

All coronavirus measures in Singapore have been lifted. However, face masks are still required to be worn on the plane by some airlines and public transportation such as taxis, city buses, and trains. Please be sure to check with your airline to make sure about their masking policy onboard. Masks are not required at the conference venues or hotels.

AIRPORT TRANSFERS

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

Transportation options are limited to Taxi and Shuttle Bus.

Taxi: 20 minutes, taxi fare averages SGD 25 per car per way

SHUTTLE BUSES

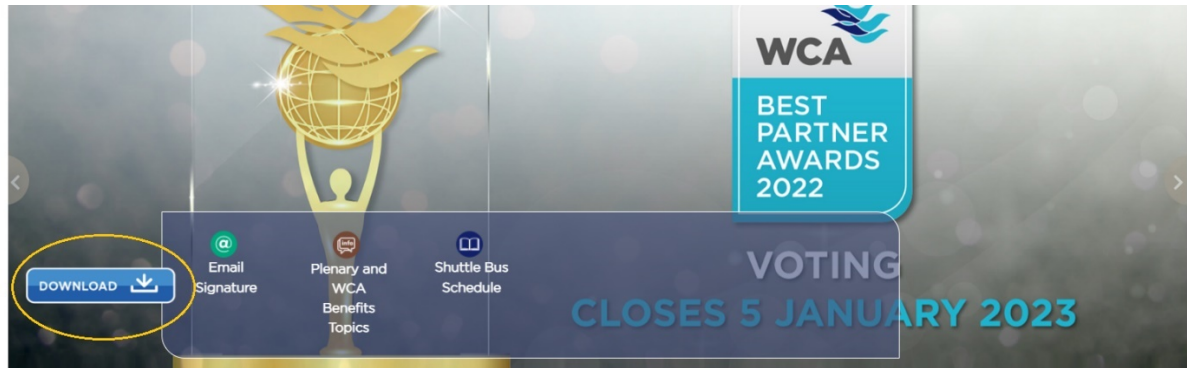
A limited shuttle bus service is provided between MBS (Marina Bay Sands / The Sands Expo and Convention Center) and the hotels used in our conference program. Delegates staying at any of these hotels can use the shuttle service for free.

Please wear your name badge or you won't be allowed to board. This will also ensure that you don't forget your name badge before leaving your hotel. You will be required to return to your hotel to retrieve your name badge in the event that you forget to wear it to the conference.

Due to traffic conditions and lack of proper coach parking at most hotels and venues, it is not possible for the shuttle buses to adhere strictly to the schedules. Buses can only pick-up and drop-off delegates, and are not allowed to stop and wait anywhere, so please ensure that you board and disembark the buses promptly before they are forced to move on.

To download Shuttle Bus Schedule:

1. Go to <https://conferences.wcaworld.com/WCAworld2023/info/>
2. Hover your mouse cursor over the DOWNLOAD button
3. Click on Shuttle Bus Schedule



Delegates staying at other nearby hotels are welcome to use the shuttle bus services.

GETTING AROUND SINGAPORE

It is highly recommended that you download and use the GRAB App. Taxis are reasonably priced in Singapore, but it is difficult to flag one down during the peak hours due to demand and the fact that most taxi companies in Singapore are also operating with GRAB.

You can also use the MRT services to travel between your hotel and MBS where available. Please visit

https://www.lta.gov.sg/content/itagov/en/getting_around/public_transport/rail_network.html for more details.

WEATHER

On a typical day in Singapore in February, the average temperature varies from a high of 29°C (84°F) to a low of 25°C (77°F). The weather is pleasantly warm in February and is often accompanied by a gentle breeze.

Average Temperature: 27°C / 81°F

Average Rainfall: 170mm

Average Wind Speeds: 6.3 Miles per Hour

Average Daylight Hours: 12

CONFERENCE AGENDA

Please visit to view the full agenda. <https://conferences.wcaworld.com/WCAworld2023/info/>

PLENARY SESSION & WCA BENEFITS PROGRAMS

Please visit to view Plenary session and WCA Benefits topics.
<https://conferences.wcaworld.com/WCAworld2023/info/plenaryTopic.php>

ONE-ON-ONE MEETING SCHEDULER

Note that your One-on-One Meeting Schedule is also updated daily to the WCAworld Events App. You do not need to pick up a meeting schedule from the registration counter daily.

If you still prefer to have a paper version then you can pick up the most updated One-On-One Schedule each morning from the Registration Counter each morning before the meetings start. The One-on-One meeting scheduler will close for the first time on Saturday, 18 February 2023 at 21:00 hrs (Singapore time) and then re-open as per the following schedule:

Date	Color	Pick Up Time	Scheduler Operating Hours
Sunday, 19 February 2023	Pink	09:00 – 10:00 hrs	09:00 - 21:00 hrs
Monday, 20 February 2023	Yellow	09:00 – 10:00 hrs	09:00 – 21:00 hrs
Tuesday, 21 February 2023	Blue	09:00 – 10:00 hrs	09:00 – 21:00 hrs
Wednesday, 22 February 2023	Green	09:00 – 10:00 hrs	0:900 – 21:00 hrs

Sample One-on-One Schedule for Sunday			Sample One-on-One Schedule for Monday			Sample One-on-One Schedule for Tuesday			Sample One-on-One Schedule for Wednesday		
Time	[ID#]	Table/Booth No.	Time	[ID#]	Table/Booth No.	Time	[ID#]	Table/Booth No.	Time	[ID#]	Table/Booth No.
This schedule (pink) is for use on Sunday only . Please be sure to pick up a YELLOW schedule tomorrow morning between 09:00 - 10:00 hrs from the registration counter.			This schedule (yellow) is for use on Monday only . Please be sure to pick up a BLUE schedule tomorrow morning between 09:00 - 10:00 hrs from the registration counter.			This schedule (blue) is for use on Tuesday only . Please be sure to pick up a GREEN schedule tomorrow morning between 09:00 - 10:00 hrs from the registration counter.			This schedule (green) is for use on Wednesday only . We hope that you've enjoyed your One-on-One meetings 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 day. 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 emails 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.



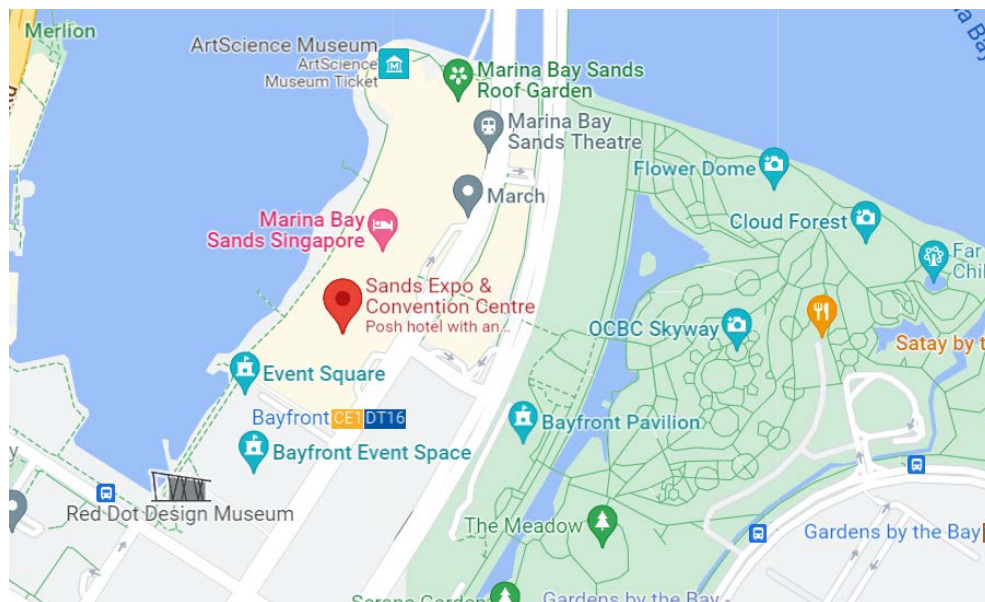
Features:

- Schedule One-on-One Meeting Appointments
- View your One-on-One Meetings schedule (no need to pick up paper version)
- Conduct text chats with other members at the conference venue
- View Attendee profiles
- View Conference Agenda
- View One-on-One Floor Plan
- Emergency Contacts
- Latest Announcements

EVENT LOCATION

Address: 10 Bayfront Ave, Singapore 018956

Telephone: +65 6688 8868




AWARDS DINNER

Delegates must select their main course upon entry at the dinner venue by picking up [ONE](#) card only (pictured below).

The number of cards printed match the number of attendees. There is only one card per person so please be considerate towards other members and do not take more than one card!

Delegates are strongly recommended to dress smart casual (polo shirt and slacks) or other appropriate attire. There will be a live band and dancing during the Awards Dinner and a dance floor will be available.

		<p>INDIAN VEGETARIAN</p> <p>(Do NOT pick up a card – you must seat yourself at a table designated as INDIAN VEG. Communal style dining)</p>
<p>Menu (BEEF)</p> <p>Sous-vide Chicken Roulade</p> <p>Spinach Coulis, Tomato & Sweet Onion</p> <p>Baked Cauliflower Velouté</p> <p>Curry Potato Emulsion Confit</p> <p>Herb Roasted Beef fillet Mignon with Bordelaise Jus</p> <p>Dessert platter</p> <p>Assorted Mini Caroline</p> <p>Medley of Mochi</p> <p>Rainbow lapis cake</p> <p>Raspberry Devil Cake</p>	<p>Menu (FISH)</p> <p>Sous-vide Chicken Roulade</p> <p>Spinach Coulis, Tomato & Sweet Onion</p> <p>Baked Cauliflower Velouté</p> <p>Curry Potato Emulsion Confit</p> <p>Pan-roasted Snapper fillet with Roasted Root Vegetable, Green Beans & Lemongrass Infused Coconut Velouté</p> <p>Dessert platter</p> <p>Assorted Mini Caroline</p> <p>Dal Makani</p> <p>Medley of Mochi</p> <p>Rainbow lapis cake</p> <p>Raspberry Devil Cake</p>	<p>Menu (Indian Vegetarian)</p> <p>Dahi Vada Chaat</p> <p>Papadum, Raita, Pickles, and Naan (Plain & Garlic), Tamarind & Mint Chutney placed on Susan</p> <p>Dal Makani</p> <p>Jaipuri Gobhi Masala</p> <p>Dum Biryani</p> <p>Kadhai Paneer</p> <p>Dessert platter</p> <p>Assorted Mini Caroline</p> <p>Medley of Mochi</p> <p>Rainbow lapis cake</p> <p>Raspberry Devil Cake</p>

Sponsor Gifts

Sponsor Gifts for all sponsors except Awards Dinner Sponsor will be handed out during the

Welcome Cocktail Reception on 18 February! Please make sure you attend the Welcome Cocktail Reception to receive a gift if you are a sponsor for this event.

WPA, DG, Relocation Cocktails

Delegates who wish to attend the following cocktails **MUST preregister** prior to the cocktail. Capacity is very limited and walk-ins will be turned away.

You can register by logging onto your shopping cart on the conference website and adding the item to it.

20 Feb 2023 19:00 - 21:30	WPA Courier/eCommerce Cocktail Reception (Must preregister)	Dallas Restaurant & Bar (Marina Bay Sands) 
21 Feb 2023 19:00 - 21:30	WCA Relocation Cocktail Reception (Must preregister)	Black Tap Craft Burgers & Beers (Marina Bay Sands) 
21 Feb 2023 19.00 - 21.30	WCA Dangerous Goods Cocktail Reception (Must preregister)	Dallas Restaurant & Bar (Marina Bay Sands) 

SPECIAL DISCOUNTS IN SINGAPORE

Delegates will need to present their conference badge for the offer!

15% discount for the following restaurants located at JW Marriott South Beach for all WCA attendees who are here in Singapore to attend the WCA Conferences this year.

- Beach Road Kitchen
- Tonic

- Fish Pool
- Stag's Room

This offer applies to all WCA conferences attendees regardless of whether they are staying with JW or at other hotel properties from 13 to 27 February 2023.

Kindly note that black out date of Tuesday 14 February 2023 applies. Reservations are recommended and subject to availability.

PARKING AT MARINA BAY SANDS (MBS) / SANDS EXPO & CONVENTION CENTRE

MON-FRI Before 5/6 PM	(Mon to Thurs) SGD 9.00 for 1st hr, SGD 1.10 for next subsequent 30 mins from 7 am to 7 pm
MON-FRI After 5/6 PM	(Mon to Thurs) SGD 9.00 /entry from 7 pm to 7 am the following day
SAT	(Fri to Sun & PH) SGD 12.00 for 1st hr, SGD 1.10 for next subsequent 30 mins from 7 am to 7 pm, SGD 12.00 /entry from 7 pm to 7 am the following day
SUN / PUBLIC HOLIDAYS	(Fri to Sun & PH) SGD 12.00 for 1st hr, SGD 1.10 for next subsequent 30 mins from 7 am to 7 pm, SGD 12.00/entry from 7 pm to 7 am the following day
REMARKS	SGD 16.00 for 1st hour of valet parking, SGD 1.10 for subsequent 30 mins up to a maximum charge of SGD 27 per 24 hrs, SGD 16.00 /entry from 7 pm to 7 am the next day
DISCOUNT	Contact the Business Center or Level 1 event service concierge to receive a discount of SGD 8+ coupon from MBS

WCAWORLD CONTACTS

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

WCAworld (Management Staff)	Position	Phone
Dan March	CEO	+44 7921 038 568
Mark Maiowitz	Executive Vice President - Latin America	+1 702 378 9718
Kenneth Yokeum	Vice President - Asia Pacific	+66 89 771 1797

Brian Majerus	Vice President - WCA & Managing Director - GAA	+1 847 800 7226
Monica Tappi Van Velthoven	Vice President - Europe	+31 655 544 690
Monica Lee	WIS - Chief Executive Officer	+1 954 973 5537
Bruce Cutillo	General Manager - WCA Projects, Dangerous Goods	+66 89 892 4575
Erwin Van Der Genugten	Regional Manager Europe	+31 627 072 470
Randy Van Velthoven	Regional Manager - Europe	+31 631 799 830
Chris Dunn	Regional Manager Middle East & CIS	+971 50 229 8691
Charles Goli	General Manager – Africa	+225 05 45843484
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Charan Kishore Sharma	Regional Manager – India	+91 981 834 3738
Rita Ganesh Ramojela	Regional Manager – India	+91 845 4844 289
Victor Gomez	General Manager - Asia Pacific General Manager - WCA Relocations & WCA Vendors	+66 84 664 9631
Cecilia Markez	General Manager - Gold Medallion	+1 954 952 7508
Matthew West	Regional Director - North America	+1 702 757 8620

WCAworld (Operations Staff)	Position	Phone
A	Marketing Communications Manager	87375730
Chompu	International Marketing Executive	87396034
Meow	Conference Supervisor (Registration)	86976439
Pui	Conference Supervisor (Hotel))	86535287
Fern	Conference Support (Booth)	87310431
Lalita	Conference Support (Booth)	86798190
Joey	Assistant Conference Manager	85355480
Douglas Archer	Conference Manager	84502652
Sarah	Disputer Operations Manager	87393053

For additional information please contact conference@wcaworld.com