WELCOME TO THE 13th ANNUAL WCA 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 <u>MUST</u> 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 <u>ALL functions</u> including the One-on-One Meetings, Cocktail Receptions, Breakout Functions, and the Awards Dinner.

- Name badges are given to delegates during the Onsite Registration only. Do not lose or misplace your name badge! Replacing one will be extremely difficult because all delegates must also be registered with the Dubai government authorities and issued a specific barcode to be stuck to delegate name badges.

DELEGATE

Douglas
Douglas Archer

Conference Manager
WCAworld
USA

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/wcaworld2024/info/

2. Move your mouse cursor towards the lower-left hand side of the webpage banner to where it says DOWNLOAD ⬇

3. Click on **Print Your Conference ID**

4. Enter your One-on-One username and password

5. Click Print

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 reister as comfortably and efficiantly 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

Print

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 "Join" for WCAworld Annual Conference.
3. Log in with your One-on-One Username and Password.
4. Click on "My QR Code".

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
Monday, 26 February 2024	14:00 – 20:00	DWTC, Hall 3 Entrance (ground floor)
Tuesday, 27 February 2024	09:00 – 21:00	
Wednesday, 28 February 2024	09:00 – 22:00	
Thursday, 29 February 2024	09:00 – 17:00	
Friday, 1 March 2024	09:00 – 17:00	
Saturday, 2 March 2024	09:00 – 17:00	

Note that the venue has very limited space for the registration area so we encourage members to go to DWTC earlier to do their onsite registration to avoid queuing up in long lines.

AIRPORT TRANSFERS

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

If you would like to book an airport transfer, we recommend Orient Tours, please click this link for more information
https://conferences.wcaworld.com/wcaworld2024/info/airport_transfers.php#otherinfo

Taxi fare from Dubai Airport to Dubai World Trade Center area varies between $40-50. Depending on the number of luggage and people, the taxi driver may request an extra fee. Transportation time by taxi is around 20 minutes.

Dubai RTA operates a vehicle from Airport Terminal 3 Metro Station 2 to World Trade Centre Metro Station 2 every 10 minutes. Tickets cost AED 7 - 10, and the journey takes 20 minutes. Alternatively, you can take the Red Line of the Dubai Metro from the airport to the World Trade Center Metro Station.

GETTING AROUND DUBAI

A range of Dubai taxi services are available from the RTA and you can grab a cab from almost anywhere in the city, or order one by phone or via a ride-hailing app such as Careem or Uber.

The Metro has two convenient lines – Red and Green – that run from Dubai International Airport (DXB) and through the busiest areas of the city. It is the world's largest driverless train system, offering comfortable seating and affordable prices, and is fully air-conditioned. Discover more with our guide to Dubai Metro.

WEATHER

Average high during February is 24°C. Average low is 14°C during the night. Average humidity ranges from 40-90%. Average rainfall is 34mm.

CONFERENCE AGENDA

Please visit to view the full agenda.
https://conferences.wcaworld.com/wcaworld2024/info/#agenda

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 from the Registration Counter each morning before the meetings start. The One-on-One meeting scheduler will close for the first time on Tuesday, 27th February 2024 at 21:00 hrs (Dubai time).

Date	Color	Pick Up Time	Scheduler Operating Hours
Wednesday, 28 February	Yellow	09:00 – 10:00 hrs	09:00 – 21:00 hrs
Thursday, 29 February	Pink	09:00 – 10:00 hrs	09:00 – 21:00 hrs
Friday, 1 March	Green	09:00 – 10:00 hrs	09:00 – 21:00 hrs
Saturday, 2 March	Blue	09:00 – 10:00 hrs	-

Sample One-on-One Schedule for Wednesday

Time	[ID# .....]	Table/ Booth No.

Sample One-on-One Schedule for Thursday

Time	[ID# .....]	Table/ Booth No.

Sample One-on-One Schedule for Friday

Time	[ID# .....]	Table/ Booth No.

Sample One-on-One Schedule for Saturday

Time	[ID# .....]	Table/ Booth No.

ONE-ON-ONE MEETING FORMS

The following two forms will be available at the Registration Counter and Help Desks 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. However, WCAworld cannot guarantee that you will receive a response.

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.

WCA EVENTS APP

No more queuing to pick up your One-on-One Meeting Schedule! Delegates can search "WCAworld Events" in the Apps Store and Play Store or scan one of the below QR Codes to download the new version of the WCAworldwide Events App.

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

Dubai World Trade Centre,
Address: Sheikh Zayed Rd - Trade Centre - Trade Centre 2 - Dubai - United Arab Emirates
Tel: +971 4 389 3999
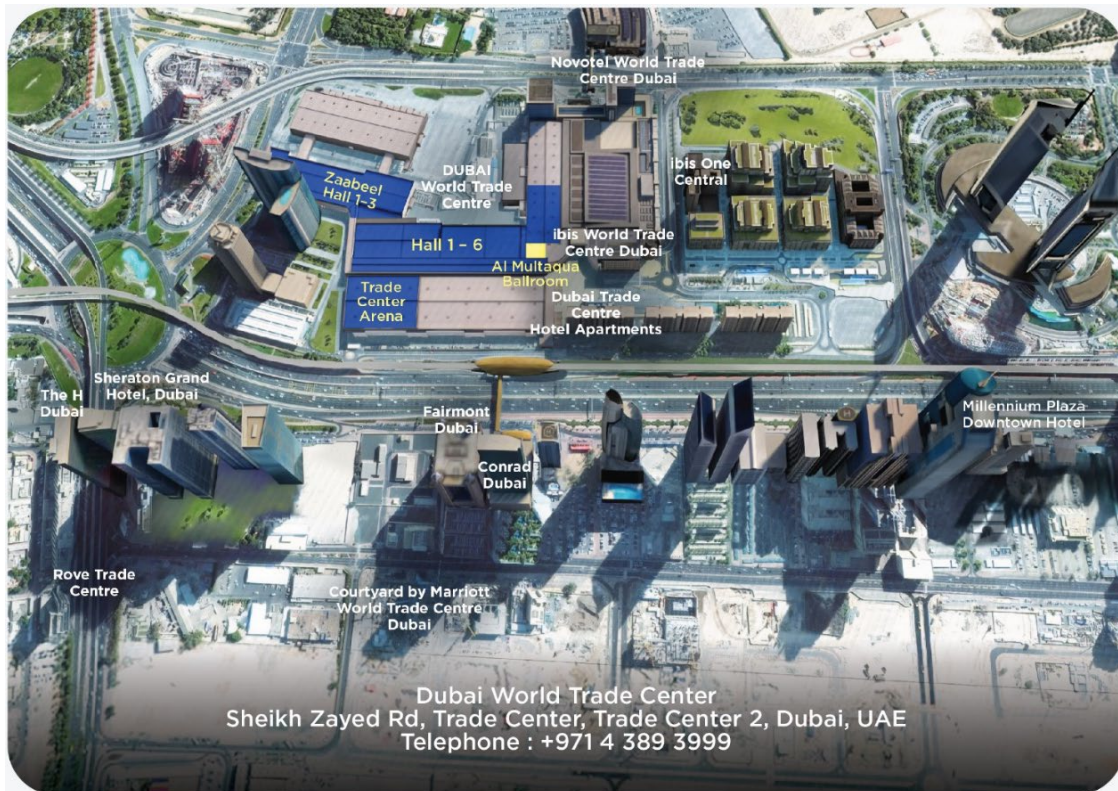
SPONSORS GIFT CEREMONY / BEST PARTNER AWARDS

- All sponsors (except Awards Dinner Sponsor) will be presented with their gifts on stage during the <u>Welcome Cocktail Reception on 27 Feb, 19:00 – 21:00 hrs (DWTC, Za'abeel Hall)</u>.

- Awards Dinner Sponsor will be presented with their gift during the <u>Awards Dinner on 28 Feb, 19:00 – 22:00 hrs (DWTC, Za'abeel Hall)</u>.

- Best Partner Awards are presented during the <u>Awards Dinner on 28 Feb, 19:00 – 22:00 hrs (DWTC, Za'abeel Hall)</u>.

Awards Dinner (28 FEBRUARY)

Dress code: Smart Casual

Delegates must choose the type of 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!

BEEF	FISH	INDIAN VEGETARIAN
Place this on the table in front of your seat so that serving staff know which main course to serve to you	Place this on the table in front of your seat so that serving staff know which main course to serve to you	(Do NOT pick up a card – you must seat yourself at a table designated as INDIAN VEG. Communal style dining)
Western-Arab Fusion Set Menu (BEEF)	**Western-Arab Fusion Set Menu (FISH)**	**INDIAN-VEGETARIAN Set Menu (sharing style)**
Entrée Quinoa avocado timbale , grape tomatoes, pomegranate Soup Cauliflower Dubarry Soup Main course Chermoula spice rub Angus Beef Tenderloin, Pan Fried Polenta, Cumin Glazed Carrot, Cardamom Infused Jus Chocolate Stone & Soil Dessert Pistachio cake, chocolate sauce, camel milk ganache, crispy pearls	Entrée Quinoa avocado timbale , grape tomatoes, pomegranate Soup Cauliflower Dubarry Soup Main course Grilled fillet of Hammour, Pan Fried Polenta, Cumin Glazed Carrot, Lemon Dill Butter Sauce Dessert Pistachio cake, chocolate sauce, camel milk ganache, crispy pearls	Entrée: (Sharing Style) Aloopalak , Dal wadna , Samosa with mint chutney, Kachumber salad Soup: (Individual Serving) Vegan Mulligatawny soup Main course: (Sharing Style) Seasonal vegetables Byriani, Bhindi Do Pyaza (Okra with spices, onions, mustard seeds), Baigan masala Dhaba style (Eggplants, spices, tomatoes), Aloo gobi (potato, cauliflower, turmeric Side dish: (Sharing Style) Moong dal, Jeera rice Bread: (Sharing Style) Chimney paratha, Naan bread Sweet: Sharing Style Halwa, Gulab Jamun, Jelebi

About Indian-Vegetarian Dinner and Seating with Non-Veg Members

WCAworld completely understands that members dining on Indian-Vegetarian food would like to be able to sit with other non-vegetarian members. Unfortunately, the vast majority of conference venues are not capable of handling this type of service (especially for 4500 delegates dining from three different menu choices). Please be forewarned that if you wish to eat Indian-Vegetarian food then you MUST sit yourself at one of the tables designated for Indian-Vegetarian food.

Awards Dinner Program

  19:00 – 21:00   Awards Dinner (main event)
                          DJ Sabrina
                          WCAworld Hall of Fame Award
                          Awards Dinner Sponsor Gift Presentation
                          Best Partner Awards
                          Lucky Draws
                          3D Escape Show (Main Act)
                          3D Escape Show (Journey Act)
                          3D Escape Show (Mystery Hotel Act)

  21:00 – 22:00   After Dinner Dance Party
                          (Live music by The Show Band – Dubai's hottest covers band)

PARKING AT DWTC AND HOTELS

- Parking at all hotels are chargeable according to each hotel's parking policy.
- Parking at DWTC is chargeable according to their own parking policy.
- Parking charges around Dubai range from AED 3.00 – AED 10.00 per hour depending on length of time, area of city, etc.

BROCHURE TABLES / PLACING ITEMS ON MEETING TABLES

- Brochure tables are provided at the conference venue. You can leave your business cards, company brochures, or giveaway items at the brochure tables.

- Please DO NOT place your name cards, brochures, or giveaway items on all the one-one-one meeting tables. Any items found to be placed on tables will be thrown in the trash each morning before the one-one-one meetings start.

EXHIBITORS SECTION

1. Access to Booths

Monday 26 Feb 24	24 hrs	Booth construction / setup (by DWTC) - exhibitors NOT allowed inside – venue rules
Tuesday 27 Feb 24	24 hrs	Booth construction / setup (by DWTC) - exhibitors NOT allowed inside – venue rules
Wednesday 28 Feb 24	11:00 hrs	Booth contractor hands booths over to WCAworld for final checking
	12:00 hrs	Exhibitors allowed inside booths

2. Booth Materials

- All booth materials sent through Emirates Logistics will be delivered to DWTC on 26 February.
- WCAworld staff will be responsible for moving all your booth materials to your booth before 12:00 hrs on 28 February.
- All exhibitor conference materials are kept in Organizer Room 4.2. You can inquire from WCAworld staff about your materials there.

3. Ordering Food & Beverages for Booths

- No food and beverages from outside DWTC will be allowed inside (venue regulations)

- No alcohol orders will be permitted during the one-on-one meeting times from 09:00 – 17:00 hrs daily. This is a WCAWorld policy to deal with numerous complaints from other members about meeting with intoxicated members, as well as to control unwanted incidents involving intoxicated individuals. Please be warned that the UAE is a Muslim country and public drunkenness is frowned upon by the authorities and locals.

- Food and Beverages for your booth must be ordered directly with DWTC by contacting Ms. Nargis Kelessova (Nargis.Kelessova@dwtc.com) anytime between now and during the conference.

4. Ordering Additional Booth Furniture and Accessories
(EXHIBITORS ORDERS PORTAL)

- DXB Live is DWTC's dedicated exhibitions services provider. They are providing all the booths and exhibitors services during this event.

- You can order and pay for any additional requirements directly with them by using the Exhibitors Orders Portal (https://www.eventplus.ae/wcaworld).

- The Exhibitors Orders Portal is available for all exhibitors to use from now until the end of the conference. You will be required to register at the above-mentioned website before you can start ordering.

5. You Want to Take Parts of Your Booth Home

   WCAworld "rents" the booths on behalf of members. All booth parts and accessories belong to DXB Live / DWTC and must be returned to them after the event finishes. If you like parts of your booth and wish to take part of your booth home then you need to discuss the possibility with DBX Live.

6. Booth Teardown (2 March 2024)

   Exhibitors do not need to tear down their booths. This will be handled by DXB Live / DWTC on the last day of the conference (2nd March) starting at 18:00 hrs. Exhibitors will be responsible for removing all their own belongings before booth dismantling starts. Anything the workers find in your booth will be thrown in the trash or taken to the Lost and Found (if deemed valuable).

7. Belongings

   All exhibitors are responsible for collecting their own belongings each day after the one-on-one meetings end. Brochures and other items left on the counter-tops will be thrown in the rubbish bin each night when DWTC does a quick cleaning. Please take your laptops and other valuables back each day. WCAworld and DWTC will not accept responsibility for your lost belongings.

(End of Exhibitors Section)

WCAWORLD CONTACTS

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

MANAGEMENT STAFF		
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OPERATIONS STAFF		
A	Marketing Communications Director - Asia Pacific	Local Number in Dubai TBA
Ant	International Social Media Specialist	Local Number in Dubai TBA
Douglas Archer	Conference Manager	Local Number in Dubai TBA
Jen	Conference Support (Booths)	Local Number in Dubai TBA

Joey Kanchanawat	Assistant Conference Manager	Local Number in Dubai TBA
Julie Ann Palugod	Office Support - Middle East / CIS Region	+971 50 104 9720
Karla Mejia	Executive Assistant to Chairman	+1 954 973 5537
Lalita	Conference Support (Hotel)	Local Number in Dubai TBA
Meow	Conference Supervisor (Registration)	Local Number in Dubai TBA
Methawee (Jan)	International Marketing Executive	Local Number in Dubai TBA
Nicola Hughes	Business Development Manager	Local Number in Dubai TBA
Sarah	Dispute Operations Manager	Local Number in Dubai TBA
Som	Conference Support (Booths)	Local Number in Dubai TBA
Yui	Manager, Partner Pay Division	Local Number in Dubai TBA

For additional information please contact conference@wcaworld.com