



**5<sup>TH</sup>**  
ANNUAL  
CONFERENCE  
28-30 MAY 2025  
SALZBURG, AUSTRIA



# Welcome to 5th Annual WCA eCommerce Conference

## Pre-Conference Information

**(Very Important – Please Download This!)**



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

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### CONFERENCE ID

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

1. Go to the conference website:  
<https://conferences.wcaworld.com/WCAEcommerce2025/info/>
2. Move your mouse cursor towards the lower-left hand side of the webpage banner to where it says 
3. Click on **Download 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



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## ONSITE REGISTRATION

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Everyone must register onsite at the conference hotel to pick up their conference bag, badge, and other materials. Onsite registration can be done during these times and places:

Date	Time	Venue
Wednesday, 28 May 2025	10:00 – 21:00	Foyer Salzburg (Ground floor)
Thursday, 29 May 2025	09:00 – 17:00	
Friday, 30 May 2025	09:00 – 17:00	

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

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## NAME BADGES & SECURITY

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

WCA eCommerce 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, and the Gala Dinner. The only function they are not required for the Tour.
- Name badges are given to delegates during the Onsite Registration only.



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## CONFERENCE AGENDA

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Please visit to view the full agenda.

<https://conferences.wcaworld.com/WCAEcommerce2025/info/#agenda>

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## ONE-ON-ONE MEETING SCHEDULER

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### PRINTED SCHEDULES ARE NOT PROVIDED ONSITE!

- As part of our initiative to reduce waste, we no longer provide printed schedules to be collected each morning.
- Delegates are required to download the WCAworld Event App to view their most updated meeting schedules or self-print their own schedules at one of the printing kiosks onsite.



[How to download your schedule using the app](#)

- Delegates can also download their schedules daily to their phones as PDF files using the WCAworld Event App. Note that you will only see table numbers for the current meeting day because table numbers are assigned nightly and peoples' schedules can change.
- One-on-One Meeting Schedules are updated each night after midnight.

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	
<b>From</b> ID# : _____ Name : _____ Company : _____	<b>To</b> ID# : _____ Name : _____ 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 <u>same day</u> . If you would like to cancel, re-schedule, or make new appointments for the next day(s), please do this through the conference website (enl 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, <u>business cards provided with a business card attached are required</u> . 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# : _____	
1st Time : _____	Table No. : _____
2nd Time : _____	Table No. : _____
3rd Time : _____	Table No. : _____

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

## NEW WCA EVENTS APP – DOWNLOAD NOW!

No more queuing to pick up your One-on-One Meeting Schedule! Existing users must uninstall and re-download the app 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.

Download New  
“WCAworld  
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

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## EVENT LOCATION

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### Wyndham Grand Salzburg Conference Centre

**Address:** Fanny-von-Lehnert-Straße 7, 5020 Salzburg, Austria

**Phone Number:** +43 662 46880

**Website:** <https://www.wyndhamgrandsalzburg.com/en>

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## GALA DINNER

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The Gala Dinner will be held offsite at **M32 am Mönchsberg** from 19:00 – 22:00 on Thursday, 29 May 2025.

Please meet at Wyndham Grand Salzburg Conference Centre (Hotel Lobby). We will be boarding the coaches to the dinner venue and departing at 18:30 hrs.

If you miss the group, please take a taxi to the location below, but do not forget your badge!

Please ask the taxi to drop you off at Mönchsberg Elevator, address: **Gstättengasse 13, 5020 Salzburg**

At the entrance of the Mönchsberg elevator in the city, please inform the receptionist that you are with the WCA group to gain access without payment as this is included in your delegate pass. Once inside, you will be able to use the elevator to reach the restaurant.



**Address:** Am Mönchsberg 32, 5020 Salzburg, Austria

**Phone Number:** +43 662 841000

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### Sponsor Gifts

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Sponsor Gifts will be given away during the **Gala Dinner** on Thursday, 29 May 2025.

Please make sure you attend the **Gala Dinner** to receive a Gift if you are a sponsor for this event!

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### WCAWORLD CONTACTS

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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	CEO: WCAworld	+44 7921 038 568
Harald Oechsner	Director – WCA eCommerce	+1 954 973 5537
Lalita	Conference Supervisor	+66 92 959 5971 Local number in Salzburg <b>TBA</b>

For additional information please contact [conference@wcaecommerce.com](mailto:conference@wcaecommerce.com)