



EUROPEAN
REGIONAL
CONFERENCE
7-10 JUNE 2022
DUBLIN, IRELAND

Welcome to WCAworld European Regional 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/european2022/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
Monday, 6 June 2022	14:00 – 20:00 hrs	CCD Liffey Meeting Room 1 (Level 1)
Tuesday, 7 June 2022	10:00 – 21:00 hrs	
Tuesday, 8 June 2022	09:00 – 12:00 hrs	CCD Foyer (Ground Floor)

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

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

WCAworld will not be responsible if you cannot enter Ireland 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. The Dublin Convention Bureau has recommended the below for Covid-19 testing:

Randox Travel Centre – Dublin City Centre
Maldron Hotel
98-107 Pearse St
Grand Canal Dock
Dublin
D02 RK37
Ireland

It is strongly recommended that you make a booking in advance for Covid testing at <https://booking.randox.ie/>

MASKS & SOCIAL DISTANCING

All coronavirus measures in Ireland have been lifted. However, face masks are still required to be worn on the plane by some airlines so please check with your airline to make sure about their masking policy onboard.

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, and the Gala Dinner. The only functions they are not required for are tour and golf.
- 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.

Transportation options are limited to Taxi and Shuttle Bus.

Taxi: 15 minutes, taxi fare averages EUR 22 – EUR 27 per car per way

Airport Bus (Aircoach): 15 minutes, bus fare starts at EUR 4.00 per person. You can view more information and book your bus tickets at <https://www.aircoach.ie/>

WEATHER

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

CONFERENCE AGENDA

Please visit <https://conferences.wcaworld.com/european2022/info/> to view the full 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 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 Tuesday, 7 June 2022 at 21:00 hrs (Dublin time) and then re-open as per the following schedule:

Date	Color	Pick Up Time	Scheduler Operating Hours
Wednesday, 8 June	Pink	09:00 – 10:00 hrs	09:00 – 21:00 hrs
Thursday, 9 June	Yellow	09:00 – 10:00 hrs	09:00 – 21:00 hrs
Friday, 10 June	Blue	09:00 – 10:00 hrs	-

Sample One-on-One Schedule for Wednesday

Time	[ID#.....]	Table/Booth

This schedule (pink) is for use on **Wednesday**. Please be sure to pick up a **YELLOW** schedule tomorrow morning between 09:00 – 10:00 hrs from the Registration Counter.

Sample One-on-One Schedule for Thursday

Time	[ID#.....]	Table/Booth

This schedule (yellow) is for use on **Thursday**. Please be sure to pick up a **BLUE** schedule tomorrow morning between 09:00 – 10:00 hrs from the Registration Counter.

Sample One-on-One Schedule for Friday

Time	[ID#.....]	Table/Booth

This schedule (blue) is for use on **Friday**. We hope that you've enjoyed your One-On-One meetings over the past few 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 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 (onl 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# : _____	
onl Time : _____	Table No. : _____
onl Time : _____	Table No. : _____
onl 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

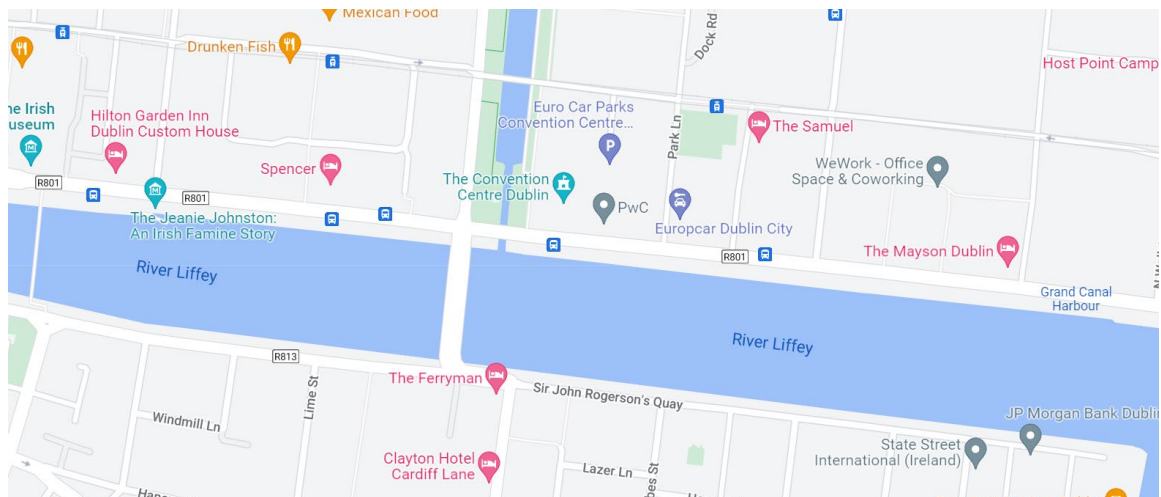
No more queuing to pick up your One-on-One Meeting Schedule!!!! Existing users must uninstall and re-download to update their current version. New users can search “WCA Events” in the Apps Store and Play Store or scan one of the below QR Codes.



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: Spencer Dock, N Wall Quay, North Wall, Dublin 1, D01 T1W6, Ireland

Tel: +353 1 856 0000, [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	CEO	+44 7921 038 568
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Matthew West	Regional Director - North America	+1 702 757 8620
Meow	Conference Supervisor (hotel Reservations)	Local Number in Dublin TBA
Fern	Conference Support (Registration)	Local Number in Dublin TBA
Douglas Archer	Conference Manager	Local Number in Dublin TBA +66 86 888 0276

For additional information please contact conference@wcaworld.com