



Welcome to WCA Projects' 16th 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

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 avoid long queues.

1. Go to the conference website: <https://conferences.wcaworld.com/wcaprojects2024/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 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, 15 May 2024	14:00 – 20:00	Hyatt Recency Barcelona Tower (Hotel Lobby)
Thursday, 16 May 2024	09:00 – 21:00	
Friday, 17 May 2024	09:00 – 17:00	Hyatt Recency Barcelona Tower (Foyer Sedna)
Saturday, 18 May 2024	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 print out and bring your **Conference ID** (as mentioned above)

NAME BADGES & SECURITY

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

WCA Projects 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 are for the City Tour.
- Name badges are given to delegates during the Onsite Registration only.



CONFERENCE AGENDA

Please visit to view the full agenda. <https://conferences.wcaworld.com/wcaprojects2024/info/#agenda>

ONE-ON-ONE MEETING SCHEDULER

ONE-ON-ONE SCHEDULER

Please ensure that you pick up the most updated One-On-One Schedule each morning before the meetings start. The One-on-One meeting scheduler will close for the first time on **Thursday, 16 May at 21:00 hrs** and then re-open as per the following schedule:

Date	Color	Pick Up Time	Scheduler Operating Hours
Friday, 17 May	Yellow	09:00 - 10:00 hrs	09:00 - 21:00 hrs
Saturday, 18 May	Pink	09:00 - 10:00 hrs	-

Sample One-on-One Schedule for Friday

Time	[ID#]	Table/ Booth No.

Sample One-on-One Schedule for Saturday

Time	[ID#]	Table/ Booth No.

Please ensure to collect the most UPDATED SCHEDULE each morning from 09:00 to 10:00 at the Registration Counter, or alternatively, access the updated schedule through the 'WCAworld EVENTS APP.'

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: _____

Cancel a meeting Reschedule

From	To
ID# : _____	ID# : _____
Name : _____	Name : _____
Company : _____	Company : _____

Meeting Point : Registration Counter Help Desk 1
 Help Desk 2 Other: _____

Meeting Date : _____ Meeting Time : _____

Contact Number : _____ Email Address : _____

Message : _____

Note :

- One-on-One Communication Sheets are used for communicating appointment changes with intended persons on the **same day**. If you would like to cancel, reschedule, 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 centre).
- Please note that this is one-way communication, you might not receive feedback from the receiver. Therefore, **no details provided with a business card attached are required.**
- All appointments will be designated to one of the meeting points, but we cannot guarantee the meeting confirmation from our side.
- 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:

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

EVENT LOCATION



Hyatt Regency Barcelona Tower

Address: Avinguda de la Granvia de l'Hospitalet,144, Barcelona, Spain, 08907

Phone Number: +34 934 13 50 00

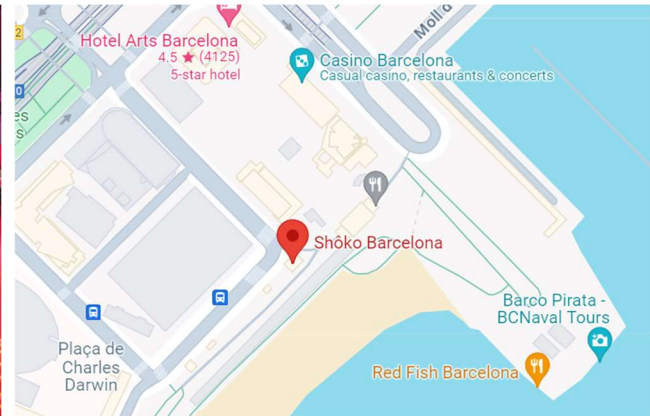
Website: <https://www.hyatt.com/hyatt-regency/en-US/bcnrb-hyatt-regency-barcelona-tower>

GALA DINNER

The Dinner will be held offsite at **Shôko Barcelona**.

The shuttle bus will start from Hyatt Recency Barcelona Tower at 18:30 sharp and return trips from 22:00.

If you miss the shuttle bus please take your own transportation, but do not forget your badge!



Address: Paseo Marítim de la Barceloneta, 36, 08005 Barcelona, Spain

Phone Number: +34 932 259 200

Website: <https://shoko.biz/>

Delegates must choose type of main course upon entry at the dinner venue by picking up ONE card only (pictured below).

A live band will entertain the guests during the gala dinner.

<div style="background-color: red; color: white; text-align: center; padding: 10px;"> <h1 style="margin: 0;">BEEF</h1> <p style="font-size: small; margin: 5px 0 0 0;">Place this on the table in front of your seat so that serving staff know which main course to serve to you</p> </div>	<div style="background-color: #cccccc; text-align: center; padding: 10px;"> <h1 style="margin: 0;">FISH</h1> <p style="font-size: small; margin: 5px 0 0 0;">Place this on the table in front of your seat so that serving staff know which main course to serve to you</p> </div>	<div style="text-align: center; padding: 10px;"> <h1 style="margin: 0; color: green;">VEGETARIAN</h1> <p style="font-size: small; margin: 5px 0 0 0;">(do NOT pick up a card – you must seat yourself at a table designated as VEGETARIAN. Communal style dining)</p> </div>
<p style="text-align: center;">Menu</p> <p style="text-align: center;">FIRST COURSE</p> <p>Burrata tartlet, reduction of figs, basil, and tomatoes Beef siu mai with shiitake mushrooms and Sichuan sauce</p>	<p style="text-align: center;">Menu</p> <p style="text-align: center;">FIRST COURSE</p> <p>Burrata tartlet, reduction of figs, basil, and tomatoes Beef siu mai with shiitake mushrooms and Sichuan sauce</p>	<p style="text-align: center;">Menu</p> <p style="text-align: center;">FIRST COURSE</p> <p>Green liquid olive bonbon Watermelon and mango ceviche 3 pieces of vegetable sushi (1 nigiri and 2 makis)</p>

<p>Crunchy prawn sachet with sweet and sour mango sauce</p> <p><u>SECOND COURSE</u></p> <p>Carpaccio of seasonal tomatoes with tuna belly, olives, pickles, and basil vinaigrette</p> <p><u>MAIN COURSE</u></p> <p>Beef entrecote with potatoes stuffed with aji amarillo and kimchi</p> <p><u>DESSERT</u></p> <p>Caramelized apple pie, toffee, and cinnamon ice cream</p>	<p>Crunchy prawn sachet with sweet and sour mango sauce</p> <p><u>SECOND COURSE</u></p> <p>Carpaccio of seasonal tomatoes with tuna belly, olives, pickles, and basil vinaigrette</p> <p><u>MAIN COURSE</u></p> <p>Oven-roasted turbot with seasonal mushroom risotto and red prawns</p> <p><u>DESSERT</u></p> <p>Caramelized apple pie, toffee, and cinnamon ice cream</p>	<p><u>SECOND COURSE</u></p> <p>Carpaccio of seasonal tomatoes, white asparagus, pickles and basil vinaigrette</p> <p><u>MAIN COURSE</u></p> <p>Creamy rice with mushrooms, green asparagus and black truffle</p> <p><u>DESSERT</u></p> <p>Caramelized apple pie, toffee, and cinnamon ice cream</p>
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Sponsor Gifts

Sponsor Gifts will be given away during the **Gala Dinner** on Friday, 17 May 2024.

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

FAREWELL COCKTAIL

The Farewell Cocktail will be held offsite at **Tibu-Ron Beach Club** from 18:30 – 22:00 on Saturday, 18 May 2024 and delegates must pre-register on the conference website.



Address: Calle Ribera de Sant Pere, Nº 15 08860 Castelldefels, Barcelona, Spain

Phone Number: +34 931 80 39 60

Website: <http://beachclub.tibu-ron.com/>

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
Bruce Cutillo	General Manager, WCA Projects & Dangerous Goods Networks	+66 89 892 4575
Erwin van der Genugten	Regional Manager Europe - WCA Managing Director - EGLN	+31 6 27072470
Mandy Warren	Personal Assistant to CEO	+44 7736 034153
Lalita	Conference Support	Local Number in Barcelona TBA
Meow	Conference Supervisor	Local Number in Barcelona TBA

For additional information please contact conference@wcaprojects.com