Welcome to WCA Projects' 17ᵗʰ Annual 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.

CONFERENCE ID

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/WCAPROJECTS2025/info/

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

3. Click on **Download 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

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, 7 May 2025	14:00 – 19:00	Budapest Marriott Hotel (Hotel Lobby)
Thursday, 8 May 2025	09:00 – 21:00	
Friday, 9 May 2025	09:00 – 17:00	Budapest Marriott Hotel (Ballroom Foyer)
Saturday, 10 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)

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 the Team Building.

- **Name badges are given to delegates during the Onsite Registration only.**
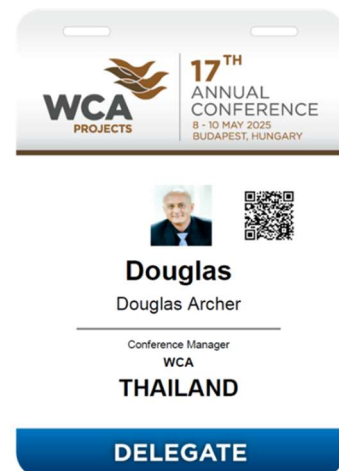
CONFERENCE AGENDA

Please visit to view the full agenda. https://conferences.wcaworld.com/WCAPROJECTS2025/info/#agenda

ONE-ON-ONE MEETING SCHEDULER

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.

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 assign nightly and peoples' schedules 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 _____

☐ Cancel a meeting   ☐ Re-schedule

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 :
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 1on1 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, full 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# _____

1on1 Time : _____ Table No. : _____
1on1 Time : _____ Table No. : _____
1on1 Time : _____ Table No. : _____

NO SHOW RECORD

Your Details	
Name : _____	ID : _____
Company : _____	

No Show Details	
Name : _____	ID : _____
Company : _____	

Date : _____ Meeting Time : _____
Remarks or Comments:
_____
_____

NEW WCAWORLD EVENTS APP – DOWNLOAD NOW!

No more queuing to pick up your One-on-One Meeting Schedule! Existing users must un-install and re-download the app to update their current version. **New users can search "WCAworld Events App"** in the Apps Store and Play Store or scan one of the below QR Codes.

Download New **"WCAworld Events"** App

Download on the App Store

GET IT ON Google Play

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

Budapest Marriott Hotel
Address: Budapest, Apáczai Csere János u. 4, 1052 Hungary
Phone Number: +36 1-486 5000
**Website:** https://www.marriott.com/en-us/hotels/budhu-budapest-marriott-hotel/overview/

AWARDS DINNER

The Dinner will be held offsite at **KIOSK-BUDAPEST** from 19:00 – 23:00 on Friday, 9 May 2025.

Please meet at Budapest Marriott Hotel (Hotel Lobby) for departs together at 18:40-19:00 hrs. It is a 5-minute walk from Budapest Marriott Hotel.

If you miss the group, you can walk by yourself, but do not forget your badge!
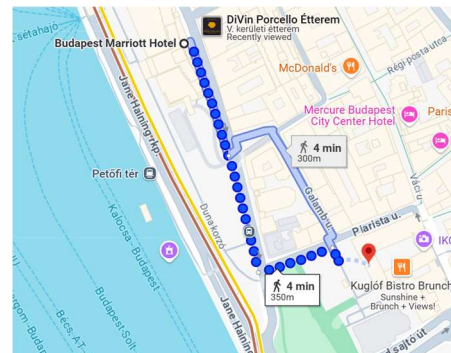
Address: Budapest, Március 15. tér 4, 1056 Hungary
**Phone Number:** +36 70 585 5727

Sponsor Gifts

Sponsor Gifts will be given away during the Awards Dinner on Friday, 9 May 2025.

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

FAREWELL COCKTAIL

The Farewell Cocktail will be held offsite at **Spoon The Boat** from 18:30 – 21:30 on Saturday, 10 May 2025 and delegates must pre-register on the conference website.
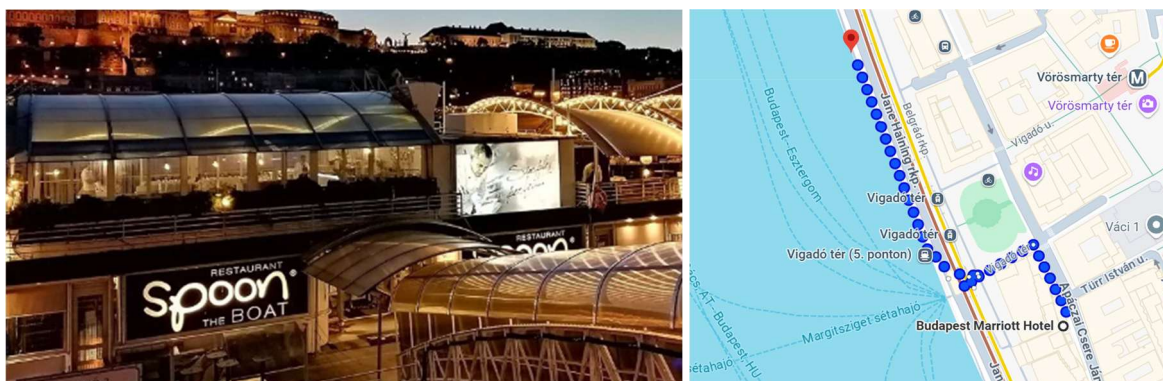
Address: Budapest, Vigadó tér 3, 1052 Hungary
Phone Number: +36 30 493 3949

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
Erwin van der Genugten	General Manager WCA Projects Managing Director EGLN	+31 6 27072470
Mandy Warren	Personal Assistant to CEO	+44 7736 034153
Pui	Conference Supervisor	Local Number in Budapest TBA
Lalita	Conference Supervisor	Local Number in Budapest TBA

For additional information please contact conference@wcaprojects.com