

THINGS YOU NEED TO KNOW BEFORE BOOKING BOOTHS & SPONSORSHIPS

Overall

- 1 The reservation button in our system will be active on 25 Sep 2024 at 16:00 hrs. (BKK time).
- 2 Having a Floating Deposit will bypass some payment processes and increase your chance of completing the reservation faster than the others (*see page 2-5 about the 4 steps to secure the Floating Deposit*).
- 3 Without the Floating Deposit, you can pay by credit card on 25 Sep 2025, but you will have only **5 minutes** to complete the payment before the session timeout.
- 4 You must arrange payment for the difference between your booth/sponsor package and the floating deposit to be paid to WCAworld within **27 Sep 2024**; otherwise, you will lose your booth/sponsorship reservation.
- 5 In case your floating deposit is more than your Booth/Sponsorship package then WCAworld will arrange a Credit Note to your company.

Additional Notes for Booth Booking

- 1 Make sure you have the required Booth Ticket in advance (see page 6 about the 3 steps to get the Booth Ticket).
- 2 Only one person can log in per Booth Ticket.
- 3 There are options to book 1-2 Single Booth or 1 Double Booth only.



14th
WORLDWIDE
CONFERENCE
25 FEB - 1 MAR 2025
DUBAI, UAE

4 STEPS TO SECURE FLOATING DEPOSIT

Billing Info | Payment Option | Money Transfer | Review Deposit

1 Billing Info

- Login to the conference website and click “Make Floating Deposit” button on the shopping cart page.
- Click “Invoice Me”.
- Fill in your billing information and click “Save”.

Make Floating Deposit

Dear WCA

You are about to request an invoice to make a floating deposit of **USD 7,950.00** to be used against your Booth / Sponsorship reservations on **Wednesday, 25 September 2024**. Payment can be by Partner Pay or Bank Transfer. If the floating deposit is not received by the below deadline then you will be required to pay for any Booth / Sponsorship reservations on 25 September by Credit Card only. Please click **Invoice Me** button to receive an invoice for the floating deposit.

Deadline to pay floating deposit: **Wednesday, 18 September 2024**.

Invoice Me

4 STEPS TO SECURE FLOATING DEPOSIT

Billing Info | **Payment Option** | Money Transfer | Review Deposit

2 Select Payment

- Select your preferred payment option.

Credit card:

Fill in your credit card info and go through the process to complete the deposit payment. Then, go to step 4.

PartnerPay and Wire transfer:

Our system will send you a confirmation email after selection, followed by the formal invoice within 24 hours (workdays only).

Please select Payment Method

- CREDIT CARD
- PARTNERPAY
- WIRE TRANSFER

Remarks:

- The deposit amount is set to USD 7,950 by default. We'll adjust the difference amount later after you complete the reservation process on 25 Sep 2024.
- For PartnerPay and Wire Transfer, check your junk mailbox if you don't see our emails in your inbox. Contact **bkkaccounting@wcaworld.com** if you don't receive the formal invoice with 24 hours.

4 STEPS TO SECURE FLOATING DEPOSIT

Billing Info | Payment Option | **Money Transfer** | Review Deposit

3 Money Transfer (For payment via PartnerPay and Wire Transfer only)

- After receiving the formal invoice by email, please make the deposit payment to WCAworld and send us proof of payment.
- Once WCAworld receives the payment, we'll send you an acknowledgement by email.

- Remarks:
- We can credit the deposit amount to your account if we receive the money before 18 September 2024.
 - Check your junk mailbox if you don't see the acknowledgment email in your inbox.

4 STEPS TO SECURE FLOATING DEPOSIT

Billing Info | Payment Option | Money Transfer | **Review Deposit**

4 Review Deposit

- After completing the previous steps, you will see a floating deposit of USD 7,950 in your account.

FLOATING DEPOSIT (USD) 7,950.00

- Remarks:
- We can credit the deposit amount to your account if we receive the money before 18 September 2024.
 - Contact **conference@wcaworld.com** if you don't see the credit in your account.

3 STEPS TO GET A BOOTH TICKET

- 1 Login to the conference website with your company's username and password.
- 2 In the shopping cart page, scroll down to click "Request Ticket" button in the Booth Ticket section.
- 3 Select the email address in the drop-down list to receive the Ticket Code and click the "Request Ticket" button. Then, we'll send you the ticket code by email shortly.



Remarks:

- The "Request Ticket" button will appear after registering at least 1 delegate in the system.
- The Booth Ticket can be issued and sent to the **email address that has been registered as a delegate** in the system only.
- Check your junk mailbox if you don't see the code or our email in your inbox.

