

# THINGS YOU NEED TO KNOW BEFORE BOOKING BOOTHS

## Overall

- ❶ The reservation button will be active on 17 Sep 2025 at 16:00 hrs. (BKK time).
- ❷ Make sure you secure the Floating Deposit (see page 2 for more details) and obtain the Booth Ticket in advance (see page 6 about the 3 steps to get the Booth Ticket).
- ❸ Without the Floating Deposit, you will not be able to get a ticket for reserving a booth.
- ❹ Only one person can log in per Booth Ticket.
- ❺ There are options to book 1-2 Single Booth or 1 Double Booth only.
- ❻ Additional payment for booths (applicable if you book more than one booth) must be made by **3 Oct 2025**. Otherwise, you will lose your booth reservations.
- ❼ In case your floating deposit is more than your booth package, then WCAworld will arrange a Credit Note to your company.



**15<sup>th</sup>**  
WORLDWIDE  
CONFERENCE  
9 - 13 MAR 2026  
SINGAPORE

# 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”.

### Request for Invoice - Floating Deposit for Booth Reservations

**Dear WCA**

You are about to request an invoice to make a floating deposit of **USD 9,050.00** to be used against your Booth / Sponsorship reservations on **Wednesday, 17 September 2025.**

**Payment Options:**

- Partner Pay
- Bank Transfer

To proceed, please click the **Invoice Me** button to receive an invoice for the floating deposit.

Deadline to pay floating deposit: **Wednesday, 10 September 2025.**  
Please send proof of payment to [bkkaccounting@wcaworld.com](mailto:bkkaccounting@wcaworld.com),  
[usaaccounting@wcaworld.com](mailto:usaaccounting@wcaworld.com).

Note: reservations for sponsor packages do not require floating deposits.  
Sponsors can logon to reserve sponsor packages on 17 September and will be given until Friday, 26 September to make payment for sponsor packages.

Invoice Me

# 4 STEPS TO SECURE FLOATING DEPOSIT

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

## 2 Select Payment

- Select your preferred payment option.

### PartnerPay 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

- PARTNERPAY
- WIRE TRANSFER
- MORE OPTION

Remarks:

- The deposit amount is set to USD 9,050 by default. We'll adjust the difference later after you complete the reservation process on 17 September 2025.
- For PartnerPay and Wire Transfer, check your junk mailbox if you don't see our emails in your inbox. Contact [bkkaccounting@wcaworld.com](mailto:bkkaccounting@wcaworld.com) if you don't receive the formal invoice with 24 hours.

# 4 STEPS TO SECURE FLOATING DEPOSIT

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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 (expect up to 24 hrs. on office days).

- Remarks:
- We can credit the deposit amount to your account if we receive the money by 10 September 2025.
  - 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 9,050 in your account.

<b>FLOATING DEPOSIT (USD)</b>	<b>9,050.00</b>
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- Remarks:
- We can credit the deposit amount to your account if we receive the money by 10 September 2025.
  - Contact [conference@wcaworld.com](mailto: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 the "Booth Ticket" button (located right above the Booth/Sponsor Package 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 appears after you register one delegate and WCAworld receives the Floating Deposit.
- 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.

