



## Welcome to IFC8 8th Annual Conference 2025

### 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.

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#### CONFERENCE ID

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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://conference.ifc8.network/ifc82025/info/>
2. Move your mouse cursor towards the lower-left hand side of the webpage banner to where it says
3. Click **DOWNLOAD**  on Print 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 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

**Print** 

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## ONSITE REGISTRATION

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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                                                         |
|-----------------------------|-------------------|---------------------------------------------------------------|
| Tuesday, 11 November 2025   | 12:00 – 17:30 hrs | JW Marriot Hotel Hanoi, Fansipan Ballroom's Pre-Function Area |
| Wednesday, 12 November 2025 | 09:00 – 17:00 hrs | JW Marriot Hotel Hanoi, Fansipan Ballroom's Pre-Function Area |
| Thursday, 13 November 2025  | 09:00 – 17:00 hrs | JW Marriot Hotel Hanoi, Fansipan Ballroom's Pre-Function Area |

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)

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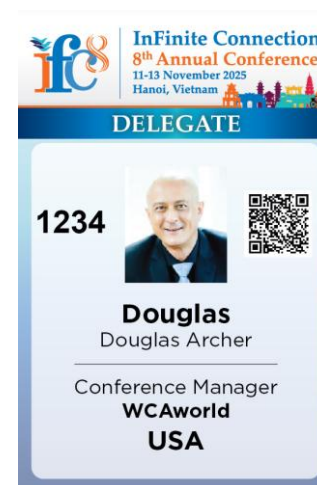
## NAME BADGES & SECURITY

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**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 Meeting of Minds, Connect @ Networking Hour and The Dinner - A Vietnamese experience by the lake. The only functions they are not required for are tour and golf.
- Name badges are given to delegates during the Onsite Registration only.



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## AIRPORT TRANSFERS

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Airport transfers are **NOT** provided by WCAworld and are **NOT** included in your conference fees.

A taxi from Noi Bai Airport (HAN) to the JW Marriott Hotel Hanoi costs approximately \$17 - \$22 USD and takes about 25-30 minutes, depending on traffic. For a more precise fare, use a ride-hailing app like Grab, which is popular in Vietnam and offers a reliable price quote before booking.

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## WEATHER

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Mid-month values show highs around 25.2°C | 77.4°F, lows at 18.2°C | 64.8°F. By month's end, average highs are 23.7°C | 74.7°F, with lows near 16.6°C | 61.9°F.

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## CONFERENCE AGENDA

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Please visit to view the full agenda <https://conference.ifc8.network/ifc82025/info/#agenda>

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## ONE-ON-ONE MEETING SCHEDULER

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**Note** that your One-on-One Meeting Schedule is available on the WCAworld Events App. You do not need to pick up a meeting schedule from the registration counter.

If you still prefer to have a paper version, you can pick up the One-On-One Schedule when you do onsite registration at the Registration Counter.

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## ONE-ON-ONE MEETING SCHEDULER

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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"/> Reschedule                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                   |
| <b>From</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>To</b>         |
| ID# : _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ID# : _____       |
| Name : _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Name : _____      |
| Company : _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Company : _____   |
| Meeting Point : <input type="checkbox"/> Registration Counter <input type="checkbox"/> Help Desk 1<br><input type="checkbox"/> Help Desk 2 <input type="checkbox"/> Other : _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                   |
| Meeting Date : _____ Meeting Time : _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                   |
| Contact Number : _____ Email Address : _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                   |
| Message : _____<br>_____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                   |
| <b>Note :</b><br>1. One-on-One Communication Sheets are used for communicating appointment changes with intended persons on the <b>same day</b> . <b>You are not able to cancel, reschedule, or make new appointments for the next day(s)</b> , please do this through the conference website <b>Text Scheduler</b> via your own computer, WCA app or at our business desks.<br>2. Please note that this is <b>in-person communication</b> , you might not receive feedback from the receiver. Therefore, <b>full email provided with a business card attached are required</b> .<br>3. <b>All appointments will be designated to one of the meeting points</b> , but we cannot guarantee the meeting confirmation from our side.<br>4. Please return this sheet at <b>least 1 hour</b> before the meeting time. |                   |
| <b>For Staff Only</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                   |
| Location of ID# : _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                   |
| Text Time : _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Table No. : _____ |
| Text Time : _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Table No. : _____ |
| Text Time : _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Table No. : _____ |

| NO SHOW RECORD                                  |            |
|-------------------------------------------------|------------|
| <b>Your Details</b>                             |            |
| Name : _____                                    | ID : _____ |
| Company : _____                                 |            |
| <b>No Show Details</b>                          |            |
| Name : _____                                    | ID : _____ |
| Company : _____                                 |            |
| Date : _____ Meeting Time : _____               |            |
| Remarks or Comments:<br>_____<br>_____<br>_____ |            |

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## WCA EVENTS APP

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No more queuing to pick up your One-on-One Meeting Schedule!!! Existing users must un-install 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.



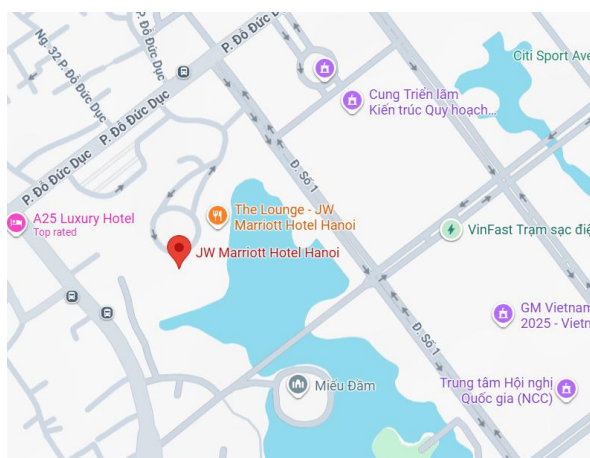
### Features:

- 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

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## EVENT LOCATION

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**Address :** No 8 Do Duc Duc, Road, Nam Từ Liêm, Hà Nội 100000, Vietnam

**Phone :** +84 24 3833 5588

**Website :** <https://www.marriott.com/en-us/hotels/hanjw-jw-marriott-hotel-hanoi/overview/>

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## Tour

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We recommend wearing loose, comfortable clothes with comfortable shoes. This is mainly a walking tour, so we highly recommend close-toed shoes.

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## Sponsor Gifts

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Sponsor Gifts will be given out during **Opening & Introductory Speeches** (Plenary Session)

Please make sure to be present at **Opening & Introductory Speeches** (Plenary Session) to receive a Gift if you are a sponsor for this event!

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## WCAWORLD CONTACTS

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WCAworld representatives are available 24 hrs. For urgent assistance please contact us. We will be happy to assist you.

| Management Staff | Position        | Phone         |
|------------------|-----------------|---------------|
| Serene Kam       | Director – IFC8 | +65 9683 3685 |
| Rachel Tjong     | Director – IFC8 | +65 9827 1818 |

| Event Staff | Position              | Phone            |
|-------------|-----------------------|------------------|
| Meow        | Conference Supervisor | Local Number TBA |
| Pui         | Conference Supervisor | Local Number TBA |

For additional information please contact [conference@ifc8.network](mailto:conference@ifc8.network)