



Welcome to IFC8 6th Annual Conference 2023



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

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/ifc82023/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

[Print](#)

7.

ONSITE REGISTRATION

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, 24 October 2023	14:00 – 20:30 hrs	Corinthia Prague, Lobby
Wednesday, 25 October 2023	09:00 – 17:00 hrs	Corinthia Prague,
Thursday, 26 October 2023	09:00 – 17:00 hrs	Bellevue Hall (24th Floor)

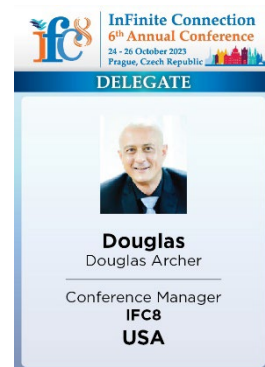
We recommend that you do this upon arrival to avoid the rush that happens just before the welcome cocktail reception starts. To speed up the process, please don't forget to print out and bring your **Conference ID** (as mentioned above)

NAME BADGES & SECURITY

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

(IFC8 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 (One-to-One Meetings), Networking Hour, Coffee Breaks, and the Dinner. The only functions they are not required for are tour and golf.



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

AIRPORT TRANSFERS

Airport transfers are NOT provided by IFC8 and are NOT included in your conference fees.

Taxi: The quickest way to get from Prague Airport (PRG) to Corinthia Hotel Prague is to taxi which costs 25.00 – 35.00 USD and takes 23 min

WEATHER

Daytime high temperatures tend to be near 15 C (59 F) early in October falling to 10-11 C (50-52 F) near the end of the month.

CONFERENCE AGENDA

Please visit to view the full agenda. <https://conference.ifc8.network/ifc82023/info/>

ONE-ON-ONE MEETING SCHEDULER

Note that your One-on-One Meeting Scheduler is also updated to the WCAworld Events App.

The scheduler will close on Monday, 23 October at 15:00 hrs PRAGUE time and will not reopen for consecutive days. This means that all the schedules need to have schedules printed for all one-on-one meetings scheduled for 25 and 26 October.

ONE-ON-ONE MEETING SCHEDULER

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 **days**, please do this through the conference website (on) 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, **all 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# _____

Ion1 Time : _____ Table No. : _____

Ion1 Time : _____ Table No. : _____

Ion1 Time : _____ Table No. : _____

NO SHOW RECORD

Your Details

Name : _____ ID : _____

Company : _____

No Show Details

Name : _____ ID : _____

Company : _____

Date : _____ Meeting Time : _____

Remarks or Comments:

WCA EVENTS APP

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

EVENT LOCATION

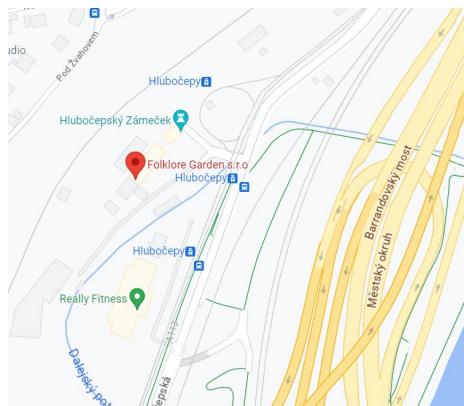


Kongresová 1, 140 69 Praha 4-Nusle, Czechia

Prague 4, Czechia

Phone: +420261191211 \Website: <https://www.corinthia.com/prague/>

The Dinner



Folklore Garden
(Wooden House)

Address: vedle točny, Na Zlíchově 18, 152 00 tramvaje-Praha 5, Czechia

Phone Number: +420 724 334 340

Website: <https://www.folklore.garden.cz/>

The Dinner will be held offsite at Folklore Garden.

Dress Code: Please note there is no official dress code, but smart casual is highly recommended.

The shuttle bus will depart from Corinthia at 18:00 sharp.
If you miss the shuttle bus please take your own transportation, but do not forget your badge!

The last shuttle bus will leave Corinthia at 18:00 and return at 22:45.

Tour

We recommend wearing a jacket with loose, comfortable clothes with comfortable shoes. This is mainly a walking tour, so we highly recommend close-toed shoes as Prague is a historic city with cobblestone paths.

Sponsor Appreciation Gifts

Sponsor Appreciation Gifts will be given out during the Welcome and Introductory Speeches, 9.30am to 10.30am, 25 Oct (Wednesday).

Please make sure to be present to receive an Appreciation Gift if you are a sponsor for this event!

IFC8 & WCAWORLD CONTACTS

IFC8 & 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

Event Staff	Position	Phone
Amanda Warren	Media Director - World Logistics Media	+44 7736 034 153
Meow	Conference Supervisor	Local Number TBA

For additional information please contact conference@ifc8.network