

THINGS YOU NEED TO KNOW BEFORE BOOKING BOOTHS

Overall

- ❶ The reservation button will be active 9 September 2026 at 16:00 hrs BKK time (GMT+7).
- 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 **Friday, 25 September 2026**. 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, which can be applied to any future WCAworld invoices.



16th
WORLDWIDE
CONFERENCE
21 - 25 FEB 2027
SINGAPORE

4 STEPS TO SECURE FLOATING DEPOSIT

Billing Info | Payment Option | Bank 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 WCAworld

You are about to request an invoice to make a floating deposit of **UDS 9,050.00** to be used against your Booth reservations on **Wednesday, 9 September 2026, 16:00 hrs Thailand Time.**

Payment Options:

- Partner Pay
- Bank Transfer

Please note that credit card payments are not being accepted for the floating deposit, but will be accepted for other payments

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

Deadline to pay floating deposit: **Friday, 28th August 2026, at 17:00 hrs. Bangkok Time (GMT+Z).** Please send proof of payment to accounting@wcaworld.com.

Note: reservations for sponsor packages do not require floating deposits. Sponsors can logon to reserve sponsor packages on Wednesday, 9 September 2026, 16:00 hrs Thailand Time and will be given until Friday, 25 September 2026 to make payment for sponsor packages.

If you have any inquiries about the above the please contact booth@wcaworld.com.

Invoice Me

4 STEPS TO SECURE FLOATING DEPOSIT

Billing Info | **Payment Option** | Bank 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
- ☐ BANK TRANSFER

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 9 September 2026.
- For Partner Pay and Bank Transfer, check your junk mail folder if you don't see our email in your inbox. Contact accounting@wcaworld.com if you don't receive a formal invoice after 24 hrs.

4 STEPS TO SECURE FLOATING DEPOSIT

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

3 Bank 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 workdays).

- Remarks:
- We can credit the deposit amount to your account if we receive the money by 28 August 2026.
 - 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 | Bank Transfer | **Review Deposit**

4 Review Deposit

- After completing the previous steps, you will see a floating deposit of USD 9,050 in your account.

FLOATING DEPOSIT (USD)	9,050.00
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- Remarks:
- We can credit the deposit amount to your account if we receive the money by 28 August 2026.
 - 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 the "Booth Ticket" button (located right below 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.

