



Welcome to IFC8 9th Annual Conference 2026

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://events.ifc8.network/IFC82026/info/Index>
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 reister as comfortably and efficiantly 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 

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
Sunday, 20 Sep 2026	12:00 – 17:30 hrs	Altis Grand Hotel, Mezzanine
Monday, 21 Sep 2026	09:00 – 17:00 hrs	Altis Grand Hotel, Mezzanine
Tuesday, 22 Sep 2026	09:00 – 17:00 hrs	Altis Grand Hotel, Mezzanine

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 !!

(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 The only function they are not required for are tour.
- Name badges are given to delegates during the Onsite Registration only.



AIRPORT TRANSFERS

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

A taxi from Lisbon Airport to Altis Grand Hotel costs approximately €10 - €20 and takes about 15 -25 minutes, depending on traffic. For a more precise fare, use a ride-hailing app like **UBER**, which is popular in Portugal and offers a reliable price quote before booking.

WEATHER

Weather in Lisbon in September 2026 is warm and pleasant, featuring average daily high temperatures around 27°C (81°F) and lows near 17°C (64°F). [1]

Temperature & Conditions

- **Daytime Highs:** Range from 25°C to 29°C (77°F–84°F).
- **Nighttime Lows:** Hover around 16°C to 18°C (60°F–64°F).

CONFERENCE AGENDA

Please visit to view the full agenda <https://events.ifc8.network/IFC82026/info/Index#agenda>

ONE-ON-ONE MEETING SCHEDULER

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.

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 ☐ Reschedule	
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 need to cancel, reschedule, or make new appointments for the next days , please do this through the conference website Text Scheduler via your own computer, WCA app or at our business center. 2. Please note that this is emergency-communication , you might not receive feedback from the receiver. Therefore, all emails 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# : _____	
Text Time : _____	Table No. : _____
Text Time : _____	Table No. : _____
Text 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!!! You can search “WCA Events” in the Apps Store and Play Store or scan one of the below QR Codes.

WCAworld EVENTS APP

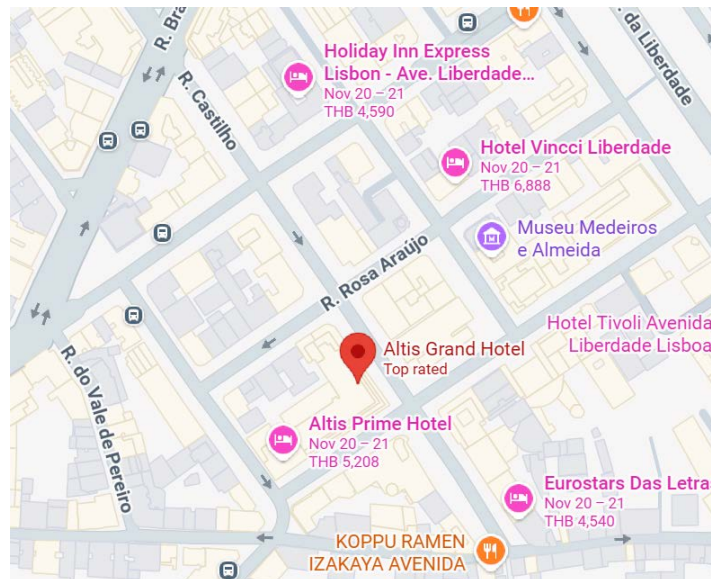
Your all-in-one hub to connect, chat, and schedule meetings — everything you need to make the most of your conference.



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



Hotel: Altis Grand Hotel

Address : R. Castilho 11, 1269-072 Lisboa, Portugal

Phone : +351 21 310 6000

Website : <https://www.altishotels.com/altis-grand-hotel/>

Tour

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

Sponsor Gifts

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!

WCAWORLD CONTACTS

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
Victor Gomez	General Manager – Asia Pacific; WCA Relocations; WCA Vendors	+66 84 664 9631

Event Staff	Position	Phone
Meow	Events Supervisor - WCA	Local Number TBA

For additional information please contact conference@ifc8.network