



ATHENS, GREECE

Welcome to EGLN 8th Annual Conference 2024



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.elitegln.com/EGLN2024/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



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, 13 October	14:00-19:00 hrs	Divani Caravel Hotel (Hotel Lobby)
Monday, 14 October	09:00 - 21:00 hrs	
Tuesday, 15 October	09:00 – 17:00 hrs	Divani Caravel Hotel (Olympia Foyer)
Wednesday, 16 October	09:00 – 17:00 hrs	
Thursday, 17 October	09:00 – 17:00 hrs	

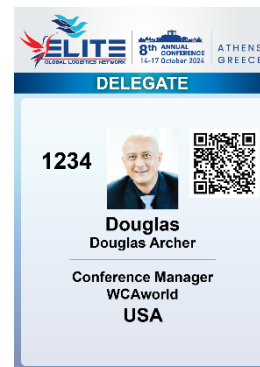
We recommend that you do this upon arrival to avoid the rush that happens just before the welcome cocktail reception starts. To speed up the process, please don't forget to print out and bring your **Conference ID** (as mentioned above)

NAME BADGES & SECURITY

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

(EGLN 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 One-on-One Meetings, Cocktail Receptions, and the Dinner. The only functions they are not required for are team building.
- Name badges are given to delegates during the Onsite Registration only.



AIRPORT TRANSFERS

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

Taxi: The quickest way to get from Athens International Airport "Eleftherios Venizelos" to Divani Caravel Hotel is by taxi which costs roughly 40-50 Euros and takes 25-30 minutes.

WEATHER

It's the beginning of Autumn, but the Athens weather in October is still warm and sunny and some of the best in Europe. There's likely to be a few brief showers when you visit this fascinating and historic Greek capital. Highs and Lows of 23 degrees and 16 degrees Celsius.

CONFERENCE AGENDA

Please visit to view the full agenda. <https://conference.elitegln.com/EGLN2024/info/>

ONE-ON-ONE MEETING SCHEDULER

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

If you still prefer to have a paper version, then you can pick up the most updated One-On-One Schedule each morning from the Registration Counter each morning before the meetings start. The One-on-One meeting scheduler will close for the first time on Monday October 14th, 2024 at 21:00 hrs (Athens time) and then re-open as per the following schedule:

Date	Color	Pick Up Time	Scheduler Operating Hours
Tuesday, 15 October	Yellow	09:00 – 10:00 hrs	09:00 – 21:00 hrs
Wednesday, 16 October	Pink	09:00 – 10:00 hrs	09:00 – 21:00 hrs
Thursday, 17 October	Green	09:00 – 10:00 hrs	-

Sample One-on-One Schedule for
TUESDAY

Time	[ID#]	Table/ Booth No.

Sample One-on-One Schedule for
WEDNESDAY

Time	[ID#]	Table/ Booth No.

Sample One-on-One Schedule for
THURSDAY

Time	[ID#]	Table/ Booth No.

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.

NO SHOW RECORD	
Your Details	
Name : _____	ID : _____
Company : _____	
No Show Details	
Name : _____	ID : _____
Company : _____	
Date : _____ Meeting Time : _____	
Remarks or Comments:	

One-on-One Communication Sheet									
Date _____									
<input type="checkbox"/> Cancel a meeting	<input type="checkbox"/> Re-schedule								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #e0e0e0;">From</th> <th style="background-color: #e0e0e0;">To</th> </tr> </thead> <tbody> <tr> <td>ID# : _____</td> <td>ID# : _____</td> </tr> <tr> <td>Name : _____</td> <td>Name : _____</td> </tr> <tr> <td>Company : _____</td> <td>Company : _____</td> </tr> </tbody> </table>	From	To	ID# : _____	ID# : _____	Name : _____	Name : _____	Company : _____	Company : _____	
From	To								
ID# : _____	ID# : _____								
Name : _____	Name : _____								
Company : _____	Company : _____								
Meeting Point : <input type="checkbox"/> Registration Counter <input type="checkbox"/> Help Desk 1 <input type="checkbox"/> Help Desk 2 <input type="checkbox"/> Other _____									
Meeting Date : _____ Meeting Time : _____									
Contact Number : _____ Email Address : _____									
Message : _____ _____ _____									
Note :									
<ol style="list-style-type: none"> 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 day(s), please do this through the conference website Ioni Scheduler via your own computer, WCA app or at our business card. 2. Please note that this is one-way-communication, you might not receive feedback from the receiver. Therefore, full 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. : _____								

WCA EVENTS APP

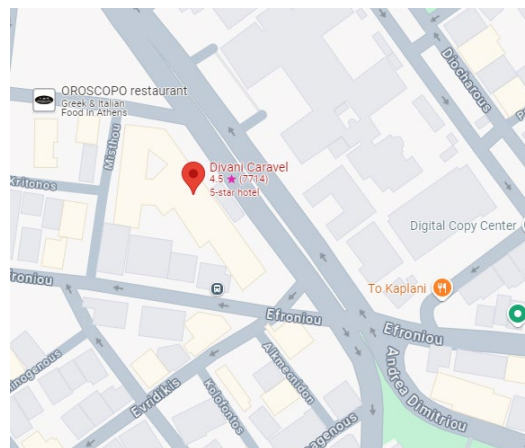
No more queuing to pick up your One-on-One Meeting Schedule!!! Existing users must un-install and re-download to update their current version. New users can search “WCA Events” in the Apps Store and Play Store or scan one of the below QR Codes.



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



Divani Caravel Hotel

Address: Leof. Vasileos Alexandrou 2, Athina 161 21, Greece

Phone Number: [+30 21 0720 7000](tel:+302107207000)

Website: <https://divanicaravelhotel.com>

Dinner Party and Best Partner Awards

Dress Code: Please note there is no official dress code, but feel free to join in on the My Big Fat Seaside Party! theme and dress up!

The venue for the dinner is Ble Pavillon. This is the address: 174 55, Leof. Poseidonos 70, Alimos, Greece.

Sponsor Gifts

Sponsor Gifts will be given out during the dinner. Please make sure to be present 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
Brian Majerus	Vice President - WCA & Managing Director - GAA	+1 847 800 7226
Christopher Ryan	Sales Director - FreightOscope	+1 954 973 5537
Dan March	Chief Executive Officer - WCA	+1 954 973 5537
Erwin Van Der Genugten	Managing Director EGLN Network	+31 627 072 470
Greg Kritz	WIS - Executive Vice President	+1 954 498 1861
Jason Odgers	WIS - Senior Vice President	+1 702 378 9718
Mandy Warren	Media Director - World Logistics Media	+44 7736 034 153
Margaux Majerus	Marketing	+1 954 973 5537

Event Staff	Position	Phone
Pui	Conference Supervisor (General Inquiries)	+6686 544 7592 (whatsapp)
Joey Kanchanawat	Assistant Conference Manager	+6691 801 8484
Lalita	Conference Support (Accommodations)	+6692 959 5971 (whatsapp)

For additional information please contact conference@elitegln.com