

## IWA WWCE 2018 – Exhibitor Update 11

Dear Exhibitor,

In the coming months towards the IWA World Water Congress & Exhibition 2018 (IWA WWCE2018) we will send you regular updates on various aspects of your participation as exhibitor in this global water event.

All updates will be numbered, so you can easily file them and keep track on progress.

**This Update is Update nr. 11.**

### **SUNDAY 16 SEPTEMBER PROGRAMME**

#### **Finalization build up**

- 08.00 – 15.00 hrs      Final set up of stands and decoration of booths
- 15.00 hrs              All stands finalized, no heavy construction allowed, aisles have to be cleared (last minute decoration at your booth is possible)

#### **Opening Ceremony – Welcome Reception**

- 16.00 – 18.00 hrs      *Opening Ceremony – Tokyo Big Sight International Conference Center*
- 18.20 – 18.30 hrs      *Toasting Ceremony – Atrium (near West Hall 1)*  
*Ribbon Cutting Ceremony – Entrance West Hall 1*
- 18.30 – 20.00 hrs      *Welcome Reception in West Hall 1*

Please find an overview of the Sunday Opening programme via this link: [Sunday Opening Programme](#).

*Please carefully note that the Welcome Reception is taking place in West Hall 1 (the exhibition hall) and this reception is open to all delegates, exhibitors and special invitees. **All exhibitors should be present in their booths during the Welcome Reception.** This means you can first attend the Opening Ceremony, then attend the “Toasting” and Ribbon cutting, after which the welcome receptions starts in the Hall (but you can enter the Hall during Toasting Ceremony also). The setting of this evening is informal; reception drinks will be served and guests will be walking around on the exhibition floor. In addition please note that several high level VIP’s will attend.*

### **PROGRAMME STRUCTURE**

Please find a link to the daily Congress Programme via this link: [online interactive Programme](#).

Note that all coffee / lunch breaks will be served in the Exhibit hall, and these breaks will take place at following timeslots (Monday – Thursday):

- 09.45 – 10.30 hrs      Coffee break

12.00 – 13.30 hrs      Lunch break  
15.45 – 16.30 hrs      Coffee break (not on Thursday)

### **MEETING ROOM**

The Exhibition Management team offers their exhibitors the possibility to book a meeting room in the exhibition hall, please see [the floor plan](#) for the exact location. The meeting room has a capacity of approx. of 15 persons in board room. It contains tables and several chairs, with an open roof (no AV equipment). Kindly note that the meeting room can be blocked for a maximum of approx. two hours.

For booking the meeting room, please send us your preferred date and time (1<sup>st</sup> and 2<sup>nd</sup> preference please).

Please send your requests to Nathalie Gilliquet- [ng@matchplus.nl](mailto:ng@matchplus.nl) . The deadline for submission is **10<sup>th</sup> September 2018**, requests will be processed on a first come first serve basis.

### **TRAVEL SCAM**

Were you recently contacted by Travel Era or another unknown company to book your hotel accommodation for the IWA World Water Congress & Exhibition? We believe this is part of an elaborate scam operation and is common in the run up to large international conferences. Please be aware that nobody from IWA nor anyone acting on behalf IWA will ever contact you directly to make travel bookings. Travel Era (or any other unknown agency) is not affiliated to IWA, the IWA Congress, nor any of the Congress hotels. If you have booked with them you may want to monitor your credit card activity AND contact the hotel to be sure you have a reservation.

### **PREVIOUS UPDATES:**

If you would like to review the previous sent updates, please find them in the links below:

[Exhibitor Update 1](#)

[Exhibitor Update 2](#)

[Exhibitor Update 3](#)

[Exhibitor Update 4](#)

[Exhibitor Update 5](#)

[Exhibitor Update 6](#)

[Exhibitor Update 7](#)

[Exhibitor Update 8](#)

[Exhibitor Update 9](#)

[Exhibitor Update 10](#)

We trust to have informed you sufficiently, please don't hesitate to contact us if you have any questions.

Kind regards,

**Nathalie Gilliquet**  
Project assistant

**IWA Exhibition management/Match+**

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## IWA World Water Congress & Exhibition

16-21 SEPTEMBER 2018 TOKYO, JAPAN



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