Slot Conference Delegate Types
Terms of Reference

The Slot Conference (SC) is a business forum where airlines and coordinators have 1-1 meetings to discuss their slot allocations. Attending delegates make their meetings through the online system AppCal, which is open to Airlines, Coordinators and Exhibitors only. The conference doesn't have an opening plenary session or any other public meetings and Visitors are not able to enter the main airline and coordinator workrooms without an escort 'Host'. There is however, a large Exhibition attached to the slot conference which is free to access.

Visitor

Registration and attendance

- Applicants must request IATA's authorization to attend the event by emailing slots@iata.org with the applicant's full name, job title, organization, email address and reason for attending, at least 30 days in advance of the conference start date. Applicants should include the contact details of their host who will be responsible for accompanying them into restricted areas of the conference.
- A Host must be a Slot Conference accredited delegate and request IATA's authorization by emailing slots@iata.org with their full name, organization, mobile phone number, email address and reason for this request. The maximum number of Visitors that a Host can attend to is limited to 10.
- Applicants must pay the delegate fee and should register online before the registration deadline.
- There is no limit on the number of times a Visitor can attend the conference.
- As with all attendees, Visitors must comply with IATA's Competition Law Guidelines for Commercial Events, provided to all attendees at registration and available in the documents section of www.iata.org/slotconference.

Badge

- Visitor badges will clearly state VISITOR and COMPANY/AUTHORITY being represented for complete transparency when observing meetings or taking part in discussions.
- Slot Conference accredited delegates acting as Hosts will have badges that clearly state HOST alongside their organization's name and delegate type.
- Badges must be worn at all times during the conference.

Working arrangements

- Visitors must be accompanied by their Host when attending meetings.
- Visitors may only enter the airline or coordinator rooms when accompanied by their attending Host who has access to those rooms.
- The Visitors can view the online Event App, for program and attendee information. They do not receive AppCal Access and cannot request appointments through the system.
- Workrooms may be requested and will be allocated and charged directly to the Visitor according to availability and cost of space requested.
    - Visitor workrooms are not listed in the conference program or signage and are made available for purpose of an onsite office with the intent to conduct internal meetings only.
    - External business and commercial meetings must instead be conducted through the proper process of registering as an Exhibitor/Sponsor, which gives full transparency within AppCal of the reason for the meeting request.
    - Workroom users are requested to take particular note of the wireless internet service acknowledgement form and the section 'Workrooms & use of independent servers.'
    - IATA reserves the right to revoke the option of workrooms for Visitors if there is apparent misuse of these rooms or confusion by attendees of the intent of a Visitor at the conference.

Conference meetings

- Visitors may attend public conference workshops and presentations if they wish.

IATA reserves the right to update these Terms of Reference at any time. Please contact IATA management if you require further clarification.