



SC140 Convening Memorandum

TO: Head Delegates (HODs)

FROM: Head Worldwide Airport Slots

DATE: 6 March 2017

SUBJECT: 140th Slot Conference 13 - 15 June 2017

I am delighted to invite you to attend the 140th Slot Conference which will take place 13 to 15 June 2017. The 140th Slot Conference is for the purpose of optimizing the allocation and management of airport slots for the Northern Winter Season, 29 October 2017 to 24 March 2018. The following provides key information on the upcoming conference.

The event dates

Registration opens	: Mon	12 June 2017	09:00 - 18:00
Conference times	: Tue	13 June 2017	08:00 - 18:00
	Wed	14 June 2017	09:00 - 18:00
	Thu	15 June 2017	09:00 - 18:00

Venue

[Kuala Lumpur Convention Centre \(KLCC\)](#)

Kuala Lumpur
Malaysia

Calendar of Slot Activities

Delegates are to note the [Calendar of Slot Activities](#) (pdf) deadline dates for the summer and winter period.

[Online Registration](#)

Conference registration, hotel reservation, visa letter requests and payment (delegate registration fee of 50 USD, with no tax payable) is completed in one online process. Accepted methods of payment are via the IATA Clearing House or credit card. Payment by bank transfer will incur an additional 100.00 USD to cover bank processing fees.

Delegates are strongly encouraged to register as soon as possible, but no later than 23 May 2017 (please be advised strict cancellation policies occur after this date, please check your confirmation of registration email for further details). After this time the IATA group rate cannot be guaranteed and access to the Appointments Calendar (AppCal) could be delayed.



Online Accreditation System (OAS)

Head Delegates can add, edit and remove their delegation's details using OAS. Once a delegate has been accredited by their HOD a new email from iatasc@worldTEK.com will be sent directly to the delegate (within 48 hours Mon – Fri) giving details of how to register online, request a visa letter (if required) make hotel reservations and pay to attend the Slot Conference. New HODs should follow the link to [OAS](#), add their email address under 'Request for Accreditation of new HOD' and follow the step by step instructions. For more information and instructions please visit the [help section](#).

Visas

Delegates are reminded that it is their individual responsibility to obtain a valid visa to attend the Slot Conference. Please ensure you check your visa requirements as soon as possible to prevent any delay in your visa application. For guidance and further information delegates should consult the following link [IATA Travel Centre](#).

Delegates requiring a letter of invitation to attend SC140 in order to support their visa application should check the "Visa Letter Request" box when registering online and then follow the instructions. **The deadline for the submission of the online Visa Invitation Request Form is 23 May 2017 after this date charges will apply.**

Onsite Registration – Monday, 12 June 2017 from 09:00 – 18:00

Delegates will be able to collect their badges at the Registration counters located on level 3. AppCal workstations, printers and an area for any pre-conference team meetings will also be available at the East and West foyer areas on level 3 during this time.

We look forward to seeing you in Kuala Lumpur!

Best regards

Lara Maughan,
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