How to get the most out of attending the Slot Conference

This document is a working progress and is aimed at helping new attendees get the most out of attending the Slot Conference (SC). If you wish to make any suggestion, please don't hesitate to contact slots@iata.org.

Pre Conference

Read up on the WSG

Ensure you have read the Worldwide Slot Guidelines (WSG) on attending the conference www.iata.org/WSG pg. 20 section 2.2, and pg. 51 section 9.11 and 9.12 which details the activity at the Slot Conference.

The Calendar of Coordination Activities (pg. 3) indicate the deadlines and how the conference and Appointment Calendar (AppCal) fits within the slot allocation framework.

Wi-Fi

Ensure you test your computer with your IT department **before travelling**. Ensure you are comfortable accessing the information you will need at the conference over a Wi-Fi connection. Please pay close attention to Wi-Fi connections and speed of uploading and downloading through your VPN, as certain security systems are known to slow these down e.g. Websense, McAfee, Cisco, Juniper etc.

Stay up to date

Head delegates and registered delegates are sent the various communications over the registration period, these are all found on the SC website and include among other important information:

- **The Convening Memo** – dates and location of the SC, the publication indicates the start of the registration period.
- **The Memorandum** – includes Attachment A - important notes and rules on working at the conference, and Attachment B - lists the conference schedule, workroom locations and floorplans of the conference

Download the two Apps used for the conference (updated and available approximately 20 days prior to the conference):

- **Eventmobi** http://eventmobi.com/sc139/ which lists all on-site information including the daily schedule, exhibition information and floor plans.
- **AppCal App** http://www.pdc.com/aviation/iatasc/ Along with other information, this app helps you quickly locate where delegates are based at the conference and make appointments with them.

Appointment Calendar (AppCal)*

Become familiar with AppCal. Ensure you know when it opens and is available for requesting appointments, look out for your username and password sent 20 days prior to the conference start date during the customization period. Ensure you login, change your password, create your favourites, and start planning who you want to see and when. For further instructions on any of

the points below review the [help section](#) which gives step by step instructions on how to use the system.

Appointment strategy

- Use Attachment B of the Memo or Eventmobi (see above) to view the location of the workrooms that you wish to visit and plan your appointment strategy.
- Don't assume all coordinators and airlines are located in the main meeting rooms, some groups take workrooms.
- Use the floor plans to work out your routes to and from your meetings.
- You may wish to group your appointments that are located within the same area of the conference venue to save yourself time.
- Leave space between your appointments to ensure you won't be late to future appointments.

Important to note

1. **Exhibitors** cannot enter the main airline and coordinator room, any meetings requested must take place at their booth or a common area.
2. Appointments with **Coordinators** usually take place at their location. Read up on the default locations of AppCal appointments for more information.
3. **Coordinators** please take a moment to add the airport codes you are representing to the 'Airport/Section' found under "My Info" during the customization period.
4. AppCal appointments are 15 minutes, if you believe your appointment warrants 30 minutes, request two slots.
5. Answer appointment requests promptly.
6. Never accept an appointment and don't show up.
7. Make one meeting request for one appointment. Do not make a number of separate meeting requests for 1 appointment. This blocks people's calendars unnecessarily.
8. New Airlines may wish to introduce themselves to coordinators they intend to meet prior to the slot conference with a short email, or note attached to their appointment.
9. Make 'soft blocks' in your calendar for lunches and breaks.

Before Travelling to Attend the Conference

1. Ensure you have completed your registration and paid.
2. If using, don't forget: your laptop, business cards, travel adapter plugs, office supplies, extension cords and power surge protected power bars.
3. Don't print off your AppCal calendar before you leave for the conference and think that it won't change. Delegates continually update their calendar throughout the conference until the last day at 12:00 local time when it's no longer possible to make, change and accept appointments.

Onsite

For all times and locations listed below, see Eventmobi and Attachment B of the Memo.

Badge

Your badge is vital, wear it every day. It confirms you are accredited to work on behalf of the company you are representing indicated on your badge. It helps people you have appointments with recognize you are the person they have confirmed the appointment with. Without it you will be denied access to the main airline and coordinator rooms and any events. Pick up your badge at the registration counters the day before the conference starts.

Behind your badge is a mini 'Program at a glance' which includes:

- Wireless Internet access instructions
- The schedule of events
- Airline, Coordinator & IATA work room locations
- Exhibitors booth locations

Table allocation

Table allocation and seating arrangements for the main airline room is allocated by IATA, the coordination room is allocated alphabetically. This information is added to AppCal the day before the conference starts and there are plasma screens with table plans at the info booth and within the main rooms.

Computer stations

IATA provides 9 onsite computer stations with printers and photocopiers to ensure all delegates have regular access to their calendar, these are located in the main airline & coordinator room and.

During registration

When you collect your badge, take a moment to get your bearings and rehearse where everything is so that on the first day you know where your first few meetings are located.

If you wish to make use of the free Wi-Fi before the conference starts there is a delegate lounge area available.

The Conference Starts

- Be on time to your appointments, it is best practice to be 5 minutes earlier to make the best use of your appointment.
- Respect the start and finish time of your appointments. Within the main Coordinator room there is a large countdown clock projected on a screen indicating when each appointment starts and finishes.
- Be prepared with the information you will need for your appointment.
- Keep checking AppCal, don't think that your appointments won't change. Delegates continually update their calendar throughout the conference until the last day at 12:00 local time.
- Do not leave computer equipment or other valuables unattended in public areas.
- During down time, you may wish to visit the Exhibitors. Free refreshments are served at specific times pre and post lunch within the Exhibition Hall.

Informal Networking events

Make the most of your time at the conference and enjoy the free networking opportunities provided for you at the Exhibition booth crawl and Welcome reception. Ensure you wear your badge to access these events.

Help!

Finally, if you need further help, please come to the **Info Booth** during conference hours and we will be happy to help you.

For more information on the Slot Conference visit www.iata.org/slotconference and select the event you are attending.