



Attending Slot Conferences

Accreditation

IATA maintains an [Online Accreditation System \(OAS\)](#) identifying who is legally authorized to complete slot transactions on behalf of an airline or airport. This process is known as accreditation. Head delegates are in control of the accreditation of their delegation and are responsible for adding, removing and editing the details of their delegates online.

All participants in the slot allocation process must be accredited. As only accredited delegates will be allowed to hold meetings during the Conference, the accreditation status is printed on the delegate badges.

Airline Accreditation

The Head of Delegation (HOD) for an airline in the slot allocation process is known as the Head Airline Representative. The Head Airline Representative must be appointed by the Chief Executive Officer of the company by a duly signed [Accreditation Form 1](#) (pdf) uploaded to [OAS](#). This authorization allows the Head Airline Representative to bind its company in regards to any and all decisions taken within the specific scope of the slot allocation process. This applies to all airlines, IATA members and non-members alike.

Airport Accreditation

The Head of Delegation (HOD) for an airport/central coordination agency in the slot allocation process is known as a Head Coordinator/Facilitator. The Head Coordinator/Facilitator must be appointed by the appropriate regulatory organization by a duly [Accreditation Form 1](#) (pdf) uploaded to [OAS](#). This authorization allows the Head Coordinator/Facilitator to bind its organization in regards to any and all decisions taken within the specific scope of the slot allocation process.

In the context of the Slot Conference, the Head Airline Representative and the Head Coordinator/Facilitator are referred to as the Head of Delegation (HOD). Accordingly, each company should keep their details up to date using the [OAS](#).

Slot Conference Delegate Types

Airline delegate (HOD/Rep) – accredited airline staff permitted to attend and manage the airlines slot portfolio. Pays to register (Non-IATA Airlines also required to pay a company fee of \$1,000.00). Full access to AppCal.

Coordinator/ Facilitator delegate (HOD/Rep) – accredited to represent the airport/s & undertake slot management and allocation. Pays to register. Full access to AppCal.

Support – accredited to attend conference under airport/airline but cannot undertake slot management and allocation. Pays to register. View only access to AppCal.

Exhibitor – Attends as an exhibitor, only allowed in the Exhibition area. Pays to register. 1 person per booth has full access to AppCal.

Visitor – Authorized by IATA to attend, cannot participate in meetings or enter the airline and coordinator room unaccompanied, but can attend the SC more than once. Badge clearly states VISITOR and COMPANY/Authority being represented for complete transparency when observing meetings or taking part in discussions. Requests should be sent to [IATA Management](#) at **least 30 days** in advance of the Conference they wish to attend. Pays to register. View only access to AppCal.



Observer – Authorized by IATA to attend one SC only in an observer capacity for familiarization, non-participative delegate. The Observer has to be accompanied in the SC to the airline and coordinator rooms, as they are not allowed to participate in the slot meetings. Requests should be sent to [IATA Management](#) at **least 30 days** in advance of the Conference they wish to attend. Free of Charge registration. View only access to AppCal.

Observers and Visitors must be accompanied by working members of the conference and may be allowed into coordinators' offices to observe bilateral discussions **only** with the express agreement of both the airlines and the coordinators or facilitators involved. They must not participate in any way in the coordination activity of any airport.

Registration

Companies wishing to attend the Slot Conference for the first time must advise the IATA secretariat in advance. Attendance must be confirmed and payment must be received via online registration before the Conference start date.

- First time attendees:
Airlines and coordinators are requested to upload their HOD [Accreditation Form 1](#) (pdf) to [OAS](#) at least 30 days in advance, so that arrangements may be made.
- Previous attendees:
HODs of companies that have previously attend will be contacted directly via email by iatasc@worldtek.com. Please save this to your email Safe List to ensure no important messages are sent to your Junk Mail folder and deleted.

Slot Conference Terms and references

Complete and detailed information about the Terms and Reference of the IATA Slot Conference can be found in Appendix 1 of the [WSG](#).

Slot Conference Activities

The Slot Conference provides the opportunity for pre-conference committee and workgroup meetings such as **SISC**, **SPWG** and **JSAG**. Check [SlotLink](#) for meeting agendas

IATA **training classes** on [Airport Slots and Coordination](#) are also usually given just before the Conference.

Information Sessions such as the **Heads of Delegation Meeting** and **Airline Heads of Delegation Meeting** are held during the conference, as well as general meetings for the EUACA, and the WWACG. For specific details, see the Conference Memorandum issued to the Head of Delegation and posted on the current Slot Conference web page.

Participants also have access to an Exhibition area where different service suppliers for airlines and coordinators are represented. Companies wishing to participate as exhibitors or sponsors should contact [Mr. Michael Huntington](#), Sales Manager - Conferences.