



IATA SLOT CONFERENCE (SC) BID MANUAL

November 2018

October 2017



PREFACE

The Slot Conference is a working conference. As part of the [Slot Allocation Process](#), the purpose of this voluntary assembly of both IATA and non-IATA airlines worldwide is to provide a forum for the allocation of slots at fully coordinated airports (Level 3), and for the reaching of consensus on the schedule adjustments necessary to conform to airport capacity limitations (Level 2). This is a semi-annual conference which takes place every June and November beginning the second Tuesday of the month until end-day Thursday for June Conference and end-day Friday for the November Conference.

During the conference, slots are adjusted mainly through bilateral discussions between airlines and coordinators, or between airlines to exchange slots. As a slot change at one airport could affect one or more other airports, the conference provides the best forum in which all such repercussive changes can be quickly and efficiently processed and all airlines can leave the conference with slots which they consider are the best compromise between what is wanted and what is available.

The conference dealing with northern winter schedule's is held in June, and the conference held in November deals with the northern summer schedules for the following year.

This request for proposal is aimed to select a roster of destinations where the conferences will rotate for the next two years. ***There is flexibility on when events rotate to the specific regions so please submit bids for any conference listed below that you feel would be the best fit for all parties.***

This is a semi-annual conference which takes place every June & November. **The event rotates between Area 1 (The Americas + Caribbean), Area 2 (Europe + Middle East + Africa) & Area 3 (Asia + Oceania).**

Below is the history & confirmed venues for the SC:

- June 2010 – Berlin, Germany
- November 2010 – Melbourne, Australia
- June 2011 – Gothenburg, Sweden
- November 2011 – Singapore, Singapore
- June 2012 – Barcelona, Spain
- November 2012 – Toronto, Canada
- June 2013 – Copenhagen, Denmark
- November 2013 – Ft. Worth, US
- June 2014 – Abu Dhabi, UAE
- November 2014 – Prague, Czech Republic
- June 2015 – Vancouver, Canada



November 2015 – Singapore, Singapore
June 2016 – Hamburg, Germany
November 2016 – Atlanta, US
June 2017 – Kuala Lumpur, Malaysia
November 2017 – Madrid, Spain
June 2018 – Vancouver, Canada
November 2018 – TBA
June 2019 – Cape Town, South Africa

Below are the preferred dates for the 2018 Conference:

13 – 16 November 2018 (1st Choice)

6 – 9 November 2018 (2nd Choice)

BID PROCESS

This IATA Slots Conference (SLOTS) Bid Manual shall be used by the bidding destination to submit their proposals to WorldTEK Events to host a future Slots Conference.

The purpose of this document is to consolidate all necessary, pertinent information for a complete, fair and equitable comparison between the different bidding destinations on their ability to host this meeting. This will take into account the availability, accessibility, cost, facilities, accommodations, financial and other support, social and tourist appeal and all other relevant information. To ensure your bid is as comprehensive as necessary, we recommend that you involve the following parties, if and where applicable: the local tourist & convention bureau, the venue and/or hotel(s), the airport authority, the destinations host airline(s) and local government offices.

IATA REPRESENTATIVE:

Ms. Maria Young
Manager, Meetings & Events

CONTACT INFORMATION:

WorldTEK Events, LLC
16935 West Bernardo Drive, Suite 103
San Diego, CA USA 92127
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TIMELINE:

Deadline for submission: Friday, November 18, 2017



METHOD OF SUBMISSION:

Sent electronically to: Maria.Young@worldtek.com
and cc: slots@iata.org

CHECKLIST

Please ensure every item is checked off upon your submission. Failure to include an item on the checklist may result in delays or non-inclusion in the bid.

- Floorplans and Capacity Charts
- Full Allocation and Costs of Space (including room rentals and room names)
- Outline of Guest Room Costs and Inclusions
- Outline of Concessions
- Internet Costs including the Services and Capabilities
- Power Costs for Main Airline & Coordinator Room
- A Detailed Response to All Sections as Indicated Below



PROGRAM-AT-A-GLANCE

IATA SLOT CONFERENCE				
THURSDAY				
TIME	FUNCTION	# ppl	SET-UP	AUDIO VISUAL/ IT
8:00 - 24 hour	Events – Office	5	Custom	1 heavy duty copier/ color printer networked to staff laptops
FRIDAY				
TIME	FUNCTION	# ppl	SET-UP	AUDIO VISUAL/ IT
24 hour	Events – Office	6	Existing	Existing
SATURDAY				
TIME	FUNCTION	# ppl	SET-UP	AUDIO VISUAL/ IT
24 hour	Events – Office	8	Custom	Existing plus add: 10 laptop computers should be delivered to office for AppCal installation
09:00 - 17:00	Airport Slots & Training Course 2 Coffee Breaks	25	Classroom	1 LCD projector & 1 Screen
09:00 - 18:00	SPWG Meeting 2 Coffee Breaks	36	U-shape 12 x 12 x 12	1 LCD projector, 1 screen, 3 power strips for laptops
09:00 – 12:00	WWACG Board Meeting and Coordinators Pre-JSAG Meeting	12	U-shape or Boardroom	1 LCD projector, 1 screen, 3 power strips for laptops
08:00 - 24 hour	Wireless Internet Connection for Group	1200	N/A	Refer to Annex C.
SUNDAY				
TIME	FUNCTION	# ppl	SET-UP	AUDIO VISUAL/ IT



08:00 - 24 hour	Events – Office	10	Custom	Existing
08:00 - 24 hour	Registration Setup		7 counters – 5 for registration & 2 for Info Desks	2 power strips for equipment & laptops
09:00 - 17:00	Airport Slots & Training Course 2 COFFEE BREAKS	25	Classroom	1 LCD projector & 1 Screen
13:30 – 18:00	EUACA Board Meeting	12	U-shape or Boardroom	1 LCD projector, 1 screen, 3 power strips for laptops
09:00 – 13:00	JSAG Meeting 2 Coffee Breaks	36	U-shape 12 x 12 x 12	1 LCD projector, 1 screen, 3 power strips for laptops
24 hour	IATA - Director's Office	20	Boardroom	2 powerstrips

MONDAY

TIME	FUNCTION	# ppl	SET-UP	AUDIO VISUAL/ IT
08:00 - 24 hour	Events – Office	10	Custom	Existing
24 hour	IATA - Director's Office	20	Boardroom	2 powerstrips
08:00 - 24 hour	Exhibit Booth Setup	75-80	(80) 3m x 3m booths	
08:00 -24 hour	Pre-Registration OPEN	10	Existing	1 printer, 2 e-workstations with cabled internet
8:00 - 24 hour	Main Airline Room Set-up	700	90 rectangle tables with 8 people each (4 on each side)	2 photocopiers, 2 printers, 4 e-workstations with cabled internet. 4 power plugs at each table.
8:00 - 24 hour	Coordinator Room Set-up	320	80 rectangle tables with 4 people each (2 on each side)	1 photocopier, 1 printer, 3 e-workstations with cabled internet. 2 power plugs at each table.
13:15 – 15:15	EUACA Plenary Meeting	40	U-shape	1 LCD projector, 1 screen, 3 power strips for laptops
15:30 – 17:30	WWACG Plenary Meeting	40	U-shape	1 LCD projector, 1 screen, 3 power strips for laptops



09:00 - 17:00	Airport Slots & Training Course 2 Coffee Breaks	25	Classroom	1 LCD projector & 1 Screen
09:00 – 14:00	Industry Meeting (TF) 1 Coffee Break	25	U-shape	1 LCD projector & 1 Screen, power for laptops
09:00 – 17:00	Industry Meeting (TF) 1 Coffee Break	25	U-shape	1 LCD projector & 1 Screen, power for laptops
09:00 – 17:00	Industry Meeting (TF) 1 Coffee Break	25	U-shape	1 LCD projector & 1 Screen, power for laptops
09:00 – 17:00	Industry Meeting (TF) 1 Coffee Break	25	U-shape	1 LCD projector & 1 Screen, power for laptops
14:00-1500	Industry Meeting (TF-L)	25	U-shape	1 LCD projector & 1 Screen, power for laptops

TUESDAY

TIME	FUNCTION	# ppl	SET-UP	AUDIO VISUAL/ IT
08:00 - 24 hour	Events – Office	10	Custom	Existing
24 hour	IATA - Director's Office	20	Existing	Existing
8:00 - 24 hour	Exhibit	80	Existing	
08:30 – 09:30	Head of Delegation Airlines Only Meeting	250 min - 300	Theatre with Center Aisle and head table with 2 chairs	1 LCD projector, 1 screen, 3 wireless microphones
8:00 - 24 hour	Registration	10	Existing	Existing
8:00 - 24 hour	Main Airline Room		Existing	Existing
8:00 - 24 hour	Coordinator Room		Existing	Existing
10:30 - 11:00	Morning Networking Break	600	Coffee Break Stations Within Exhibition Area	
15:30 - 16:00	Afternoon Networking Break	600	Coffee Break Stations Within Exhibition Area	
17:00 – 18:00	APACA Meeting	50	Classroom or Theatre	1 LCD projector & 1 Screen



WEDNESDAY				
TIME	FUNCTION	# ppl	SET-UP	AUDIO VISUAL/ IT
8:00 – 24 hour	Events – Office	10	Custom	Existing
8:00 - 24 hour	IATA - Director's Office		Existing	Existing
8:00 - 24 hour	Exhibit	80	Existing	
8:00 - 24 hour	Registration	10	Existing	Existing
8:00 - 24 hour	Main Airline Room		Existing	Existing
8:00 - 24 hour	Coordinator Room		Existing	Existing
10:30 - 11:00	Morning Networking Break	400	Coffee Break Stations	
15:30 - 16:00	Afternoon Networking Break	400	Coffee Break Stations	
THURSDAY				
TIME	FUNCTION	# ppl	SET-UP	AUDIO VISUAL/ IT
8:00 – 24 hour	Events – Office	10	Custom	Existing
8:00 - 24 hour	IATA - Director's Office		Existing	Existing
08:00 - 18:00	Exhibit Open	80	Existing	
08:00 - 24 hour	Registration Open	10	Existing	Existing
08:00 - 24 hour	Main Airline Room	300	Existing	Existing
08:00 - 24 hour	Coordinator Room	150	Existing	Existing
10:30 - 11:00	Morning Networking Break	300	Coffee Break Stations Within Exhibition Area	
15:30 - 16:00	Afternoon Networking Break	300	Coffee Break Stations Within Exhibition Area	
11:30 - 12:00	SC Exhibition and Sponsorship Meeting	75	Theatre or Classroom	1 LCD projector & 1 Screen
09:00 – 10:00	Heads of Delegation Meeting	250 min - 300	Theatre	1 LCD projector, 1 screen, 3 wireless microphones
FRIDAY				



TIME	FUNCTION	# ppl	SET-UP	AUDIO VISUAL/ IT
8:00 – 24 hour	Events - Office	10	Custom	Existing
08:00 - 24 hour	IATA - Director's Office		Existing	Existing
09:00 - 16:00	Industry Meeting 2 Coffee Breaks	36	U-shape 12 x 12 x 12	1 LCD projector, 1 screen, 3 power strips for laptops
08:00 - 24 hour	Registration OPEN	10	Existing	Existing
08:00 - 24 hour	Main Airline Room	250	Existing	Existing
08:00 - 24 hour	Coordinator Room	150	Existing	Existing
10:30 - 11:00	Morning Networking Break	250	Coffee Break Stations	
15:30 - 16:00	Afternoon Networking Break	250	Coffee Break Stations	

****In addition to space listed above, we require 20 Coordinator workrooms which are outlined in 1.4. on Page 10, available Tuesday through Friday.**

1. SPACE REQUIREMENTS

1.1. Main Airline Room (1)

1.1.1. Dimensions/Room size

Minimum square feet: 16,500

Minimum square meters: 1,500

Actual required size will be determined by the set-up requirements as described in

1.1.2. Set-up requirements

OPTION I: (Preferred) A minimum of 90 tables measuring at least 6 feet or 2 meters in length and 3 feet or 1 meter in width each set with 4 chairs on both sides. Typically 180 tables are used and 2 are put together to form 1 large table for 8 pax each.

OPTION II: A maximum of 90 tables in two-four adjoining or nearby meeting rooms.

- Adequate space to accommodate six computer stations;
- Adequate space to accommodate 2 large photocopiers;
- Adequate space for water stations throughout the room;
- Table number stands for numbered table cards - enough to accommodate 2 stands per table.

1.1.3. Availability

Meeting room(s) must be available for set-up on the Monday prior to the meeting through to Friday.

1.2. Coordinator Room (1)



1.2.1. Dimensions/Room size

Minimum square feet: 7,500

Minimum square meters: 700

Actual required size will be determined by the set-up requirements as described in

1.2.2 Set-up requirements

A minimum of 80 tables measuring at least 6 feet or 2 meters in length and 3 feet or 1 meter in width each set with 2 chairs on both sides;

- Adequate space to accommodate four computer stations
- Adequate space for water stations throughout the room
- Adequate space to accommodate projector and screen.
- Table number stands for numbered table cards - enough to accommodate 2 stands per table.

1.2.3. Availability

Meeting room must be available for set-up on the Monday prior to the meeting through to Friday.

1.3. Subsidiary Meeting Room (1)

1.3.1. Dimensions/Room size

Minimum square feet: 3,500

Minimum square meters: 325

1.3.2. Set-up requirements

Ability to accommodate a minimum 250 theatre with front screen projection

1.3.3. Availability

Meeting room must be available for use on Tuesday and Thursday.

1.4. Coordinator/Airline Workrooms (21/2)

1.4.1. Dimensions/Room size

1 room minimum - 25 square meters (*to be used as a Prayer Room unless venue has permanent Prayer room we can utilize*)

4 rooms minimum - 42 square meters

6 rooms minimum - 55 square meters

3 rooms minimum - 65 square meters

3 rooms minimum - 75 square meters

2 rooms minimum - 100 square meters

1 room minimum - 200 square meters

1 room minimum - 300 square meters

All workrooms size requirements are AVERAGES based on the size room they have used over the past few years. There is some flexibility on these requirements so please pre-assign space as close to these averages as possible.

1.4.2. Set-up requirements

Workrooms can consist of meeting rooms or suites. Most workrooms will require tables, chairs and some auxiliary services. These will be communicated to the venue by each group directly. Detailed contact information will be provided directly to the host



venue for this purpose well in advance of the meeting. Ordering and payment of all services pertaining to these offices will be handled directly between the venue and by each Coordinator/Airline group.

1.4.3. Availability

All meeting rooms and/or suites used for this purpose must be available for set-up on Monday prior to the meeting through Friday.

1.5. Exhibition Space (1)

1.5.1. Dimensions/Room size

Minimum square feet 21,000

Minimum square meters 2,000

1.5.2. Set-up requirements

A minimum of 80 hard wall booths, each measuring 10 x 10 feet or 3 x 3 meters. Each booth will include a table, two chairs, a fascia sign, lights and access to power. Booths must be in close proximity to the main conference room and in a location that will ensure adequate traffic for exhibitors. There must be adequate space for the daily morning and afternoon coffee breaks to be set-up within the exhibition area.

1.5.3. Availability

Exhibition space must be available for the booth build on the Monday prior to the meeting. Set-up must be completed on Monday by 20:00. Exhibitors will require access beginning at 8:00 on the Monday morning for set-up. Dismantling of the booths will begin at the end of the conference on Thursday from 18:00 onward.

1.6. Event Office (1)

1.6.1. Dimensions/Room size

Minimum square feet: 1,000

Minimum square meters: 93

1.6.2. Set-up requirements

Several tables around the perimeter of the room for workstations with access to electrical outlets. Two boardroom set-ups, each for 8-10 persons in the center of the room for impromptu meetings.

1.6.3. Availability

The secretariat office must be available from the Thursday prior to the start of the meeting for 10 days on a 24 hour basis.

1.7 IATA Directors Office (1)

1.7.1 Dimensions/Room size

Minimum square feet: 750

Minimum square meters: 70

1.7.2. Set-up requirements

Boardroom set-up for 20 persons on a permanent basis.

1.7.3. Availability

The room will be required from Tuesday through Friday.



1.8. Ad Hoc meeting Rooms (2)

1.8.1. Dimensions/Room size

Minimum square feet: 500

Minimum square meters: 47

1.8.2. Set-up requirements

Boardroom set-up for 20 persons on a permanent basis.

1.8.3. Availability

Refer to Annex A for dates & times.

1.9. Registration Area (1)

1.9.1. Area

The registration area must be centrally located to the main entrance of the venue or the main meeting room area.

1.9.2. Set-up requirements

Five (5) registration counters located side by side with five tables located behind the counters for delegate bags. Ample space for storage of delegate bags.

Two additional counters to serve as the Information Desks each measuring a minimum of 8 feet or 2.5 meters with four chairs;

1.9.3. Availability

The registration counters must be fully set-up on the Sunday prior to the meeting. Registration will commence at 9:00 on the Monday morning. Dismantling of the registration desks can take place at the end of the conference, Thursday for June conferences & Friday for November conferences.

IT AND AUDIO-VISUAL REQUIREMENTS

2.1. Internet Access

Wireless internet access in all areas of the meeting for up to 900 concurrent users. High speed wired access for the internet stations and e-coordination stations as well as the IATA office. Additional needs for large bandwidths in the coordinators' offices will be required and ordered directly by the participants.

2.2. Internet Stations in Exhibition

- 2 laptop computer systems with 17" LCD display and Office XP Professional and printers in Exhibition

2.3. Main meeting room and Info booth

- 6 laptop computer systems with 17" LCD display and Office XP Professional
- 6 cabled internet connections
- 2 photocopiers/printers

2.4. Coordination Workstations



- 3 laptop computer systems with 17" LCD display and Office XP Professional
- 3 cabled internet connections
- 1 photocopier/printer

2.5. IATA Office

- 1 color photocopier/printer networked to personal laptops

2.6. Subsidiary Meeting rooms

2.6.1. Audio Visual Equipment

An outline of our specific needs can be found in Annex B.

2.7 Info Desk

- 1 laptop at info booth
- 1 cabled internet connection
- 1 black & white printer

ACCOMMODATIONS

3.1. Hotel selection criteria

- A minimum of 525 room nights must be available on peak night at host hotels (Monday to Thursday for the November conference). A maximum of three (3) hotels will be contracted to accommodate the delegates. The headquarter hotel will have to be a minimum rating of 4 or 5 stars. The remaining rooms must be secured in an alternate hotel with a minimum rating of 3 or 4 stars.
- Hotel Room rates must be under \$200USD for serious consideration. All rooms must be 10% commissionable at all conference hotels.
- Rates must be quoted both inclusive and exclusive of breakfast and inclusive of in-room wifi. All rates must be valid 3 days pre and 3 days post conference.
- Selected hotels must be in safe and comfortable walking distance to the meeting venue. If a shuttle service is required, this must be offered by the contracted hotel(s) free of charge.
- The selected hotels must have a business center, fitness facilities and complimentary internet access in the bedrooms.
- Preferable for cancellations policies of selected hotels to commence no earlier than 10 days before the conference start date. This is due a specific Slot deadline which influences room bookings, any earlier and delegates are likely to seek alternative arrangements.

3.2. Room block requirements per day

NOVEMBER:



Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri
1	6	21	60	239	535	550	527	253	16

TOTAL: 2,423

SOCIAL EVENTS & TOURS

4.1. Social events

4.1.1. Gala Dinner

The hosting city or airline must be prepared to hold a sponsored reception or dinner for all attending delegates, exhibitors and sponsors and invited guests on the Tuesday or Wednesday evening. The approximate number of attendees is 700-800 people.

4.2. Tours

4.2.1. Pre &/or Post Tours

Host destination must make available information for sightseeing tours that would be of interest to delegates before and/or after the conference. These tours preferably would be hosted by the local convention & visitors bureau. IATA will not undertake any financial responsible for these tours.

4.3. Local restaurants and shopping

4.3.1. Local restaurants

Restaurants must be in the immediate vicinity of the conference venue.

4.3.2. Shopping & local attractions

Conference venue must be within easy access of shopping complexes and other local attractions.

4.3.3. Local transportation

Local transportation must be readily available at the conference venue.

4.4. Accessibility

Destination must be easily accessible by air from all major cities worldwide. Distance from airport to venue must be reasonable and easily travelled.

5. SPONSORSHIP, INCENTIVE PROGRAMS & FINANCIAL SUPPORT (Hotels do not need to respond to Section 5 but are encouraged to if they have local partners that can submit the proposal jointly with them.)

5.1. Financial assistance programs

Incentive programs, rebate programs, sponsorship and/or financial assistance secured through merchandise, materials and/or funding from any of the following will be considered positively in the evaluation of submissions received;

5.1.1. Airline

5.1.2. Airport Authority



- 5.1.3. Convention Bureau & Tourist Association**
- 5.1.5. Government**
- 5.1.6. Sponsors and Exhibitors**

THANK YOU.