



ONLINE REGISTRATION

Each delegate accredited within the [Online Accreditation System \(OAS\)](#) will have received an emailed invitation to register for the Slot Conference (SC) from iatasc@worldtekevents.com.

Accreditation

Head Delegates who are not yet accredited are advised to follow the online procedure detailed on the [help pages](#) of OAS found under 'HOW TO REGISTER AS A NEW HOD'. Information on how to accredit, edit or remove accredited delegates can also be found within this webpage.

INSTRUCTIONS

LOGIN

We encourage you to register using the custom link found within your invitation to register email. This will automatically prepopulate your individual details required to log into the registration site (Family name, Username & Email address).

If you chose to register for the event by entering the details directly, we recommend you copy and paste (from OAS or the invitation to register email) to ensure accuracy. Be careful not to include any additional spaces or punctuation, as this will prevent access.

DELEGATE INFORMATION AND PROFILE

This information is pre-populated by the [OAS](#). Please request your Head delegates (HOD) corrects any mistakes in OAS. This information will then automatically update the online **registration** system within 48 hours (Mon-Fri). Kindly note, there will be **no** email notification of the change update.

If the Company name, 2/3 letter code or Head Delegate (HOD) name is incorrect please notify slots@iata.org with the correct information and we will make the changes within OAS as these fields cannot be edited by HODs.

VISA LETTER (If required)

Delegates requiring a letter of invitation to attend the Slot Conference in order to support their visa application, should ensure they complete all sections of the Visa Letter request section. Within 72 hours Mon-Fri of receiving payment, each delegate will receive a visa letter prepopulated with the details that they have entered. **Please note the deadline stated for the late processing fee.**

Kindly note, all Visa Letter emails will be sent by WorldTEK Events using the following address: iatasc@worldtekevents.com. **Please save this to your email Safe List to ensure no important messages are accidentally sent to your Junk Mail folder and deleted.** Invoices, if applicable, will be sent from iatasc@worldtekevents.com or Victoria.bianchi@worldtekevents.com.

ONLINE CONSENT FORM

Each individual delegate must confirm that they have had the opportunity to read and agree with the consent form otherwise they will be denied access to the conference.



WI-FI ACKNOWLEDGEMENT FORM

Each individual delegate must confirm that they have had the opportunity to read and agree with the Wi-Fi acknowledgement form.

DELEGATE FEES

There are a number of ways in which delegates can pay for their registration. The HOD should inform their delegation how their registration will be paid for to ensure payment is correctly entered.

Group payment for Member Airline/Coordinators/Schedule Facilitators

1. HOD informs delegates which individual will be paying for all of the delegation and if possible their confirmation number (Confirmation number given upon completed registration).
2. The delegate who is paying for all of the delegation should indicate on the Item Selection section under "Additional Delegate Fees" in the box marked quantity how many delegates they will be paying for and then move on to the next page. The total will be updated on the payments page at the end of the registration process. On completion they should forward their confirmation number to other delegates.
3. Delegates instructed not to pay for their registration should follow the registration steps and on the payments page, tick "Another delegate has paid for my registration" and add the name or confirmation number of the person who paid for them.

Group payment for Non-IATA Member Airline

1. In addition to the above steps, the delegate who has been designated by the HOD to pay for the Non IATA Member Airline fee for their company should select "Non IATA Member Airline Fee" on the Item Selection page and then move on to the next page.

Individual delegate registration payment for Member Airline/Coordinators/Schedule Facilitators

HOD informs delegates each individual will be paying for their registration. Upon completion of your registration the delegate registration fee is automatically added to the payments page.

Individual delegate registration payment for Non-IATA Member

1. HOD informs delegates each individual will be paying for their registration and determines who will be responsible for paying the \$1,000 USD Non IATA Member Airline Fee.
2. If you are responsible for paying the Non IATA Member Airline Fee, select "Non IATA Member Airline Fee" on the Item Selection page and then move on to the next page.
3. If you are not responsible for the Non IATA Member Airline Fee you may move onto the next section. Upon completion of your registration the delegate registration fee is automatically added to the payments page. (\$1,000 Fee is only paid once per airline)

REPRESENTING MORE THAN ONE COMPANY AND PAYMENT

Delegates representing more than one organization will be sent individual registration links for each organization. Registrations will need to be completed separately for each company to ensure they receive the correct badge onsite and Appointment Calendar (AppCal) access ensuring it is clear they have accredited authorization to represent their organization.

- If a delegate represents coordination and a member airline s/he would pay only one delegate fee.
- If a delegate represents two non-IATA member airlines' s/he would pay only one delegate fee and two non-IATA member airline fees.
- If a delegate represents a non-IATA member airline and a member airline s/he would pay one delegate fee and one non-member fee (per airline).



HOTEL RESERVATION

If you wish to take advantage of the SC block, you may book the dates of your stay during the registration process. Kindly note the hotel reservation cutoff date. After this date, reservations and changes will be accepted on a space available basis with no guarantee the conference rates will apply. In order to reserve a room, a valid credit card is required for guarantee and/or hotel deposit.

A hotel confirmation number will be delayed until after the hotel cutoff date. Any changes to your reservation can be done through your registration or by emailing iatasc@worldtekevents.com.

Always take note of the cancellation policies stated on the hotel page and in your confirmation, these differ for each hotel and conference.

PAYMENT

Ensure you read and agree with the conference and hotel cancellation policy.

Check your delegate fee and, if applicable, your Non-IATA Member Airline Fees are correct, if they are not correct:

- Go back to the Item Selection page and correct your details under the Additional Delegate Fees/ Non-Member Airlines fee section. Upon completion of your registration the delegate registration fee is automatically added to the payments page.
- If your delegate registration fee has been paid by another delegate, select “Another delegate has paid for my registration” on the payment page and add the name or confirmation number of the person who has paid your delegate fee. Upon completion of your registration the delegate registration fee will be shown but not charged. If you require a zero-balance invoice please email iatasc@worldtekevents.com.
- If you are representing multiple companies and have paid your delegate registration fee within a different registration, please select “I have already paid my registration fee” and input the name or confirmation number of the paid registration. Upon completion of your registration the delegate registration fee will be shown but not charged. If you require a zero-balance invoice please email iatasc@worldtekevents.com

Please select the appropriate payment method from the list. Registration options can be paid by Credit Card, Bank/Wire Transfer or IATA Clearing House.

- Credit Card: Please fill out your credit card number in the text box marked Card Number. Then choose your Card Type from the drop-down list. (WorldTEK accept Visa, Master Card, American Express or Discover). Next choose your expiration date from the drop down. Finally type your Full Name as it appears on the Credit Card in the box labeled Card Holder. The above fields are mandatory in order to process a Credit Card payment option.
- Bank/ Wire Transfer: All Wire Transfers are due within 7 days of registration. Note there is a \$100USD fee for all wire transfers.
- IATA Clearing House: You will be asked to provide your member number for this option.
- If you require any adjustments to your invoice, please email iatasc@worldtekevents.com.
- Hotel Payment Guarantee: In order to reserve a hotel room, it is necessary to provide a valid credit card to use for guarantee and/or hotel deposit if required.

O Please Note: Your credit card may be charged a deposit if required by the hotel. The hotel only accepts Credit Cards. When you arrive at the conference, the Hotel will look for a valid credit card to use for your stay. If this option poses a problem for your company, please notify



iatasc@worldtekevents.com.

CONFIRMATION

Registration has been completed once the 'Confirmation' page appears. You will also receive an email confirmation. This is a receipt for your booking. If payment was required, the confirmation page will have a link to a copy of your invoice. If payment is made via Clearing House or Bank/Wire transfer this invoice will give further instructions for payment.

Kindly note:

To cancel:

- An entire hotel booking and/or an entire registration please email iatasc@worldtekevents.com cc. slots@iata.org
- Access your registration through your confirmation email and select "Manage Travel and Housing". You will have the option to change or cancel your hotel reservation from this page.

To change:

- The delegate occupying a hotel room: Please email iatasc@worldtekevents.com cc. slots@iata.org
- Contact information details for a delegate: Please request your Head Delegate makes these changes in OAS (see top of document).

If you wish to log back into your registration booking at a later date, please use your registration confirmation number found within your registration confirmation email to do so.

CONTACT US

If after reading these instructions and trying to register you still have questions relating to **Registration, Visa Letters, Hotel Reservations or Invoices** please contact WorldTEK Events directly iatasc@worldtekevents.com.

If you have accreditation queries relating to [Online Accreditation System \(OAS\)](#) please contact slots@iata.org.