



Attending Slot Conferences

Accreditation

IATA maintains a registry identifying who is legally authorized to complete slot transactions on behalf of an airline or airport. This process is known as accreditation. All participants in the scheduling 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 scheduling process is known as an accredited representative. The accredited representative must be appointed by the Chief Executive Officer of the company by a duly signed [Accreditation Form 1](#) (pdf) submitted to IATA. This authorization allows the Accredited Representative to bind its company in regards to any and all decisions taken within the specific scope of the scheduling 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 scheduling process is known as a Head Coordinator/Facilitator. The Head Coordinator/Facilitator must be appointed by the appropriate regulatory organization by a duly signed [Accreditation Form 1](#) (pdf) submitted to IATA. 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 scheduling process.

The HOD may appoint staff with binding authority and AppCal access (accredited alternates/coordinators/facilitators) or without binding authority and AppCal access (support staff). All appointments remain in effect until revoked by written notice and IATA should be informed of changes to accreditation as soon as they are known.

Registration

Companies wishing to attend the Slot Conference 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 send their accreditation forms to the [IATA Secretariat](#) at least 30 days in advance, so that arrangements may be made.
- Previous attendees:
Previous attendees 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.

Delegation Structure

- Each airline delegation is made of one accredited representative, plus if required, accredited alternatives and/or airline support personnel.
Only the accredited representative or the accredited alternatives have the authority to agree on slot



proposals from a coordinator/facilitator and have access to the conference online appointment calendar AppCal.

- Each coordinator delegation is made of one Head Coordinator, plus if required, coordinators and support.
- Each facilitator delegation is made of one Head Facilitator, plus if required, facilitators and support.

In the context of the Slot Conference, the Accredited Representative and the Head Coordinator/Facilitator are referred to as the Head of Delegation (HOD). Accordingly, each company should keep [IATA Management](#) apprised of all changes to email addresses and internal contact information.

Observers

Conference policy only permits airlines, coordinators and facilitators to attend Slot Conferences. However, in the case of government officials, airport operators, their representatives or any other non-airline representatives, exceptions, may be granted by IATA for the purpose of familiarization for one conference only. Non-airline personnel wishing to be invited to a Slot Conference should send their request to [IATA Management](#) at **least 30 days** in advance of the Conference they wish to attend.

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 the IATA [meetings calendar](#) for dates and times of workgroup meetings open to delegates.
- Check [SkedLink](#) for meeting agendas

IATA **training classes** on scheduling and slot management are also usually given just before and immediately following 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.