



INTERNATIONAL AIR TRANSPORT ASSOCIATION

IATA SCHEDULES CONFERENCE BID MANUAL

June and November

2013 - 2015

February 2011



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PREFACE

The Schedules Conference is a working conference. As part of the Scheduling 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 or third Thursday of the month until end-day the following Saturday.

During the conference, schedules are adjusted mainly through bilateral discussions between airlines and coordinators when it involves alternatives offered, or between airlines to exchange slots. As a schedule 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 schedules 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 (North America, Europe and Asia) where the conferences will rotate for the next three 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.***

June 13 – 15, 2013 or June 20 – 22, 2013

November 14 – 16, 2013

June 12 – 14, 2014 or June 19 – 21, 2014

November 13 – 15, 2014

June 11 – 13, 2015 or June 18 – 20, 2015

November 19 – 21, 2015



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BID PROCESS

This IATA Schedules Conference Bid Manual shall be used by the bidding destination to submit their invitation to IATA to host a future Schedules 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 support and other, social and tourist appeal and all other relevant information. To ensure your bid is as comprehensive as necessary, we recommend that you involve the proposed host city, the facility, venue and hotels, the airport authority, a host airline(s), the local tourist & convention bureau and local government offices.

IATA REPRESENTATIVE:	Mrs. Renée C. Jacobs Vice President, Meetings & Events WorldTEK Event & Travel Management
CONTACT INFORMATION:	WorldTEK Event & Travel Management 16935 West Bernardo Drive, Suite 229 San Diego, CA, 92127 USA
TIMELINE:	Deadlines: December 01, 2011 for 2013 Conferences December 01, 2012 for 2014 & 2015 Conferences Advise in writing at renee.jacobs@worldtek.com of your intent to submit a proposal. You must provide this intent for your final proposal to be considered at least one month prior to deadline date. Notification of selection: February 2012 for 2013 Conferences <i>(after presentation to the JSAG)</i>



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	<p><i>committee).</i></p> <p>February 2013 for 2014 & 2015 Conferences (<i>after presentation to the JSAG committee).</i></p>
METHOD OF SUBMISSION:	<p>You must submit 2 original copies of the proposal and 1 electronic copy to the IATA representative.</p> <p>We ask that you follow the format provided in Annex A to provide the required information.</p> <p>Incomplete proposals or documents not following the required format will not be reviewed.</p>



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MEETING/FUNCTION ROOM REQUIREMENTS

Please refer to Annex B for a complete outline of the meeting/function room requirements.

If IATA allows any flexibility on preferred set-up or layout, it will be indicated under set-up requirements.

1.1. Main Meeting Room (1)

1.1.1. Dimensions/Room size

Minimum square feet: 16,000

Minimum square meters: 1,486

Actual required size will be determined by the set-up requirements as described in 1.1.2.

1.1.2. Set-up requirements

OPTION I: (Preferred) A minimum of 180 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;

OPTION II: A minimum of 180 tables in two - four adjoining or nearby meeting rooms.

OPTION III: A minimum of 90 tables (2 airline's and/or coordination's would share tables);

- Two counters to serve as the Information Desks each measuring a minimum of 8 feet or 2.5 meters with four chairs;
- Adequate space to accommodate six to eight 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 Tuesday prior to the meeting through to the following Saturday.

1.2. Coordinator Co-location Room (1)

1.2.1. Dimensions/Room size

Minimum square feet: 4,000



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Minimum square meters: 371

Actual required size will be determined by the set-up requirements as described in 1.2.2.

1.2.2 Set-up requirements

OPTION I: (Preferred) A minimum of 60 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;

OPTION II: A minimum of 180 tables in two - four adjoining or nearby meeting rooms.

OPTION III: A minimum of 90 tables (2 airline's and/or coordination's would share tables);

- Adequate space to accommodate four computer stations; Adequate space for water stations throughout the room; 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 Tuesday prior to the meeting through to the following Saturday.

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 200 classroom or theatre with front screen projection

1.3.3. Availability

Meeting room must be available from the Tuesday prior to the meeting through to the following Saturday.

1.4. Coordinator/Airline Workrooms (30)

1.4.1. Dimensions/Room size

6 rooms minimum - 450 square feet/42 square meters

10 rooms minimum - 600 square feet/56 square meters

2 rooms minimum - 750 square feet/70 square meters



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- 2 rooms minimum - 75 square meters
- 3 rooms minimum - 100 square meters
- 1 room minimum - 150 square meters
- 1 room minimum - 300 square meters

1.4.2. Set-up requirements

Workrooms can consist of meeting rooms, suites or rooms can be built on the exhibition floor for this purpose. Most offices 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 from the Wednesday prior to the meeting through to the following Saturday.

1.5. Exhibition Space (1)

1.5.1. Dimensions/Room size

Minimum square feet 15,000

Minimum square meters 1,200

1.5.2. Set-up requirements

A minimum of 70 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 and 6 Internet stations.

1.5.3. Availability

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



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conference on Saturday from 16:00 onward.

1.6. IATA Office/Secretariat (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 Friday prior to the start of the meeting for 10 days on a 24 hour basis.

1.7. Ad Hoc meeting Rooms (2)

1.7.1. Dimensions/Room size

Minimum square feet: 500

Minimum square meters: 47

1.7.2. Set-up requirements

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

1.7.3. Availability

Ideally the Ad Hoc meeting room will be in close proximity to the IATA Office/Secretariat. The first room will be required from 8:00 to 18:00 from the Tuesday prior to the meeting until the following Saturday. The second room will be required from Wednesday to Saturday only.

1.8. Registration Area (1)

1.8.1. Area

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

1.8.2. Set-up requirements



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Six (6) registration counters located side by side with six tables located behind the counters for delegate bags. Ample space for storage of delegate bags.

1.8.3. Availability

The registration counters must be fully set-up on the Tuesday prior to the meeting. Registration will commence at 9:00 on the Wednesday morning. Dismantling of the registration desks can take place at the end of the conference, Saturday at 18:00.

IT AND AUDIO-VISUAL REQUIREMENTS

2.1. Internet Access

Wireless internet access in all areas of the meeting for up to 700 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

- 6 desktop computer systems with 17" LCD display and Office XP Professional and printers

2.3. Main meeting room and Info booth

- 6 desktop computer systems with 17" LCD display and Office XP Professional
- 6 cabled internet connections
- 1 desktop at info booth
- 1 black and white printer
- 1 color printer
- 2 photocopiers

2.4. Co-Coordination Workstations

- 4 desktop computer systems with 17" LCD display and Office XP Professional
- 4 wired internet connections
- 1 black and white printer



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- 1 photocopier

2.5. IATA Office

- 1 desktop computer systems with 17" LCD display and Office XP Professional
- 1 high speed black & white printer
- 1 high speed color printer
- 1 photocopier

2.6. Subsidiary Meeting rooms

2.6.1. Table Microphones

30 push button style table top microphones will be required for a two day period for the SISC Meeting and EUACA/WWACG Meetings.

2.6.2. Audio Visual Equipment

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

ACCOMMODATIONS

3.1. Hotel selection criteria

- A minimum of 450 room nights must be available on peak night at host hotels (Tuesday to Saturday). A maximum of four (4) hotels will be contracted to accommodate the delegates. The headquarter hotel will have to be a minimum rating of 4 stars. The remaining rooms must be secured in an alternate hotel with a minimum rating of 3 stars.
- An average rate of €150.00 (Europe, Middle East & Asia venues) and \$175.00 (North America). All rooms must be 10% commissionable at all conference hotels.
- Rates must be quoted both inclusive and exclusive of breakfast. 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.



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3.2. Room block requirements per day

Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
10	50	100	350	450-500	450-500	450-500	350	50

SOCIAL EVENTS & TOURS

4.1. Social events

4.1.1. Welcome Reception

The hosting city must be prepared to hold a sponsored welcome reception for all attending delegates, exhibitors and sponsors and invited guests on the Friday evening.

4.1.2. Dinner Gala

Appropriate off-property cocktail or dinner venues should be described with distance from conference venue and estimated capacity.

4.1.3. Golf Tournament

IATA may hold a golf tournament the Tuesday prior to the commencement of the Schedules conference. The host city must identify and indicate the availability of an appropriate golf course for this purpose.

4.2. Tours

4.2.1. Pre & 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 will be at the discretion of the individual delegates. IATA will not undertake any financial responsibility for these tours.

4.2.2. Day Tours

Day tours may be made available to delegates at their own cost.

4.3. Local restaurants and shopping

4.3.1. Local restaurants



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Conference venue 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.

SPONSORSHIP, INCENTIVE PROGRAMS & FINANCIAL SUPPORT

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

5.1.4. Hotel Association

5.1.5. Government

5.1.6. Sponsors and Exhibitors

Please provide a list of potential local sponsors and/or exhibitors that you expect would want to be involved in a Schedules conference if held in your city.

5.1.7. Other



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ANNEX A
SUMMARY REQUIREMENTS

DATES
Indicate dates for which you have availability/interest in hosting
Detailed listing of pricing for all services outlined in the bid manual
VENUE / MEETING FACILITIES
Description of venue
Proposed meeting room assignment
Meeting room floor plans
Exhibition space sample floor plan
Main meeting room sample floor plan
Concessions offered to group (complimentary room rental, internet, additional discounts)
EQUIPMENT
Quote from a recommended supplier / in-house supplier
ACCOMMODATIONS
Description of recommended hotel properties
Number of rooms held at each
Quoted group rates inclusive / exclusive of breakfast
Concessions offered to group (staff rooms, upgrades, etc...)
SOCIAL
Description of Sponsored Welcome Reception or Gala Dinner
Recommendation of optional venues for off-property dinner
Recommendations for golf courses
Description of local tours
List of restaurants in walking distance
List of shopping options in vicinity
SPONSORSHIP / FINANCIAL SUPPORT



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List of potential sponsors
List of potential exhibitors
Rebate programs from city or venues
Local sponsorship programs
Financial assistance
Government support



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**ANNEX B
FUNCTION SPACE OUTLINE**

IATA SCHEDULES CONFERENCE				
Friday				
TIME	FUNCTION	# ppl	SET-UP	AUDIO VISUAL/ IT
10:00 - 24 hour	IATA Office	5	(3) 6 ft draped tables in center of room and (6) 6ft draped tables along perimeter. (2) Large Wastepaper baskets which will need to be emptied several times a day.	1 heavy duty copier & 1 color printer
Saturday				
8:00 - 24 hour	IATA Office	5	(3) 6 ft draped tables in center of room and (6) 6ft draped tables along perimeter. (2) Large Wastepaper baskets which will need to be emptied several times a day.	Existing
Sunday				
24 hour	IATA Office	6	Existing	Existing
09:00 - 17:00	XMLWG Meeting	10	Hollow Square	2 power strips for laptops, 1 LCD projector, 1 Screen and 10 wireless internet connections
11:00	XMLWG (Morning Coffee Break)	10	Existing	
15:30	XMLWG (Afternoon Coffee Break)	10	Existing	
17:00 - 22:00	SISC Officers Meeting	6	Boardroom	2 power strips



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Monday				
24 hour	IATA Office	8	Existing	Existing plus add: desktop computer & b&w printer - 10 desktop computers should be delivered to office for AppCal installation and setup
10:00 - 12:00	SSIM Appendix ADFI Task Force Meeting	25	Hollow Square	2 power strips for laptops
14:00 - 17:00	SISC/65 Meeting	60	U-square with 10 chairs around perimeter	1 LCD projector & 1 Screen, 15 table microphones (1 per 2 seat), 16 power plugs for laptops (2 at head table, 5 on sides, 4 at end of table), 1 photocopier
08:00 - 24 hour	Wireless Internet Connection for Group	50 - 600	N/A	High Density (20mb or higher) connection in all space utilized. Peak days of use will be Wednesday – Saturday.
Tuesday				
08:00 - 24 hour	IATA Office	10	Existing	Existing
08:00 - 24 hour	Exhibit Booth Setup			
08:00 - 24 hour	Registration Setup			2 power strips for equipment & laptops
08:00 - 24 hour	Main Meeting Room Setup	800	180 tables with 2 chairs on each side; power at each table	1 colour printer, 1 desktop computer & 1 b&w printer, power



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08:00 - 24 hour	Coordination Co-location Room Set-up	200	44 tables with 2 chairs on each side; power at each table	
09:00 - 17:00	Scheduling & Airport Slot Coordination Course - Introductory Level	10	Boardroom (existing)	1 LCD projector & 1 Screen
10:30	Scheduling & Airport Slot Coordination Course - Introductory Level (Morning Coffee Break)	10		
15:30	Scheduling & Airport Slot Coordination Course - Introductory Level (Afternoon Coffee Break)	10		
09:00 - 13:00	EUACA Core/51 Mtg	10	Boardroom	
09:00 - 18:00	SPWG/23 Meeting	12	Existing Boardroom table	1 LCD projector, 1 screen, 2 power strips for laptops
09:00 - 17:00	SISC/65 Meeting	60	U-square with 10 chairs around perimeter	Existing
10:15	SISC/65 (Morning Coffee Break)	50		
12:00 - 13:30	SISC Lunch (sponsored by Innovata)	40	Rounds	
14:15	SISC/65 (Afternoon Coffee Break)	50		
Wednesday				
08:00 - 24 hour	IATA Office	10	Tables in middle need to be set boardroom style and pens & pads and mints should be added. Tables around perimeter can stay the same	Existing



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08:00 - 24 hour	Exhibit Booth Setup	50		
08:00 - 24 hour	Registration OPEN	10	Existing	Existing
8:00 - 24 hour	Main Meeting Room PRE-OPENING	500	Existing	2 photocopiers, 6 e-workstations with 2 printers and cabled internet
8:00 - 24 hour	Coordination Co-location Room PRE-OPENING	200	Existing	1 photocopier, 4 e-workstations with 1 printer and cabled internet
09:00 - 13:00	WWACG Core/6 Mtg and Coordinators Pre-JSAG Meeting	20	U-shape	1 LCD projector, 1 screen, 3 power strips for laptops
13:00 - 18:00	JSAG/28 Meeting	20	U-shape	Existing
09:00 - 12:00	SPWG/23 Meeting	12	Boardroom	1 LCD projector, 1 screen, 3 power strips for laptops
09:00 - 17:00	Scheduling & Airport Slot Coordination Course - Introductory Level	10	Boardroom (existing)	1 LCD projector & 1 Screen
10:30	Scheduling & Airport Slot Coordination Course - Introductory Level (Morning Coffee Break)	10		
15:30	Scheduling & Airport Slot Coordination Course - Introductory Level (Afternoon Coffee Break)	10		
17:00 - 19:00	SCORE & OCS User Group Meeting	40	Classroom	1 LCD projector & 1 Screen
Thursday				
08:00 - 24 hour	IATA Office	10	Existing	Existing



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24 hour	VIP/Director's Office	8	Boardroom	1 powerstrip
8:00 - 24 hour	Exhibit OPEN		Existing	
10:30 - 11:00	Morning Networking Break	700	Coffee Break Stations	
15:30 - 16:00	Afternoon Networking Break	700	Coffee Break Stations	
8:00 - 24 hour	Registration OPEN	10	Existing	Existing
8:00 - 24 hour	Main Meeting Room OPEN	500	Existing	Existing
8:00 - 24 hour	Coordination Co-location Room OPEN	200	Existing	Existing
09:00 - 10:00	Newcomers Session	75	Parliament with head table for 2 ppl	1 LCD projector, 1 screen, 1 Podium with microphone
11:30 - 12:00	SC Exhibiton and Sponsorship Meeting	75	Existing	Existing
Friday				
8:00	IATA Office	10	Existing	Existing
24 hour	VIP/Director's Office	8	Existing	Existing
8:00 - 24 hour	Exhibit OPEN	50	Existing	
10:30 - 11:00	Morning Networking Break	600	Coffee Break Stations	
15:30 - 16:00	Afternoon Networking Break	600	Coffee Break Stations	
8:00 - 24 hour	Registration OPEN	10	Existing	Existing
8:00 - 24 hour	Main Meeting Room OPEN	700	Existing	Existing
8:00 - 24 hour	Coordination Co-location Room OPEN	200	Existing	Existing
18:00 - 19:00	DFW Cocktail Reception in Exhibition	250		
Saturday				



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8:00	IATA Office	10	Existing	Existing
24 hour	VIP/Director's Office	8	Existing	Existing
08:00 - 18:00	Exhibit OPEN	50	Existing	
08:00 - 24 hour	Registration OPEN	10	Existing	Existing
08:00 - 24 hour	Main Meeting Room OPEN	450	Existing	Existing
08:00 - 24 hour	Coordination Co-location Room OPEN	150	Existing	Existing
10:30 - 11:00	Morning Networking Break	500	Coffee Break Stations	
15:30 - 16:00	Afternoon Networking Break	400	Coffee Break Stations	
08:30 - 11:00	WWACG/14 Meeting	60	Classroom	1 LCD projector & screen, 30 table microphones (1 per 2 seat)
11:00 - 12:30	EUACA/58 Meeting	60	Existing	Existing
10:00 - 11:00	Head of Delegation Airlines Only Meeting	200	Parliament with Center Aisle and head table with 2 chairs	1 LCD projector, 1 screen, 2 center aisle microphones, 1 wireless podium microphone for speaker
11:30 - 12:30	Japan Civil Aviation Bureau (JCAB) Session	200	Existing	Existing
14:00 - 15:00	Heads of Delegation Meeting	200	Existing	Existing
Sunday 14 November				
09:00 - 17:00	Scheduling & Airport Slot Coordination Course - Advanced Level	25	U-Shape	1 LCD projector & 1 Screen



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10:30	Scheduling & Airport Slot Coordination Course - Advanced Level (Morning Coffee Break)	20		
15:30	Scheduling & Airport Slot Coordination Course - Advanced Level (Afternoon Coffee Break)	20		
Monday				
09:00 - 17:00	Scheduling & Airport Slot Coordination Course - Advanced Level	25	U-Shape	1 LCD projector & 1 Screen
10:30	Scheduling & Airport Slot Coordination Course - Advanced Level (Morning Coffee Break)	20		
15:30	Scheduling & Airport Slot Coordination Course - Advanced Level (Afternoon Coffee Break)	20		