



# Step by step registration instructions

This document is designed to assist you in registering to attend the IATA Slot Conference, from accreditation to registration to final payment.

## Accreditation

Each delegate accredited by their Head Delegate to attend the IATA Slot Conference listed within the IATA Online Accreditation System (OAS) will have received an invitation to register for the Slot Conference.

Head Delegates (HODs) who are not yet accredited to attend the Slot Conference, are advised to follow the online procedure detailed on the [OAS help pages](#). Details of how HODs can accredit, edit or remove accredited delegates can also be found within this webpage.

If you require further assistance on **accreditation**, please email [slots@iata.org](mailto:slots@iata.org).

## Registration ([iatasc@gl-events.com](mailto:iatasc@gl-events.com))

Registration confirmations and communications are sent from a new email address. We highly encourage you to make sure the registration email address [iatasc@gl-events.com](mailto:iatasc@gl-events.com) is saved to your Internet service provider's whitelist to make sure no information is lost.

The custom link from your invitation email will automatically prepopulate your individual information in the registration site. This information is pre-populated from the information your organization has provided within OAS. If changes are required, please request your Head Delegate (HOD) updates this information in OAS. This information will then automatically update in 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](mailto:slots@iata.org) with the correct information and IATA will make the changes within OAS as these fields cannot be edited by HODs.

Registration is organised in different tabs. All fields marked by an asterisk are mandatory. Please complete all required information from "Personal Information" through to "Payment".



#### PERSONAL INFORMATION

Please double check the below information and complete any required fields. If any information such as Company name, 2 or 3 Letter Code, etc. is incorrect please notify [slots@iata.org](mailto:slots@iata.org) with the correct information and we will make the changes within the Online Accreditation System (OAS) as these fields cannot be edited by Head Delegates (HODs). Online Registration will be updated with the new information within the next 48 hours (Monday-Friday). [Click Here](#) to open registration instructions document.

*If you share a group email (i.e. [slots@coordination.com](mailto:slots@coordination.com)) you will need to provide your own email address in the space provided below. As this is a hybrid conference with both in person and virtual delegates, individual email addresses will be required to register on the virtual platform. One email address is required per participant.*

First name

Last Name

Contact information

E-mail Address

## Visa application

Delegates requiring additional letters of support for their visa applications should complete all sections within the Visa application tab. Please ensure that you check your visa requirements as soon as possible to prevent any delay in your application. Kindly note the organizers cannot guarantee your visa issuance.

Your visa letter will be sent to you within 48 hours (Mon-Fri) of completing your registration.

Kindly note, if you require an original 'hard copy' of this letter in support of your visa, email your request to [iatasc@gl-events.com](mailto:iatasc@gl-events.com) making sure you include:

- Copy of the automated letter in support provided by the registration system
- Address, telephone number and email address
- Courier name, contact info and account number

You will be copied in on the email to our local office, who will contact you directly once the original letter is ready for pick up. Please be prepared to liaise with our local office and your courier service to arrange pick up and payment for this service. The local office will provide you with the tracking number once the letter has been dispatched.

## Accommodation

We highly encourage you to book your accommodation in one of the two official conference hotels as soon as possible. The links allowing the reservations for the hotels are available under the Book your stay tab and under the Accommodation tab of the registration site if you wish to book your room at a later time.



Kindly note, the hotel reservation cut-off date (found on the registration section of the conference website you are attending). After this date, reservations and changes will be accepted on a space available basis with no guarantee the conference rates will apply.

To reserve a room, a valid credit card is required for guarantee and/or hotel deposit.

Hotel reservations are completed directly with the hotel through a reservations link provided. Please contact the hotel directly if you wish to make changes to your reservation using the information provided at confirmation.

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

### Online consent and Wi-fi Acknowledgment

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

### Payment

The delegate registration fee is 50.00 USD payable once per delegate.

The non-IATA Member Airline fee is 1,000 USD and is payable once per **non**-IATA member airline). If you have the option to pay this fee, your airline is not listed as an IATA member airline within the Online Accreditation System (a list of current IATA members is found [here](#)). All non-IATA member airlines are responsible for paying the non-IATA member airline fee.

After checking the [current IATA members list](#), please email [iatasc@gl-events.com](mailto:iatasc@gl-events.com) if you believe this to be a mistake or you have any questions.

Once you have confirmed how you will attend the event please ensure you read and agree with the Conference general sales and cancellation policies and select the appropriate payment method from our list. Payment options are as follows: Credit Card, Bank/Wire or IATA Clearing House.

- Credit Card: you will be redirected to our online payment platform to enter all your information safely. Cards accepted: Visa, Master Card, American Express or Discover.
- Bank/ Wire Transfer: All Wire Transfers are due within 7 days of registration. A \$100 USD fee for all wire transfers is applicable.
- IATA Clearing House: You will be asked to provide your member number.



- If there seems to be a mistake with your fee or discount code, please email [iatasc@gl-events.com](mailto:iatasc@gl-events.com), before making any payment.

The HOD should inform their delegation how their registration will be paid for to ensure payment is correctly entered. Please see the examples below

#### **Group payment for IATA Member Airline/Coordinators & Schedule Facilitators**

1. HOD informs delegates which individual will be paying for all of the delegation and if possible, gives their name and/or confirmation number to enter during the registration process. (Confirmation number is provided upon completed registration.)
2. The delegate who is paying for all of the delegation should indicate on the Item Selection section next to "Select the number of delegates you will be paying for" 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.
3. Delegates instructed not to pay for their registration should follow the registration steps and on the payments page, tick "My colleague has already paid for me" and add the name or confirmation number of the person who paid for them.

#### **Group payment for Non-IATA Member Airline**

Follow the instructions above. The non-IATA Member Airline fee is 1,000 USD and is payable once per **non**-IATA member airline). If you have the option to pay this fee, your airline is not listed as an IATA member airline within the Online Accreditation System (a list of current IATA members is found [here](#)). All non-IATA member airlines are responsible for paying the non-IATA member airline fee.

After checking the [current IATA members list](#), please email [iatasc@gl-events.com](mailto:iatasc@gl-events.com) if you believe this to be a mistake or you have any questions.

#### **Individual delegate registration payment for IATA 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 Airline**

1. HOD informs delegates which individual will be paying for the company fee and if possible, gives their name and/or confirmation number to enter during the registration process. (Confirmation number is provided upon completed registration.)
2. If a delegate is paying for all of the delegation should indicate on the Item Selection section next to "Select the number of delegates you will be paying for" 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.

3. Delegates instructed not to pay for their registration should follow the registration steps and on the payments page, tick "My colleague has already paid for me" and add the name or confirmation number of the person who paid for them.

### **Representing More Than One Company**

Delegates representing more than one organization will be sent individual registration links for each organization. Registrations will need to be completed separately for each organization they wish to represent at the Slot Conference. This ensures the correct badge and virtual conference platform access is available onsite.

- If a delegate represents two IATA member airlines, only one delegate fee is payable.
- If a delegate represents two non-IATA member airlines, only one delegate fee and two non-IATA member airline fees is payable (one \$1,000 USD payment per airline).
- If a delegate represents a non-IATA member airline and a member airline, s/he would pay one delegate fee and one non-IATA member airline fee (one \$1,000 USD payment per airline).
- If a delegate represents a coordination organization and an IATA member airline, s/he would pay only one delegate fee.
- If a delegate represents a coordination organization and a non-IATA member airline, s/he would pay one delegate fee and one non-IATA member airline fee (one \$1,000 USD payment per airline).

### **Confirmation**

A confirmation message will appear as soon as your registration is completed. You will also receive an email confirmation. Your invoice (if applicable) will be enclosed to the email and available in your personal space in the future.

**Contact us:** [iatasc@gl-events.com](mailto:iatasc@gl-events.com)

If you have other questions on these registration instructions, our team is available at [iatasc@gl-events.com](mailto:iatasc@gl-events.com) and will get back to you in the next 48 hours following receipt of your email.