

## 12.2 IATA SLOT CONFERENCE – STANDING WORKING ARRANGEMENTS

### PART 1: TERMS OF REFERENCE

The objective of this voluntary assembly of both IATA and non-IATA airlines worldwide, is to provide a forum for the allocation of slots at Level 3 airports, and for the reaching of mutually agreed schedule adjustments between airlines and facilitators necessary to conform to the limitations of airport capacity at Level 2 airports.

Only matters relating to slot coordination may be dealt with at the IATA Slot Conferences (SCs). Specifically, SCs are not a forum for discussions or agreements involving the allocation of aircraft capacity, pooling operations, division of markets, or any other commercial arrangements relating to pricing, market entry, or aircraft capacity. Delegates and participants must refrain from initiating or participating in such discussions during these conferences.

### PROCEDURES

SCs will be held twice each year, for the purposes set out above, in accordance with the following procedures:

- (a) SCs will be convened by IATA Management.
- (b) The SC held in June will deal with Winter schedules effective later in the same year, and the SC held in November will deal with Summer schedules for the following year.
- (c) Delegates to the SC need to have the authority to make schedule changes on behalf of their companies and should be available throughout the SC.
- (d) IATA will publish at each SC the calendar of activities for the subsequent season's coordination process ([Calendar of Coordination Activities](#)).

### PART 2: STANDING WORKING ARRANGEMENTS

#### 1. ELIGIBILITY TO ATTEND THE IATA SLOT CONFERENCE

The following are eligible to attend the SC:

- (a) Any airline;
  - (i) which is licensed to operate air services or which has applied for a licence to operate air services; and
  - (ii) which wishes to attend for the purposes outlined in the Terms of Reference of the IATA Slot Conference.

Airlines wishing to attend an SC for the first time are requested to contact the IATA Secretariat [slots@iata.org](mailto:slots@iata.org), at least 30 days in advance so that prior administrative arrangements may be made, and so that they may be briefed regarding their participation.

## Worldwide Airport Slot Guidelines

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Airlines wishing to nominate other organizations to represent them at the SC are asked to comply with the same conditions as new attendees.

(b) Coordinators, provided they:

- (i) have been officially approved by the relevant government;
- (ii) have a detailed knowledge of airline scheduling and slot allocation;
- (iii) act in a neutral, non-discriminatory and transparent manner;
- (iv) advise the Secretariat in advance

(c) Facilitators, provided they:

- (i) have been appointed by the appropriate authority;
- (ii) have a detailed knowledge of airline scheduling;
- (iii) act in a neutral, non-discriminatory and transparent manner;
- (iv) advise the Secretariat in advance.

All airlines, coordinators and schedules facilitators attending an SC must complete their accreditation through the [Online Accreditation System](#)

For more information on attending and working at the Slot Conference please follow this [link](#)