



Slot Conference Online Registration Instructions

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

Accreditation

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

Head Delegates (HODs) who are not yet accredited, 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.

Registration Email: iatasc@mcveigh.com

Invitations to register for this event are sent by an automated email system. We recommend you speak with your IT department, to ensure the registration email address iatasc@mcveigh.com is saved to your Internet service provider's 'whitelist' and if necessary provide the following IP addresses: 198.207.147.224/27 and 204.239.0.224/27. These are the IP addresses that are used to send delegate's registration emails. This should ensure messages that are sent automatically from the registration system are not blocked by your organization's system.

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 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 with the correct information and IATA will make the changes within OAS as these fields cannot be edited by HODs.



Visa Applications

Delegates requiring a letter in support of their visa application should 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 found on the [slot conference website](#) relevant to the event you are attending to avoid any late processing fee

Kindly note, if you require an original 'hard copy' of this letter in support of your visa, email your request to iatasc@mcveigh.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.

Online Consent and Wi-Fi Acknowledgement

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.

Delegate Fees

There are several 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 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 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 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

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 (one \$1,000 USD payment per



airline). In addition to above steps, please ensure the delegate designated to pay for all delegates also selects "Non-IATA Member Airline Fee" on the Item Selection page and then move on to the next page.

After checking the current IATA members list, please email iatasc@mcveigh.com if you believe this to be a mistake or you have any questions.

Individual delegate registration payment for Non-IATA Member Airline

1. HOD informs delegates, each individual will be paying for their registration and determines which delegate will be responsible for paying the Non-IATA Member Airline Fee (one \$1,000 USD payment per airline).
2. Delegates responsible for paying the Non-IATA Member Airline Fee should select "Non-IATA Member Airline Fee" on the Item Selection page and then move on to the next page.
3. Upon completion of your registration, the delegate registration fee is automatically added to the payments page.

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.

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 Appointment Calendar (AppCal) 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).

Hotel Reservation

If you wish to take advantage of the Slot Conference group rate, you may book the dates of your stay during the registration process. 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.

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@mcveigh.com.

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 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@mcveigh.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. (McVeigh 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 labelled 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 \$100 USD 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@mcveigh.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.

Changes or Cancellations to Your Registration

If you are changing or cancelling a registered delegate, please email iatasc@mcveigh.com cc. slots@iata.org

For changes to your hotel reservation, please contact the hotel directly using the contact information provided at confirmation.

Contact Us

If after reading these instructions you still have questions relating to Registration, Visa Letters, Hotel Reservations or Invoices, please contact McVeigh directly iatasc@mcveigh.com.

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