



SC149: Important Notes for Slot Conference Delegates

In order to best utilise the time available before and during the conference, Coordinators and Airlines are strongly urged to review and comply with the [Advice For Coordinators Using The Coordination Process](#) (pdf) and [Advice For Airlines Using The Coordination Process](#) (pdf). New attendees may also wish to read [How to get the most out of attending the Slot Conference](#) (pdf).

All participants are reminded that the purpose of this voluntary assembly of both IATA and non-IATA member airlines from around the world, is to provide a forum for the allocation of slots at coordinated airports and for the reaching of consensus on the schedule adjustments necessary to conform to airport capacity limitations at schedules facilitated airports.

Delegates are reminded that for reasons of [competition law compliance](#) the conference is **not** a forum for discussions or agreements involving the allocation of aircraft capacity, pooling operations, division of markets, or any commercial arrangements relating to pricing, market entry or aircraft capacity. **Such discussions are prohibited and outside the scope of the Slot Conference.**

Should any delegates be unclear as to the scope of the conference, they should seek further guidance from IATA Management present at this conference.

Coordinators are reminded that:

- (a) Coordinators and facilitators must inform each airline of the results of Initial Coordination by SAL message as soon as it is complete, but **[no later than the SAL Deadline 23:59 UTC](#)**. SAL messages should be sent at the same time to all airlines that requested slots at the airport.
- (b) Coordinators should ensure that satisfactory arrangements are made to deal with clearance requests for the current season during the conference and monitor and respond to appointment requests both before and during the conference.
- (c) In conformance with [10.3 of the WASG](#), Coordinators should have available applicable capacity and utilisation information for their airports.

Onsite at the Conference

Onsite registration opens Monday 15 November 2021 from 09:00 - 18:00, at the [Rome Marriott Park Hotel](#). Registration, the info booth and access to wireless printers/photocopiers will be centrally located on the ground floor foyer. Delegates with conference queries or Swapcard questions are welcome to visit the Info Booth during the conference working hours.

For ease of identification and for admittance to the meeting rooms, all conference participants are requested to wear their name badges which are supplied at registration and prepared based on information supplied by Head Delegates (HODs) through the [Online Accreditation System \(OAS\)](#).

The Marriott Rome Park Hotel adheres to all recommendations put forward by the Italian Government regarding COVID-19. At registration, all attendees should be prepared to supply photo ID (passport, driving license etc) and one of the following

- administration of at least the first vaccination dose¹ [from a list of recognized vaccines](#) (valid for nine months)
- recovery from COVID infection (valid for six months)
- rapid molecular or antigen test with negative result (valid for 48 hours) readily

¹ Please note, to enter Italy passengers are required to have completed all doses related to their vaccine in the required timeframe, likewise to enter the airport on departure the same is required.



- available from local pharmacies and test centers.

Once cleared, you will be provided with a wristband for each day of the conference which will expedite your entry. Delegates supplying rapid COVID-19 test results will be required to return to registration for clearance and wristbands for entry to the event upon expiry of their test results.

Please wear the correct wristband each day you enter the venue.

For more detailed information on Italy's requirements please review our guide giving official information and government links for [local restrictions and requirements](#).

Although the Swapcard event platform will be available for making meeting requests 24 hours a day starting from 00:00 16th November 2021, the official core hours of the conference will be 08:00 – 18:00 local time in Rome, Italy. Staff will be available at the Info Booth and doors to the main conference workrooms will open at 07:30 Tue and 08:00 Wed – Fri.

For more detailed information on how to get the most out of attending the conference please [follow this link](#) where you will find guidance on

- Pre-conference recommendations
- Swapcard the event meeting platform
- Preparing your meeting strategy
- Travelling to the event
- Main meeting room set ups
- What to expect to expect at the conference