



# SC149 Pre-Conference Introduction

This pre-conference introduction is designed to replace the Convening Memorandum, consolidating important information contained on our website in one document.

The 149<sup>th</sup> Slot Conference will take place 16 to 19 November 2021 as a hybrid event at the Rome Marriott Park Hotel, in-person and virtually using the same virtual meeting event platform, Swapcard. The 149<sup>th</sup> Slot Conference is a forum for the optimization of the allocation and management of airport slots for the Northern Summer Season, 27 March 2022 to 29 October 2022. Delegates are encouraged to note the [Calendar of Coordination Activities](#) (pdf) deadline dates for this period.

## The event dates

Onsite Registration opens	: Mon	15 Nov 2021	09:00 - 18:00
In-person conference core hours*	: Tue	16 Nov 2021	08:00 - 18:00
	: Wed – Fri	17-19 Nov 2021	09:00 - 18:00
Head Delegate Airline Only Meeting (HOD-A)	: Tue	16 Nov 2021	12:00 - 13:00
Head Delegate Meeting (HOD-M)	: Thu	18 Nov 2021	12:00 - 13:00

*\* Main conference workrooms will be accessible from 07:30 Tues and 08:00 Wed – Fri.*

*Swapcard the virtual meeting event platform is available 24 hours to support meetings in all time zones from Tue – Friday.*

## Online Accreditation & Registration

In accordance with [10.12.5 of the Worldwide Airport Slot Guidelines \(WASG\)](#) accreditation of Head Delegates and their staff attending the Slot Conference is mandatory. New delegates must be accredited by their Head Delegate using the [Online Accreditation System \(OAS\)](#). For more information, please visit the [OAS help section](#).

Newly accredited delegates will receive an invitation to register for the Slot Conference directly from the registration team [iatasc@mcveigh.com](mailto:iatasc@mcveigh.com) (within 48 hours of accreditation, Mon – Fri). Please contact the registration team directly if you are accredited and have not yet received your invitation.

Conference registration, hotel reservation, requesting letters in support of visa applications and payment is completed in one online registration process. [Please see our website if you require more information](#) on any of these sections.

Invitations to register were sent out directly to all accredited delegates on 9 September 2021. **Delegates are strongly encouraged to register as soon as possible.** Please be advised registering after **27 October 2021** means availability at the hotel group rate cannot be guaranteed, late charges for letters of support for visa applications will apply and access to Swapcard the meeting event platform will be delayed.

**The IATA Slots team look forward to seeing you in Rome, or virtually!**