Slot Conference Delegate Types
Terms of Reference

Airport Capacity Representative

Conference policy permits Airport Capacity Representatives ("ACRs") to attend for the purpose of contributing to coordinator[1] – airline meetings to explain capacity parameters and in accordance with the below procedures.

Prior to the Slot Conference

- The coordination parameters set up by the airport (or other relevant body) must be complete and accurate so that the slot coordinator is able to carry out the initial slot allocation without further consultation with the airport. (See, e.g., WASG at 4.4.3 and 5.4.)
- In cases where the slot coordinator assesses that the airport's involvement can contribute to improvements in the slot portfolio of airlines, the slot coordinator will invite the airport before the conference to discuss capacity improvements that will contribute to improve the result of initial slot coordination. The discussion will only contain coordination parameters and capacity usage. The names of airlines who may benefit from the capacity changes will not be disclosed in order to guarantee the neutrality of the allocation of slots.
- The coordinator may decide, with the agreement of the airline or upon the request of the airline, to invite the airport to attend the coordinator – airline meeting at the Slot Conference to explain capacity parameters.

Registration and attendance

- Accredited coordinator Heads of Delegation must request IATA's authorization for an ACR to attend each event by emailing slots@iata.org with the applicant's full name, job title, organization, email address and identification as an ACR, at least 30 days in advance of the relevant Conference start date. The submitting coordinator will be the ACR's host, who will be responsible for accompanying them into restricted areas of the Conference.
- ACRs should register online before the registration deadline and must pay the regular delegate fee.
- In general, only one individual per airport will be authorized as an ACR. Exceptions may be made by IATA where justified by the requesting coordinator / ACR.
- As with all attendees, ACRs must comply with IATA's Competition Law Guidelines for Commercial Events, provided to all attendees at registration and available in the documents section of www.iata.org/slotconference.

Badge

- ACR badges will clearly state AIRPORT CAPACITY REPRESENTATIVE and COMPANY/AIRPORT being represented for complete transparency when taking part in discussions.
- Slot Conference accredited coordinator delegates acting as Hosts will have badges that clearly state HOST alongside their organization's name and delegate type.
- Badges must be worn at all times during the conference.

Working arrangements

- The host coordinator Head of Delegation must use AppCal (via the note system) to notify each airline in advance (i) that an ACR is invited to attend the meeting and (ii) that the airline has the option to decline this participation. ACR attendance at each meeting is subject to consent from both the coordinator and airline.
- No change of coordination parameters / capacity relevant to the application slot coordination can be discussed during the meeting.
- An open, fair, transparent, and non-discriminatory manner of slot allocation is guaranteed at all times by the coordinator. Should the coordinator or an airline feel that the presence of the airport is eroding these key principles, the ACR should be advised immediately and be given the opportunity to address the issue.
- ACRs must be accompanied by their host when attending meetings.
- ACRs may only enter the airline or coordinator rooms when accompanied by their attending host.

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[1] The term "coordinator" is used throughout to refer to either a coordinator or facilitator, as appropriate.

- ACRs have free access to the exhibition.
- ACRs can view the Appointment Calendar (AppCal) but do not receive an individual calendar and cannot request appointments and meetings through the system.

Conference meetings

- ACRs may attend public conference workshops and presentations if they wish.

IATA reserves the right to update these Terms of Reference at any time. Please contact IATA management if you require further clarification.