



# Slot Conference Delegate Types

## Terms of Reference

### Observer

Conference policy permits only airlines, coordinators and facilitators to attend conferences. However, in the case of government officials, airport operators or their representatives or any other non-airline representatives, exceptions may be granted by IATA for one conference only, for the purpose of familiarization.

The Slot Conference (SC) is a business forum where airlines and coordinators have 1-1 meetings to discuss their slot allocations. Attending delegates make their meetings through the online system AppCal, which is open to Airlines, Coordinators and Exhibitors only. The conference doesn't have an opening plenary session or any other public meetings and Observers are not able to enter the main airline and coordinator workrooms without an escort 'Host'. There is however, a large Exhibition attached to the slot conference which is free to access.

#### Registration and attendance

- Applicants must request IATA's authorization to attend the event by emailing [slots@iata.org](mailto:slots@iata.org) with the applicant's full name, job title, organization, email address and reason for attending, at least 30 days in advance of the conference start date. Applicants should include the contact details of their host who will be responsible for accompanying them into restricted areas of the conference.
- A Host must be a Slot Conference accredited delegate and request IATA's authorization by emailing [slots@iata.org](mailto:slots@iata.org) with their full name, organization, mobile phone number, email address and reason for this request. The maximum number of Observers that a Host can attend to is limited to 10.
- Applicants should register online before the registration deadline, there is no delegate fee for registration.
- Observers are authorized by IATA to attend one Slot Conference only in an observer capacity, non-participative delegate.
- As with all attendees, Observers 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](http://www.iata.org/slotconference).

#### Badge

- Observer badges will clearly state OBSERVER and COMPANY/AUTHORITY being represented for complete transparency when observing meetings or taking part in discussions.
- Slot Conference accredited 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

- Observers must be accompanied by their Host when attending meetings.
- Observers may only enter the airline or coordinator rooms when accompanied by their attending Host who has access to those rooms.
- Observers have free access to the Exhibition.
- Observers can view the Appointment Calendar (AppCal) but do not receive an individual calendar and cannot request appointments and meetings through the system.

#### Conference meetings

- Observers 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.