

IATA SLOT CONFERENCE

Rome, Italy
16-19 November 2021

ONLINE
EVENT



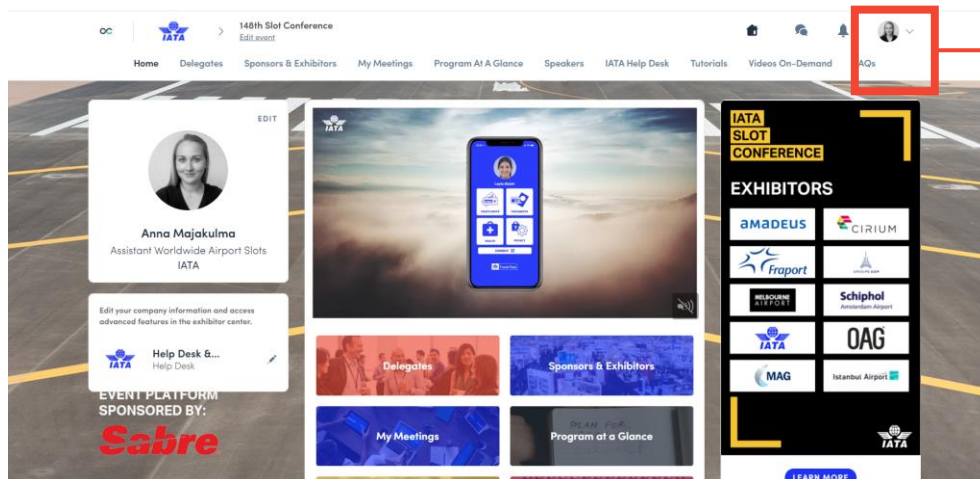
How to add Airport Capacity Documents

Coordinators are encouraged to use their company profile page to upload relevant airport capacity information, documents and web links to Swapcard including:

- Slot rules, regulations and local procedures or guidance, COVID related procedures
- Declared airport capacity and coordination parameters
- Future changes to airport capacity and updates
 - Information of future work programs
 - Special events effecting capacity
- Operating constraints and restrictions
 - Infrastructure, apron and airspace
 - Night restrictions and curfews
 - General and local rules

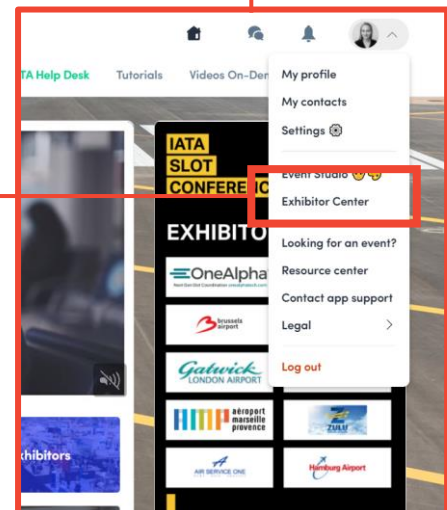
This document shows you the step-by-step process of adding these documents

Step 1



On the front page of Swapcard click on the **arrow** next to your profile in the top-right corner

In the menu that opens click on **Exhibition Center**



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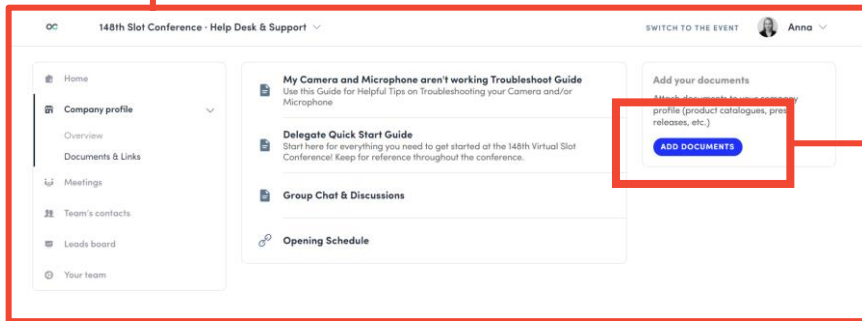
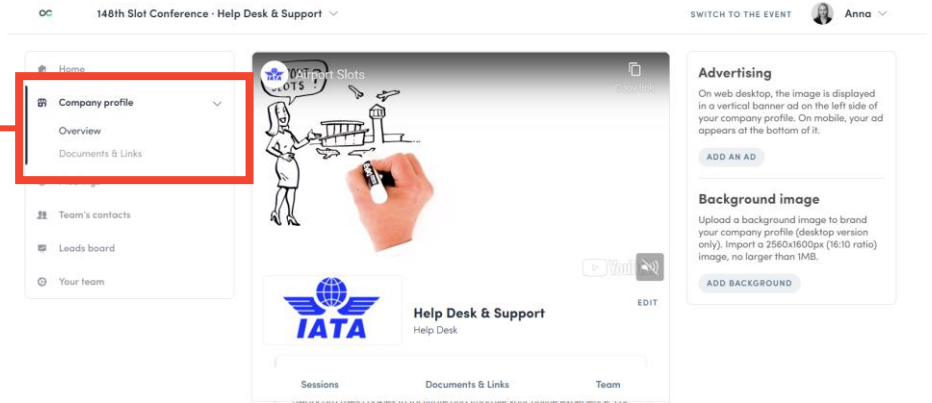
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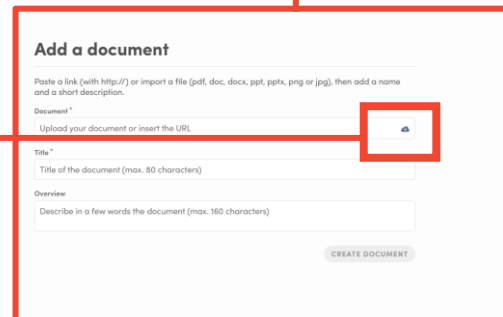
Step 2

In Company Profile, click on the arrow that opens a drop-down menu → click on Documents & Links



On the Documents & Links page click on ADD DOCUMENTS

Upload the document by clicking on the cloud symbol and give the document a name and description



Add a document

Paste a link (with [https://](#)) or import a file (pdf, doc, docx, ppt, pptx, png or jpg), then add a name and a short description.

Document *

Upload your document or insert the URL.

Title *

Title of the document (max. 80 characters)

Overview

Describe in a few words the document (max. 180 characters)

CREATE DOCUMENT

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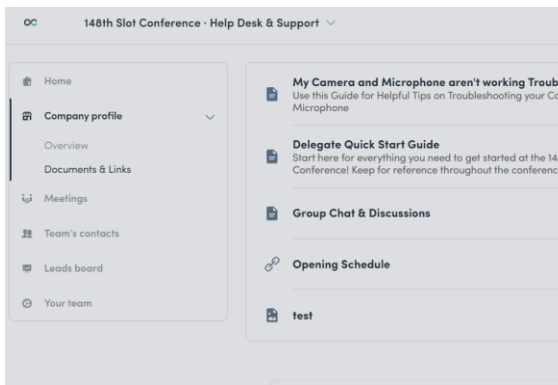
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Step 3



Congratulations,
you've uploaded
the document!
Click on the **X** to
leave the pop-up
window

To go back to
the regular
event view,
click on **Switch
to event**

