



## Meeting preparation

In this document we've collected a few last-minute tips to make your hybrid conference experience as smooth as possible. We recommend you take a few minutes to read through this one pager.

### Attending in person or virtually?

For this hybrid conference we've added a new filter in the **Delegates** tab – the filter is called 'In Person or Virtual Attendee'. For instance, by filtering using '149th Slot Conference – In Person' you will see all in person delegates and you can further narrow down your search using either the search function or by adding additional filters.

If two in person delegates are meeting, the default location will be an **in-person location**. Please note, that if either one of the delegates in a meeting are attending virtually then the default location will be a **virtual meeting**.

### Where is my in-person meeting?

As with previous Slot Conferences all meetings have a **default location**. Please see below the list of default meeting locations

- **Airline & Coordinator meeting:** the default location is the **coordinator's location (4<sup>th</sup> floor, Hall 4A)**. Please check the [Workrooms and floor plans document](#) to see which coordinators have taken a workroom. All coordinators attending in person, not listed in this document, will be found in the main coordinator room – the Michelangelo Ballroom. Within the main coordinator room, tables are allocated to each coordinator alphabetically by country, their location and table numbers are clearly displayed on plasma screens. In person coordinator locations are also found in the event platform coordinator profile under **Is member of**.
- **Exhibitor meeting with any delegate type:** the default location is the **exhibitor's location (4<sup>th</sup> floor Hall 4B)**. Please check the [Exhibition floorplan](#) within Swapcard for more information. Remember that sponsors and exhibitors are not allowed in the main coordinator room or the airline lounge.
- **Airline to Airline meeting:** the default location is the **Airline Lounge (4<sup>th</sup> Floor Hall 4C)**. The Airline Lounge is provided for airlines to power up devices in between appointments (if required) and to take short meetings between airlines. Due to current restrictions, an airline workroom with allocated shared seating is not possible at this conference.