How to get the most out of attending the IATA Slot Conference

This document is a working progress and is aimed at helping new attendees get the most out of attending the IATA Slot Conference (ISC). If you wish to make any suggestion, please don't hesitate to contact slots@iata.org.

Pre-Conference

Read up on the WASG

Ensure you have read the Worldwide Airport Slot Guidelines (WASG) on attending the conference section 2.2, section 10.12 and section 10.13 which details the activity at the IATA Slot Conference.

The Calendar of Coordination Activities indicates the deadlines and how the conference fits within the slot allocation framework.

Electronic Devices & Wi-Fi

All delegates are requested to read the following important information regarding testing your electronic devices prior to travelling and methods to maximize your Wi-Fi connection speed.

Stay up to date

Visit the IATA Slot Conference website regularly, this is kept up to date with the latest information on each event, including the Program, workroom locations and floorplans and other important documents.

Appointment Calendar (AppCal)*

Become familiar with AppCal. Ensure you know when it opens and is available for requesting appointments for your delegate type, look out for your username and password sent 20 days prior to the conference start date from appcal@iata.org during the customization period. Ensure you login, change your password, create your favourites, and start planning who you want to see and when. For further instructions on any of the points above review the help section which gives step by step instructions and videos on how to use the system.

Separate to AppCal, to keep up to date on conference information, and instant chat with other delegates, download the IATA Events app for Android / iPhone and familiarize yourself with its functions.

Appointment strategy

- Review the conference floor plans, workroom locations, and the Program found on our website and within AppCal to plan your meeting strategy.
- Don't assume all coordinators and airlines are located in the main meeting rooms, some groups take workrooms.
- Use the floor plans to work out your routes to and from your meetings. Pay attention to any walk times that may be listed.
- You may wish to group your meetings that are located within the same area of the conference venue to save yourself time.
- Leave space between your meetings to ensure you won't be late to future appointments.

Important to Note

- **Sponsors and Exhibitors** cannot enter the main coordinator room or airline meeting room. Any meetings requested must take place at their booth or in a common area.
- Meetings with **Coordinators** usually take place at their location.
- **Coordinators** please take a moment to add and update your areas of responsibility (airport codes you are representing).
- Meetings take place in 15 minutes slots. If you believe your appointment warrants 30 minutes or more, 'request extended' in AppCal and enter the number of slots you think you will require.
- Answer meeting requests promptly:
    - Never accept a meeting and don't show up.
    - Make one meeting request for one appointment. Do not make a number of separate meeting requests for one appointment. This blocks people's calendars unnecessarily. New airlines may wish to introduce themselves to coordinators they intend to meet prior to the slot conference with a short email or chat message.
    - Review the conference Program and make sure you block time within your meeting schedule for any presentations you may wish to attend. The system has blocked your schedules during the coffee and lunch breaks. These can be unblocked as necessary by each attendee in their calendars.

For AppCal help please review the online video tutorials and guidelines here.

Before Travelling to Attend the Conference

- Ensure you have completed your registration and reserved your hotel accommodation.
- Ensure you follow the travel guidance and recommendations for the country you are travelling. For guidance on if you require a visa and further information, delegates should consult the following link: IATA Travel Centre. Consider saving any required documents online and bringing paper copies as back up.
- If using, don't forget: your laptop, travel adapter plugs, business cards, office supplies, extension cords and power surge protected power bars.
- Don't print off your AppCal calendar before you leave for the conference and think that it won't change. Delegates continually update their calendar throughout the conference.

Onsite

For all times and locations of presentations, workshops and meetings see the event app and the Program published on the IATA Event App.

Registration Desk & badges

Pick up your badge when the registration desks open on the Monday before the event starts. Your badge is vital, wear it every day. It confirms you are accredited to work on behalf of the organization you are representing indicated on your badge. It helps people you have meetings with recognize you are the person they have confirmed the meeting with.

When you collect your badge, take a moment to get your bearings and rehearse where everything is so that on the first day you know where your first few meetings are located.

Main meeting room information

Coordinator locations will be allocated alphabetically by country name and their table numbers will be displayed on plasma screens within the main coordinator room.

The Airline Lounge provides free seating for airlines to power up devices in between appointments (if required) and to take short meetings between airlines. Airlines are encouraged to use the designated Airline meeting point to meet with their colleagues, then take a table for their meeting. Please use the cloakrooms to store your items when you are not working in the Airline Lounge.

Power outlets are available within the main meeting rooms, however, it would be advisable to **bring extension cords, power surge protected power bars and travel adaptors.**

Please do not leave any valuables unattended. IATA cannot accept responsibility for any lost or stolen property. All items left in the main work room including papers will be removed overnight.

The Conference Starts

- Doors open to the main Coordinator and Airline room at 07:30, 30 minutes before the official conference opening time on the first day. From Wednesday onwards the doors open at 08:00.
- Be on time to your meetings, it is best practice to be five minutes earlier to make the best use of your appointment.
- Respect the start and finish time of your appointments. Within the main Coordinator room there is a large clock projected on a screen to clearly indicate the 15min. meeting start and finish times.
- Be prepared with the information you will need for your meeting.
- Keep checking AppCal, don't think that your meetings won't change. Delegates continually update their schedule throughout the conference.
- During down time, you may wish to visit the Exhibitors and Sponsors in the Exhibition area.
- Free refreshments and lunches are served at specific times (see the Program for more information).
- Advise IATA at the Info booth when you leave the conference, so IATA can inform delegates trying to locate you.

Social Events

Make the most of your time at the conference and enjoy the free networking opportunities provided for you at the Exhibition booth crawl and Networking receptions. Ensure you wear your badge to access these events.

Help!

Finally, if you need further help, please come to the IATA Info Booth during conference hours and we will be happy to help you.

For more information on the IATA Slot Conference visit our website and select the event you are attending.

*Users of AppCal are solely responsible to ensure that they are using the system properly and IATA disclaims any liability related to AppCal or these suggestions. All users – and especially first-time users – are therefore encouraged to view the help section which contains step by step instructions following the opening of the AppCal system.