



# Conference Notice

## Head Delegate (HOD) Meetings

Head Delegates (HODs) may nominate one member of their delegation to attend both HOD meetings instead of, or alongside, the HOD.

Please ensure additional staff members with the intention of attending the HOD meetings in SC154 Bogotá, Colombia are nominated no later than 3 June 2024 by following this [link](#) and completing the information.

**Only delegates confirmed through this process will be admitted to the meetings.**

<b>Head Airline Meeting</b>	: Tue	11 June 2024	08:30 - 09:30
<b>Head Delegate Meeting</b>	: Thu	13 June 2024	14:00 - 15:00

## Documentation

Important information and documentation for the Slot Conference are published on our [website](#) and on the home page of the Appointment Calendar (AppCal) as follows:

- [Travel to and from Bogotá](#) (pdf)
- [Important Notes for Slot Conference Delegates](#) (pdf) – contains advice for airlines and coordinators using the coordination process, competition law guidance, and the working arrangements at the conference.
- [Program](#) – details the full conference schedule, meetings, presentations, workshops, social events, and lunch & refreshment break timings.
- [Work room locations and floor plans](#) (pdf)– includes locations for registration, workrooms, prayer room, and floor plans.
- [How to get the most out of attending the conference](#) (pdf)
- [Optimizing your Wi-Fi experience](#) – includes important information regarding testing your electronic devices prior to travelling and methods to maximize your Wi-Fi connection speed at the conference.

Remember to block your [appointments calendar](#) for any of the workshops or presentations you wish to attend as detailed in the program. These sessions are free to attend, and pre-registration is not necessary.

**The IATA Slots team looks forward to seeing you in Bogotá!**