



Important Notes for Slot Conference Delegates

In order to best utilise the time available before and during the conference, Coordinators and Airlines are strongly urged to review and comply with the [Advice For Coordinators Using The Coordination Process](#) (pdf) and [Advice For Airlines Using The Coordination Process](#) (pdf). New attendees may also wish to read [How to get the most out of attending the Slot Conference](#) (pdf).

All participants are reminded that the purpose of this voluntary assembly of both IATA and non-IATA member airlines from around the world, is to provide a forum for the allocation of slots at coordinated airports and for the reaching of consensus on the schedule adjustments necessary to conform to airport capacity limitations at schedules facilitated airports.

Delegates are reminded that for reasons of [competition law compliance](#) the conference is **not** a forum for discussions or agreements involving the allocation of aircraft capacity, pooling operations, division of markets, or any commercial arrangements relating to pricing, market entry or aircraft capacity. **Such discussions are prohibited and outside the scope of the Slot Conference.**

Should any delegates be unclear as to the scope of the conference, they should seek further guidance from IATA Management present at this conference.

Coordinators are reminded that:

- (a) Coordinators and facilitators must inform each airline of the results of Initial Coordination by SAL message as soon as it is complete, but **[no later than the SAL Deadline 23:59 UTC](#)**. SAL messages should be sent at the same time to all airlines that requested slots at the airport.
- (b) Coordinators should ensure that satisfactory arrangements are made to deal with clearance requests for the current season during the conference and monitor and respond to appointment requests both before and during the conference.
- (c) In conformance with [10.3 of the WASG](#), Coordinators should have available applicable capacity and utilisation information for their airports.

Onsite at the Conference

Onsite registration opens Monday 10 June 2024 from 08:00 - 18:00, at the [Ágora Bogotá](#). Registration will be located on the ground floor near the main entrance.

For ease of identification and for admittance to the meeting rooms, all conference participants are requested to wear their name badges which are supplied at registration and prepared based on information supplied by Head Delegates (HODs) through the [Online Accreditation System \(OAS\)](#).

Official working hours for the conference will be 08:00 – 18:00 Tuesday – Thursday local time. It is essential that all participants should be available during the official working hours throughout the conference. Participants are also requested to advise IATA Management of their departure from the conference so that IATA may properly inform delegates trying to locate them.

The Info Booth will be located on the 5th floor, near the entrance to the Airline Lounge and Coordinator Room. Delegates with conference queries or AppCal questions are welcome to visit the Info Booth during the conference working hours.

Appointments Calendar (AppCal)

AppCal is the online tool designed to facilitate the appointment making process and communications between each eligible delegate registered to attend the conference. AppCal usernames and passwords will be issued by email 22 May 2024 from appcal@iata.org. Please save this email for future reference.

For more detailed information on how to get the most out of attending the conference please follow [this link](#) where you will find guidance on:

- What to expect at the conference
- Pre-conference recommendations
- Preparing your meeting strategy
- Main meeting room information