How to get the most out of attending the Slot Conference

This document is a working progress and is aimed at helping new attendees get the most out of attending the Slot Conference (SC). 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 [www.iata.org/WASG](http://www.iata.org/WASG) section 2.2, section 10.12 and section 10.13 which details the activity at the Slot Conference.

The [Calendar of Coordination Activities](http://www.iata.org/) 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](http://www.iata.org/) regarding testing your electronic devices prior to travelling and methods to maximize your Wi-Fi connection speed.

Stay up to Date

Visit the [Slot Conference](http://www.iata.org/) website regularly, this is kept up to date with the latest information on each event. On the event pages you can also find more information on the virtual Slot Conference system used.

In line with other IATA conferences, we are modernizing how we provide information to our delegates. Information contained within the traditional Convening memo and Memorandum have been moved to the event pages of the [Slot Conference website](http://www.iata.org/).

Swapcard meeting planner and event platform

Swapcard is the online tool used to facilitate the virtual and in-person Slot Conference, the appointment making process and communications between each eligible delegate registered to attend the conference. Delegates can also participate in live discussions and presentations and visit exhibitor and sponsor booths via Swapcard.

All delegates registered before the [Customization](http://www.iata.org/) phase will automatically receive access to the virtual system by email. Please review the [opening schedule](http://www.iata.org/) for more information and dates of communications and openings.

Time zone

The system is set to your time zone based on your computer’s IP address. Swapcard is available to make meeting requests 24 hours a day starting from 00:00 UTC the first day of the conference to ensure you can schedule meetings in the time zone you will be working in until you set your availability.

We recommend you set your availability during the customization phase, before the system is open for meeting requests. [SPECIAL NOTE for in-person attendees: Please ensure you set your time zone to the](http://www.iata.org/)
conference local time before setting your availability, to ensure meetings are requested and accepted in the correct time zone.

The official core hours of the SC150 conference will be 08:00 – 18:00 local time in Seattle, United States.

Make sure you take time to familiarize yourself with Swapcard. Check the minimum requirements for the Swapcard platform. The system can be accessed using a web browser or the downloadable app for smart devices. Review the minimum requirements here.

- Ensure you know the opening schedule and when it is available for requesting meetings for your delegate type. Look out for the email notification 20 days prior to the conference start date giving you access to the system to customize your profile.
- During the customization phase ensure you login, check and update your profile, set your availability. SPECIAL NOTE for in-person attendees: Make sure you set your time zone to the conference local time before setting your availability, to ensure meetings are requested and accepted in the correct time zone, start planning who you want to see and when.
- For further instructions on any of the points below review the help pages which gives step by step instructions and videos on how to use the system.

Meeting Strategy

- Review the conference floor plans, workroom locations, and the program at a glance found on our website and within Swapcard to plan your meeting strategy
- Make sure you check if a delegate is attending virtually or in-person before requesting a meeting.
- Don't assume all in-person 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

1. Make sure you check your system meets Swapcard’s minimum requirements and review the Swapcard help pages and video tutorials
2. Sponsors and Exhibitors cannot enter the main coordinator room or airline meeting room, any meetings requested must take place at their booth, virtually or in a common area.
3. In person meetings with Coordinators usually take place at their location.
4. Coordinators please take a moment to add and update your areas of responsibility (airport codes you are representing) to your profile and upload any of the following documents or website links to Swapcard during the customization period.
   - Declared airport capacities
     - Runway
     - Terminals
   - Future changes to airport capacity and updates
     - information of future work programs
     - runway
     - terminal works
     - special events effecting capacity
   - Coordination constraints and restrictions
     - Runways
     - Terminals
5. Meetings take place in 15 minutes slots, if you believe your meeting warrants longer please block the next meeting slot and request your colleague does the same.

6. Answer meeting requests promptly.

7. Never accept a meeting and don't show up.

8. Make one meeting request for one meeting. Do not ask your colleagues to make several separate meeting requests for the same request. This blocks people's schedules unnecessarily.

9. 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.

10. Review the conference Program and make sure you block time within your meeting schedule for any presentations you have selected to watch live (virtually or in-person), your lunch and other breaks throughout the day.

For Swapcard help please review the online video tutorials within the Swapcard system and the help pages.

Before Travelling to Attend the Conference

1. Ensure you have completed your registration and reserved your hotel accommodation.

2. Ensure you follow the travel guidance and recommendations for the country you are travelling. Please follow this link for more information on US travel and local restrictions during COVID–19. Consider saving any required documents online and bringing paper copies as back up.

3. If using, don’t forget: your laptop, travel adapter plugs, business cards, office supplies, extension cords and power surge protected power bars.

4. Don’t print off your Swapcard schedule 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 workrooms, presentations, workshops and meetings see virtual Slot Conference system and the Program at a glance published on the event pages of the Slot Conference website.

Registration Desk & badges

Pick up your badge at the registration desks open from 09:00 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 will be provided for airlines to power up devices in between appointments (if required) and to take short meetings between airlines. 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 (US electrical sockets are Type A and B and the standard voltage is 120V).
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

1. Doors open to the main Coordinator 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 an hour before the official conference start time.
2. Be on time to your meetings, it is best practice to be five minutes earlier to make the best use of your appointment.
3. 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.
4. Be prepared with the information you will need for your meeting.
5. Keep checking Swapcard, don’t think that your meetings won’t change. Delegates continually update their schedule throughout the conference.
6. Do not leave computer equipment or other valuables unattended in public areas.
7. During down time, you may wish to visit the Exhibitors and Sponsors in the Exhibition area.
8. Free refreshments and a light buffet style lunch are served at specific times (see Swapcard or the Program at a glance for more information).
9. 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 Welcome Reception and Exhibition Booth Crawl. Ensure you wear your badge and wristband 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 Slot Conference visit www.iata.org/slotconference and select the event you are attending.