



# 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](mailto:slots@iata.org).

## Pre Conference

### Read up on the WASG

Ensure you have read the Worldwide Airport Slot Guidelines (WASG) on attending the conference <https://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](#) (pdf) indicates the deadlines and how the conference and [Appointment Calendar](#) (AppCal) fits within the slot allocation framework.

### Stay up to date

Visit the [Slot Conference](#) website regularly, as it is kept up to date with the latest information on each event.

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](#).

Download the two Apps used for the conference (updated and available approximately 20 days prior to the conference):

- [Crowd Compass](#) which lists all on-site information including the daily schedule, exhibition information and floor plans.
- [AppCal App](#) Along with other information, this app helps you quickly locate where delegates are based at the conference and make appointments with them.

### 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](mailto:appcal@iata.org) during the [customization period](#). Ensure you login, change your password, create your favorites, and start planning who you want to see and when. For further instructions on any of the points below review the [help section](#) which gives step by step instructions and videos on how to use the system.



## Appointment strategy

- Use the Crowd Compass Event app (see above) or the PDFs available 20 days prior to the event in AppCal and on our website to view workroom locations, floor plans and the program at a glance. These detail the locations of workrooms, presentations and workshops which will help you view the location of the workrooms that you wish to visit and plan your appointment 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 appointments that are located within the same area of the conference venue to save yourself time.
- Leave space between your appointments to ensure you won't be late to future appointments.

## Important to note

1. **Exhibitors** cannot enter the main airline and coordinator room, any meetings requested must take place at their booth or a common area.
2. Appointments with **Coordinators** usually take place at their location. Read up on the [default locations](#) of AppCal appointments for more information.
3. **Coordinators**, please take a moment to add the airport codes you are representing to the 'Airport/Section' found under "My Info" during the customization period.
4. AppCal appointments 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.
5. Answer appointment requests promptly.
6. Never accept an appointment and don't show up.
7. 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.
8. New Airlines may wish to introduce themselves to coordinators they intend to meet prior to the slot conference with a short email or note attached to their appointment.
9. Make 'soft blocks' in your calendar for lunches and breaks.

## Before Travelling to Attend the Conference

1. Ensure you have completed your registration and paid.
2. If using, don't forget: your laptop, travel adapter plugs, business cards, office supplies, extension cords and power surge protected power bars.
3. 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 until the last day at 12:00 local time when it's no longer possible to make, change and accept appointments.



## Onsite

For all times and locations of workrooms, presentations, workshops and meetings see the Crowd Compass Event App and the Program at a glance pdf published on the event pages of the [Slot Conference website](#) and AppCal.

## Badges

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 appointments with recognize you are the person they have confirmed the appointment with. Without it you will be denied access to the main airline and coordinator rooms and any social events. Pick up your badge at the registration counters the day before the conference starts.

Behind your badge is a mini 'Program at a glance' which includes:

- Airline, Coordinator & IATA work room locations
- Exhibitors booth locations
- The schedule of events
- Wireless Internet access instructions

## Table allocation

The main airline room hosts airlines who are assigned to shared tables of 8 by IATA Management. The Coordinator room tables of 4 are allocated alphabetically. Delegates are notified of seating arrangements via AppCal the day before the conference starts and there are plasma screens with table plans at the info booth and within the main rooms.

Each table within the airline room is assigned 4 power points and 2 power points for the coordinator tables. it would be advisable to bring extension cords, power surge protected power bars and travel adaptors.

## Computer stations

IATA provides two photocopiers and nine onsite computer stations connected to printers restricted for AppCal only, to ensure all delegates have regular access to their calendar. These workstations are located in the main airline & coordinator room and near the IATA Info booth area. One unrestricted computer station is available within the exhibition area.

## During registration

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.

## The Conference Starts



- Doors open to the main Airline and 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.
- Be on time to your appointments, it is best practice to be 5 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 15 min. meeting start and finish times.
- Be prepared with the information you will need for your appointment.
- Keep checking AppCal, don't think that your appointments won't change. Delegates continually update their calendar throughout the conference until the last day at 12:00 local time.
- Do not leave computer equipment or other valuables unattended in public areas.
- During down time, you may wish to visit the Exhibitors and Sponsors. Free refreshments and a light buffet style lunch are served at specific times within the Exhibition Hall (see the event app or the program at a glance for more information).

## 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 Slot Conference visit [www.iata.org/slotconference](http://www.iata.org/slotconference) 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.