



Slot Conference Guide

During the conference, slots are adjusted mainly through bilateral discussions between airlines and coordinators when it involves alternatives offered, or between airlines to exchange slots. As a slot change at one airport could affect one or more other airports, the conference provides the best forum in which all such repercussive changes can be quickly and efficiently processed and all airlines can leave the conference with slots which they consider are the best compromise between what is wanted and what is available.

Meeting appointments can and should be arranged in advance of the conference using the [IATA Appointment Calendar \(AppCal\)](#)- further details below, under "Conference Webtools".

The conference dealing with northern winter schedules is held in June, and the conference held in November deals with the northern summer schedules for the following year. All relevant dates for summer and winter slot coordination activities can be found in the calendar of Slot Coordination activities located just after the Preface of the [Worldwide Airport Slot Guidelines – WASG](#).

The Conference also deals with adjustments to planned future slots to fit in with the slots available at airports. This activity has nothing to do with adjustments to schedules on the day of operation for air traffic flow management. The two types of slot allocation are quite different and unrelated.

The Program

The Slot Conference lasts 3 days at the June conference and 4 days at the November Conference. It is essentially dedicated to bilateral discussions between airlines and facilitators/ coordinators. Meeting times can be agreed upon in advance of the Conference using the Appointment Calendar (AppCal). This web tool is made available 20 days prior to the event.

The following meetings are held during the conference:

- Head of Delegation (HOD) meeting. This meeting is open to Head Airline Representatives, Head Facilitators and Head Coordinators **only**. HODs meet to discuss issues that may have arisen during the conference or issues of a political nature that may affect the slot allocation process.
- Head of Delegation Airlines meeting is open to Head Airline Representatives **only**.

Who should attend:

- Any airline that is licensed (or has applied for a license) to operate air services or is registered in a State eligible for membership in ICAO.
- Facilitators from schedules facilitated airports (Level 2 airports) and coordinators from slot coordinated airports (Level 3 airports) provided they have approval from their government, have detailed knowledge of airline scheduling and slot allocation, and will act in a neutral, non-discriminatory and transparent manner.

Sponsorship and Exhibition:

Companies wishing to participate as Exhibitors or Sponsors should contact [Mr. Michael Huntington](#), Manager Conference Sales.



Training:

Training is available to delegates throughout the year and prior to the start of the conference. Further information detailing the course content is found on the IATA Training webpages [Airport Slots and Coordination](#), [Airport Slot Coordination: Policy and Implementation](#) and by contacting the [training department](#).

Hotel Accommodation:

Group rates have been negotiated for our delegates, all accommodation information is listed on the online registration site, where costs and cancellation policies are subject to each hotel and dates chosen.

Conference Fees:

Attendance is subject to payment in full of the conference fees before arrival on the conference site. Delegate registration and the non-IATA member airline fees vary due to the specific conference costs. Please see the current online registration site for the registration fees.

Visas Applications:

IATA, as a non-governmental organization and does not have the power to sponsor delegates or to procure visas on their behalf. Please ensure a timely application for your visas to secure your participation. Delegates requiring a Letter of Invitation to support their visa application should register online and ensure they complete all sections of the Visa letter request section.

Delegates are reminded that it is their individual responsibility to obtain a valid visa to attend the Slot Conference. Please ensure you check your visa requirements as soon as possible to prevent any delay in your visa application. For guidance and further information, delegates should consult the [IATA Travel Centre](#).

The Conference Web tools

Wireless access is provided throughout the conference areas to all registered participants;

- The [Online Accreditation System](#) (OAS) is a secure online system open 24/7. OAS gives the control to Head Delegates to add, remove and edit the details of their accredited delegates. It also provides users with an excellent contact database of accredited delegates.
- The [IATA Appointment Calendar](#) (AppCal) is a web-based tool designed to facilitate the IATA Slot Conference appointment making process among the different participants. Conference sponsors and exhibitors also use AppCal. This tool enables participants in the SC to complete their meeting agenda prior to their arrival on the Conference site and contains the latest information on activities times and location for meetings at the SC.
- [SlotLink](#) is an extranet site dedicated to Airline slot allocation related activities.