



143RD SLOT CONFERENCE

13 – 16 NOVEMBER 2018 | MADRID, SPAIN



SC143 Convening Memorandum

TO: Head Delegates (HODs)
FROM: Head Worldwide Airport Slots
DATE: 22nd August 2018
SUBJECT: 143rd Slot Conference 13 – 16 November 2018.

I am delighted to invite you to attend the 143rd Slot Conference which will take place 13 to 16 November 2018. The 143rd Slot Conference is for the purpose of optimizing the allocation and management of airport slots for the Northern Summer Season, 31 March 2019 to 26 October 2019. The following provides key information on the upcoming conference.

The event dates

Onsite Registration opens	: Mon	12 November 2018	09:00 - 18:00
Conference times	: Tue	13 November 2018	08:00 - 18:00
	: Wed - Fri	14 – 16 November 2018	09:00 - 18:00
Head Delegate Airline Only Meeting (HOD-A)	: Tue	13 November 2018	08:30 - 09:30
Head Delegate Meeting (HOD-M)*	: Thu	15 November 2018	15:00 - 16:00

** Please note the HOD meeting on Thursday 15 November starts at the slightly later time of 15h00 due to the facility availability.*

Venue

[Madrid Marriott Auditorium](#)

Madrid
Spain

Calendar of Slot Activities

Delegates are to note the [Calendar of Coordination Activities](#) (pdf) deadline dates for the summer and winter period.

Online Registration

Conference registration, hotel reservation, visa letter requests and payment (delegate registration fee of 50 USD, with 21% tax payable) is completed in one online process. Accepted methods of payment are via the IATA Clearing House or credit card. Payment by bank transfer will incur an additional 100.00 USD to cover bank processing fees.

Delegates are strongly encouraged to register as soon as possible, but no later than 24 October 2018. Please be advised strict cancellation policies occur after this date, delegates are advised to check their confirmation of registration email for further details. After this time the IATA group rate cannot be guaranteed and access to the Appointments Calendar (AppCal) could be delayed.

Online Accreditation System (OAS)

Head Delegates can add, edit and remove their delegation's details using OAS. Once a delegate has been accredited by their HOD a new email from iatasc@worldTEKevents.com will be sent directly to the delegate (within 48 hours Mon – Fri) giving details of how to register online, request a visa letter (if required), make hotel reservations and pay to attend the Slot Conference. New HODs should follow the link to [OAS](#), add their email address under 'Request for Accreditation of new HOD' and follow the step by step instructions. For more information and instructions please visit the [help section](#).

Visas

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 following link [IATA Travel Centre](#).

Delegates requiring a letter of invitation to attend in order to support their visa application should complete the "Visa Letter" section when registering online and then follow the instructions. **The deadline for the submission of the online Visa Invitation Request Form is 24 October 2018 after this date charges will apply.**

Onsite Registration – Monday, 12 November 2018 from 09:00 – 18:00

Delegates will be able to collect their badges at the registration counters located on level one at the Congress entrance. AppCal workstations, printers and an area for any pre-conference team meetings will also be available during this time.

We look forward to seeing you in Madrid!

Best regards



Lara Maughan,
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