Attending the IATA Slot Conference (ISC)

Accreditation

IATA maintains an Online Accreditation System (OAS) identifying who is legally authorized to complete slot transactions on behalf of an airline or airport. This process is known as accreditation. Head delegates are in control of the accreditation of their delegation and are responsible for adding, removing and editing the details of their delegates online. For identification purposes, including legal and sanctions compliance, all delegates must be employed by the same legal entity as is the head delegate.

All participants in the slot allocation process must be accredited. As only accredited delegates will be allowed to hold meetings during the Conference, the accreditation status is printed on the delegate badges.

Airline Accreditation
The Head of Delegation (HOD) for an airline in the slot allocation process is known as the Head Airline Representative. The Head Airline Representative must be appointed by the Chief Executive Officer of the company by a duly signed Accreditation Form 1 (pdf) uploaded to OAS. This authorization allows the Head Airline Representative to bind its company in regard to any and all decisions taken within the specific scope of the slot allocation process. This applies to all airlines, IATA members and non-members alike.

Coordinator and Facilitator Accreditation
The Head of Delegation (HOD) for the coordination and facilitation of Level 2 and 3 airports in the slot allocation process is known as a Head Coordinator/Facilitator. The Head Coordinator/Facilitator must be appointed by the Head (e.g. CEO, President, Director General etc) of the appropriate regulatory organization by a duly signed Accreditation Form 1 (pdf) uploaded to OAS. This authorization allows the Head Coordinator/Facilitator to bind its organization in regard to any and all decisions taken within the specific scope of the slot allocation process.

In the context of the IATA Slot Conference, the Head Airline Representative and the Head Coordinator/Facilitator are referred to as the Head of Delegation (HOD). Accordingly, each company should keep their details up to date using the OAS.

IATA Slot Conference Delegate Types

Airline delegate (HOD/Rep) – accredited airline staff permitted to attend and manage the airline's slot portfolio. Pays to register (Non-IATA Airlines also required to pay a company fee of $1,000.00 per conference). Full access to the online meeting tool (AppCal).

Coordinator/ Facilitator delegate (HOD/Rep) – accredited to represent the airport/s and undertake slot management and allocation. Pays to register. Full access to the online meeting tool (AppCal).

Support – accredited to attend conference under airport/airline but cannot undertake slot management and allocation (e.g. translators, IT support). Pays to register. No access to the online meeting tool (AppCal).

Exhibitor – Attends as an exhibitor, only allowed in the Exhibition area. Pays to register. One person per booth has full access to the online meeting tool (AppCal).

Visitor – Authorized by IATA to attend, cannot participate in meetings or enter the airline and coordinator room without accompaniment/escort of their host, but can attend the ISC more than once. Badge clearly states VISITOR and COMPANY/Authority being represented for complete transparency when observing meetings or taking part in discussions. Requests should be sent to IATA Management via this link at **least 30 days** in advance of the Conference they wish to attend. Pays to register. No access to the online meeting tool (AppCal).

For full terms of reference please click here.

Observer – Authorized by IATA to attend one ISC only in an observer capacity for familiarization, non-participative delegate. The Observer must be accompanied by their host, in the ISC to the airline and coordinator rooms, as they are not allowed to participate in the slot meetings. Requests should be sent to IATA Management via this link at **least 30 days** in advance of the Conference they wish to attend. Free of Charge registration. No access to the online meeting tool (AppCal). For full terms of reference please click here.

Airport Capacity Representative
Requested by coordinator / facilitator via this link at least 30 days in advance of the Conference and authorized by IATA Management to attend. Can participate in airline-coordinator meetings with the prior consent of both, where necessary to explain capacity parameters. Badge clearly states Airport Capacity Representative and Company/Airport being represented for complete transparency. Must be accompanied by the coordinator / facilitator for access to airline or coordinator rooms. Pays to register. The Airport Capacity Representative can view the online Event App, for program and attendee information. They do not receive AppCal Access and cannot request appointments through the system. For full terms of reference please click here.

Observers, Visitors and Airport Capacity Representatives must be accompanied by working members of the conference and may be allowed into coordinators' offices to observe bilateral discussions **only** with the express agreement of both the airlines and the coordinators or facilitators involved. They must not participate in any way in the coordination activity of any airport.

Registration

Companies wishing to attend the IATA Slot Conference for the first time must advise the IATA Management in advance. Attendance must be confirmed, and payment must be received via online registration before the Conference start date.

- **First time attendees:** Airlines and coordinators are requested to upload their HOD Accreditation Form 1 (pdf) to OAS at least 30 days in advance, so that arrangements may be made.
- **Previous attendees:** HODs of companies that have previously attend will be contacted directly via email by isc@iata.org. Please save this to your email Safe List to ensure no important messages are sent to your Junk Mail folder and deleted.

IATA Slot Conference Terms and references

Complete and detailed information about the Terms and Reference of the IATA Slot Conference can be found in Appendix 1 of the Worldwide Airport Slot Guidelines (WASG).

IATA Slot Conference Activities

The IATA Slot Conference provides the opportunity for pre-conference committee and workgroup meetings such as the Slot Policy Working Group (**SPWG)** and the Worldwide Airport Slot Board (WASB).

There are two, three-day IATA **training courses** that take place pre conference.
- Airport Slot Management and Coordination where you will learn how to allocate and coordinate airport slots by applying the Worldwide Airport Slot Guidelines (WASG) and how to apply the standard communication procedures from IATA's Standard Schedules Information Manual (SSIM) to messages between airlines and slot coordinators.
- Airport Slot Coordination: Policy and Regulation where you will develop a better and balanced understanding of the challenges that the aviation industry faces as a result of insufficient airport infrastructure across all regions of the world

Presentations and workshops are regularly held at the conference, usually with reference to the local region and current affairs. Information Sessions such as the Heads of Delegation Meeting and Airline Heads of Delegation Meeting are held during the conference, as well as general meetings for Asia/Pacific Airport Coordinators Association (APACA), European Airport Coordinators Association (EUACA), and the Worldwide Airport Coordinators Group (WWACG).

For more information, go to the **IATA Slot Conference website** and select the event you are interested in.

Participants also have access to an Exhibition area where different service suppliers for airlines and coordinators are represented. Companies wishing to participate as exhibitors or sponsors should contact slots@iata.org and we will put you in touch with the Business Development Manager.