



# SC145 Pre-Conference Introduction

This pre-conference introduction is designed to replace the Convening Memorandum, consolidating important information contained on our website in one document.

The 145<sup>th</sup> Slot Conference will take place 12 to 15 November 2019 at the [Brisbane Convention & Exhibition Centre](#). The 145<sup>th</sup> Slot Conference is a forum for the optimization of the allocation and management of airport slots for the Northern Summer Season, 29 March 2020 to 24 October 2020. Delegates are encouraged to note the [Calendar of Coordination Activities](#) (pdf) deadline dates for this period.

## The event dates

Onsite Registration opens	: Mon	11 November 2019	09:00 - 18:00
Conference times	: Tue	12 November 2019	08:00 - 18:00
	: Wed – Fri	13-15 November 2019	09:00 - 18:00
Head Delegate Airline Only Meeting (HOD-A)	: Tue	12 November 2019	08:30 - 09:30
Head Delegate Meeting (HOD-M)	: Thu	14 November 2019	14:00 - 15:00

## Online Accreditation & Registration

In accordance with [9.11.5 of the Worldwide Slot Guidelines \(WSG\)](#) accreditation of Head Delegates and their staff attending the Slot Conference is mandatory. New delegates must be accredited by their Head Delegate using the [Online Accreditation System \(OAS\)](#). For more information please visit the [OAS help section](#).

Newly accredited delegates will receive an invitation to register for the Slot Conference directly from the registration team [iatasc@mcveigh.com](mailto:iatasc@mcveigh.com) (within 48 hours of accreditation, Mon – Fri). Please contact the registration team directly if you are accredited and have not yet received your invitation.

Conference registration, hotel reservation, requesting letters in support of visa applications and payment is completed in one online registration process. [Please see our website if you require more information](#) on any of these sections.

Invitations to register will be sent out directly to all accredited delegates the week of 19 August 2019. **Delegates are strongly encouraged to register as soon as possible, but no later than 18 October 2019.** Please be advised after this date the hotel group rate cannot be guaranteed, late charges for letters of support for visa applications will apply and access to the Appointments Calendar (AppCal) will be delayed.

**The IATA Slots team look forward to seeing you in Brisbane!**