



# Memorandum

## Sked536

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TO: Schedules Planning Departments - Members/Non-Members attending Schedule Coordination Conferences  
EU & Non-EU Coordinators

FROM : Head of Scheduling & Baggage Service

DATE: 04 November 2009

SUBJECT: **125<sup>th</sup> Schedules Conference for Northern Summer 2010  
Vancouver, 19 – 22 November, 2009**

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The 125<sup>th</sup> Schedules Conference (SC125) for the 2010 IATA Northern Summer Scheduling Period, 28 March 2010 – 30 October 2010, will be held at the Westin Bayshore, Vancouver, Canada, 19 – 22 November, 2009.

### **IMPORTANT INFORMATION PLEASE NOTE:**

The 125<sup>th</sup> Schedules Conference will begin at 08:00 hrs on Thursday, 19<sup>th</sup> November and end at 13:00 hrs on Sunday, 22<sup>nd</sup> November. All delegates staying at the Westin Bayshore will receive their name badge upon check in at the Hotel, for all delegates staying at other hotels and for bag collection, the registration desk will open at 09:00 Wednesday 18<sup>th</sup> November. There will not be an official Opening and Closing Plenary Session. However, there will be an Airline only Heads of Delegation meeting to be held at 10h00, Saturday, 21<sup>st</sup> November at the Marriott Pinnacle Hotel – Pinnacle Ballroom III (Level 3) and a Heads of Delegation meeting (Airline & Coordinators) to be held at 14h00, Saturday, 21<sup>st</sup> November at the Westin Bayshore Hotel, Stanley Park 3 (Level 2).

Documentation for this conference is enclosed as follows:

1. Attachment “A” – Important Notes for Delegates containing specific conference information.
2. Attachment “B” – Coordinator/Airline workrooms and Hotel floor plan.

NOTE - In order to best utilise the time available to Coordinators and Airlines, before and during SC/125, all delegations are strongly urged to review and comply with the “Do” and “Don’t” Advice shown in the Worldwide Scheduling Guidelines, Appendix 7.1 and 7.2.

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## **IMPORTANT NOTES FOR DELEGATES**

### **Conference**

All participants, and in particular those participants attending the Schedules Conference for the first time, are reminded that the purpose of this voluntary assembly of both IATA and non-IATA airlines from around the world, is to provide a forum for the allocation of slots at coordinated airports and for the reaching of consensus on the schedule adjustments necessary to conform to airport capacity limitations at schedules facilitated airports.

Members are reminded that for reasons of competition law compliance that the conference is not a forum for discussions or agreements involving the allocation of aircraft capacity, pooling operations, division of markets, or any commercial arrangements relating to pricing, market entry or aircraft capacity. Such discussions are prohibited and outside the scope of the Schedules Conference.

Should any delegates be unclear as to the scope of the conference, they should seek further guidance from IATA Management present at this conference.

### **Newcomers Session**

A briefing session will be held in room Cypress (Level 2) at 09.00 on Thursday, 19 November 2009, for participants attending a Schedules Conference for the first time. Although intended for newcomers, anyone else still unfamiliar with the procedures of the conference is welcome to attend.

## **CONFERENCE PROCEDURES**

### **Attendance/Accreditation & Payment**

In respect to Parts 1 and 2 of Appendix 1 of the Worldwide Scheduling Guidelines, 18th Edition, effective August, 2009, accreditation of representatives and/or alternates attending Schedules Conferences is mandatory. Accordingly, SC/125 registration emails were sent to all HODs 31 August 2009.

The deadline for the completing online registration was 31 October 2009.

Questions relating to **registration, visa letters, hotel registration, invoices, missing passwords for online registration** should be directed to WorldTek (the conference organiser) at e-mail: [iata@worldtek.com](mailto:iata@worldtek.com).

Questions relating to **Accreditation** should be directed to IATA at e-mail: [sked@iata.org](mailto:sked@iata.org).

Questions relating to the **Appointments Calendar (AppCal)** should be directed to IATA at e-mail: [appcal@iata.org](mailto:appcal@iata.org).

**Online Consent Form**

Please be advised that each individual attending SC125 is required to complete their online registration individually to confirm that they agree to the Consent Form which is found on page 2 of the online registration site.

The Consent Form is required to ensure that as a participant to the Schedules Conference each delegates agrees not to engage in discussions or agreements involving the allocation of aircraft capacity, pooling operations, division of markets, or any commercial arrangements relating to pricing, market entry or aircraft capacity.

**Name Badges**

For ease of identification, all conference participants are requested to wear name badges. These will be prepared by IATA Management, based on the information supplied, in the completed Accreditation Forms submitted by all participants. All delegates staying at the Westin Bayshore will receive their name badge upon check in; for all other delegates and for bag collection, the registration desk will open Wednesday 18<sup>th</sup> November Main Hotel Lobby (Level 1) between the hours of 09:00 and 12:00 and 14:00 and 18:00. Participants are reminded that entrance to the Main Conference Hall, Coordinator Co-Location Room and the Airline/Coordinator work rooms will only be permitted to those wearing the relevant coded badge.

**Conference Timetable (Meetings & Special Events)**

<b>MONDAY 16 November 2009</b>		
10:00 - 12:00	Appendix ADFI Task Force Meeting	Oak Room (Level 2)
09:00 - 17:00	Advanced Coordinators Course in Scheduling & Airport Slot Mgmt	Prospect (Level 2)
14:00 - 17:00	Schedules Information Standards Committee Meeting (SISC/63)	Stanley Park Salon 3 (Level 2)
<b>TUESDAY 17 November 2009</b>		
09:00 - 13:00	EUACA Core/45 Mtg	Capilano (Level 2)
09:00 - 17:00	Schedules Information Standards Committee Meeting (SISC/63)	Stanley Park Salon 3 (Level 2)
09:00 - 17:00	Advanced Coordinators Course in Scheduling & Airport Slot Mgmt	Prospect (Level 2)
13:00 - 18:00	SPWG/19 Meeting	Boardroom (Level 2)
14:00 - 18:30	WWACG Core/2 Mtg	Capilano (Level 2)

<b>WEDNESDAY 18 November 2009</b>		
09:00 - 12:00 14:00 - 19:00	Registration Open	Main Hotel Lobby (Level 1)
09:00 - 12:00	SPWG/19 Meeting	Fraser (Level 1)
09:00 - 12:00	Coordinators Pre-JSAG Mtg	Boardroom (Level 2)
13:00 - 18:00	JSAG/24 Meeting	Fraser (Level 1)
<b>THURSDAY 19 November 2009</b>		
08:00 - 18:00	SC125 Conference Open	Bayshore Ballroom (Level 1) Main Meeting Room and Stanley Park 2&3 (Level 2) Coordinator Co-location
08:00 - 18:00	Exhibition Open	Central Lobby Foyer and Coat Check Foyer (Level 1) and Second Floor Lobby (Level 2)
09:00 - 10:00	Newcomers Session	Cypress (Level 2)
10:00 - 11:00	AppCal Best Practices Session	Cypress (Level 2)
18:00 - 19:00	Evening Reception - sponsored by Istanbul Sabiha Gokcen International Airport (SGIA)	Booth 21 - Central Lobby Foyer (Level 1)
<b>FRIDAY 20 November 2009</b>		
09:00 - 18:00	SC125 Conference Open	Bayshore Ballroom (Level 1) Main Meeting Room and Stanley Park 2&3 (Level 2) Coordinator Co-location
09:00 - 18:00	Exhibition Open	Central Lobby Foyer and Coat Check Foyer (Level 1) and Second Floor Lobby (Level 2)
18:00 - 19:00	Evening Reception - sponsored by DFW International Airport	Booths 19 & 20 - Central Lobby Foyer (Level 1)
<b>SATURDAY 21 November 2009</b>		
09:00 - 18:00	SC125 Conference Open	Bayshore Ballroom (Level 1) Main Meeting Room and Stanley Park 2&3 (Level 2) Coordinator Co-location
09:00 - 18:00	Exhibition Open	Central Lobby Foyer and Coat Check Foyer (Level 1) and Second

		Floor Lobby (Level 2)
09:00 - 11:00	Worldwide Airport Coordinators Group	Cypress (Level 2)
09:30	Coach leaving for Marriott Pinnacle hotel for HOD Airline Only Meeting	Westin Bayshore Conference Entrance
10:00 - 11:00	Heads of Delegation Airlines Only Meeting	Marriott Pinnacle Hotel – Pinnacle Ballroom III (Level 3)
11:15	Coach leaving for Westin Bayshore	Marriott Pinnacle Hotel Entrance
11:00 - 13:00	EUACA/50 Meeting	Cypress (Level 2)
14:00 - 15:00	Heads of Delegation Meeting	Cypress (Level 2)
15:30 - 16:30	Japan Civil Aviation Bureau (JCAB)	Cypress (Level 2)
<b>SUNDAY 22 November 2009</b>		
09:00 - 18:00	SC125 Conference Open	Bayshore Ballroom (Level 1) Main Meeting Room Stanley Park 2&3 (Level 2) Coordinator Co-location
09:00 - 18:00	Exhibition Open	Central Lobby Foyer and Coat Check Foyer (Level 1) and Second Floor Lobby (Level 2)
13:00	Official Conference Close	

### Conference Layout

The Hotel floor plan and Coordinator/Airline workroom locations can be found as Attachment B.

### Working Hours

Working hours for the conference will be 08h00 – 18h00 on 19 November, 09h00 – 18h00 on 20-21 November and 09h00-13h00 on 22 November.

Note 1: It is essential that all participants should be available at all times (other than meal breaks) during working hours throughout the conference.

Note 2: Participants are requested to advise IATA Management of their departure from the conference so that IATA may properly inform delegates trying to locate them.

Note 3: Security services have been arranged for the main conference room so that delegates can have access to the rooms from 30 minutes prior to the working hours of the conference until the end of the working hours.

### Schedule Conference Webtools

The IATA Appointments Calendar (AppCal) is a web based tool designed to facilitate the appointment making process and communications between the different SC125 participants. An AppCal access is sent to each eligible delegate duly registered for the 125th Schedules Conference. Detailed user information is accessible on the AppCal Home page: <http://appcal.pdc.dk/AppCal>. An AppCal Best Practice session will be held in room Cypress (Level 2) at 10.00 on Thursday, 19 November 2009, for all participants interested in learning how to make the best of this application.

The SCInfo is a private web extranet maintained during the Schedules Conference. It contains the latest information on up-to-the-minute attendance lists, office / participant locations, plus activities time and location. This site is active one week prior to the Schedules Conference. It is accessed with a dedicated password, distributed by IATA to registered participants only.

### Pigeon-holes

Pigeonholes are no longer provided on the SC site. All delegates can exchange messages during the conference using the Message Box integrated in AppCal since the November 2008 conference. The AppCal Message Box is accessible before, during and after the SC. The Blank SCR Form that used to be attached to Conference Memorandum is replaced with an electronic SCR form integrated within the AppCal Message Box. All messages are removed from AppCal three weeks after the conference end.

### Action by Delegates

Delegates are reminded that changes to pre-SC SCRs should be given to Coordinators **between 09.00-10.00 LT on 19 November.**

### Action by Coordinators

Coordinators are reminded that:

- (a) Per the Conference Procedures, **Coordinators will respond to clearance requests, electronically, by 23:59 UTC 05 November 2009.** In the event that responses to clearance requests cannot be sent electronically to some carriers, then Coordinators will provide their responses via the carrier's AppCal Message Box **no later than 09h00 on Thursday, 19 November 2009.**
- (b) **Coordinators** should be **available in their Workrooms between 15h00 and 17h00 on 18 November to make appointments** with those carriers who are unable to take advantage of the electronic Appointments Calendar.
- (c) They should ensure that satisfactory arrangements are made to deal with clearance requests for the current season during the conference.
- (d) In conformance with paragraph 6.2 of the Worldwide Scheduling Guidelines, Coordinators should have available applicable capacity and utilisation information for their airports.

## OTHER INFORMATION

### Delegates using Laptop Computers at Schedules Conferences

Power points will be available at all tables in the main conference room for the use of laptop computers. **It would be advisable to bring extension cords, power surge protected power bars and electrical outlet adaptors.** Delegates are cautioned not to leave computer equipment or other valuables unattended in public areas.

### Wireless Internet

Wireless Internet capability will be provided when the conference begins on **Wednesday, 18 November** throughout the meeting areas.

### **Connection Instructions**

Network Name: **Westin Conference**

1. After connecting to the network, start your web browser. The login page will open automatically. If the browser does not open, type [www.iata.org](http://www.iata.org) in the address bar and this will direct you to the Westin home page. Click on "Click Here to Connect."
2. Click "I Agree" on the Disclaimer page
3. Fill in the following information:\*

Username: **IATA-2**

Password: **849621**

4. Click Log In. You're online!

\* You will only have to fill in the Username and Password in Step 3 once while in the meeting areas.

### Internet Access Requirements:

- Windows 2000, XP, NT, Macintosh or Linux operating system.
- Ethernet or Wireless Network Card
- Web Browser (Internet Explorer, Firefox, Netscape etc...)

Instructions for workroom suites will be posted in each suite.

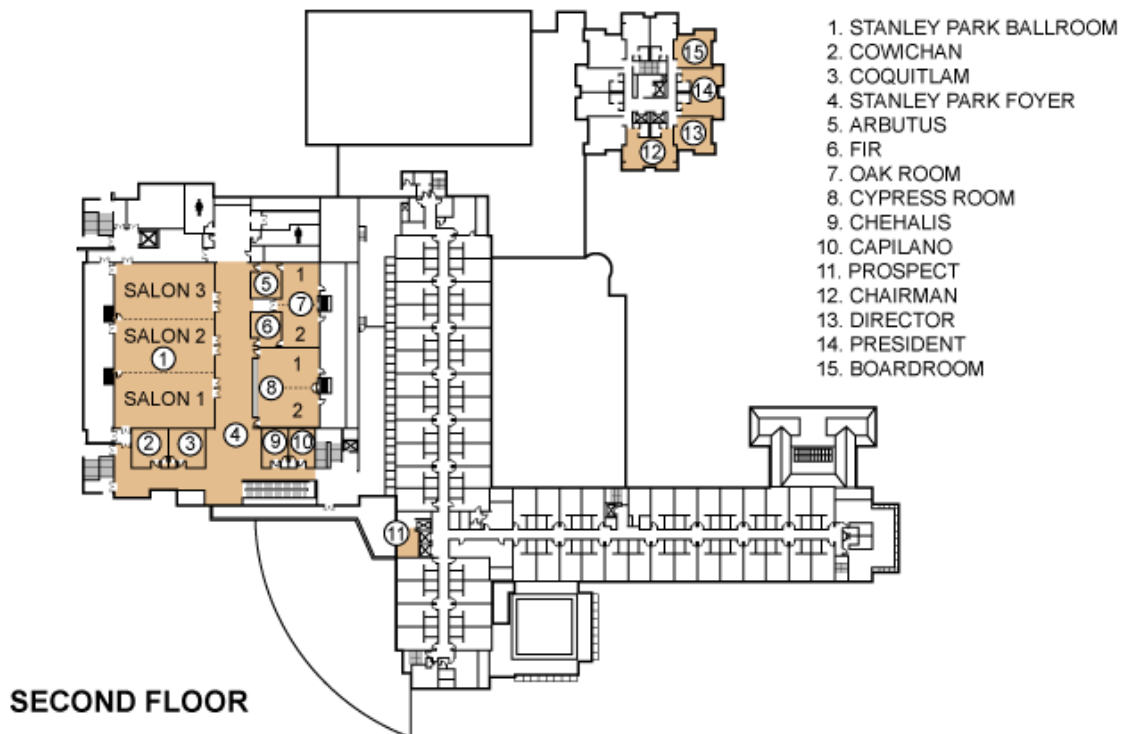
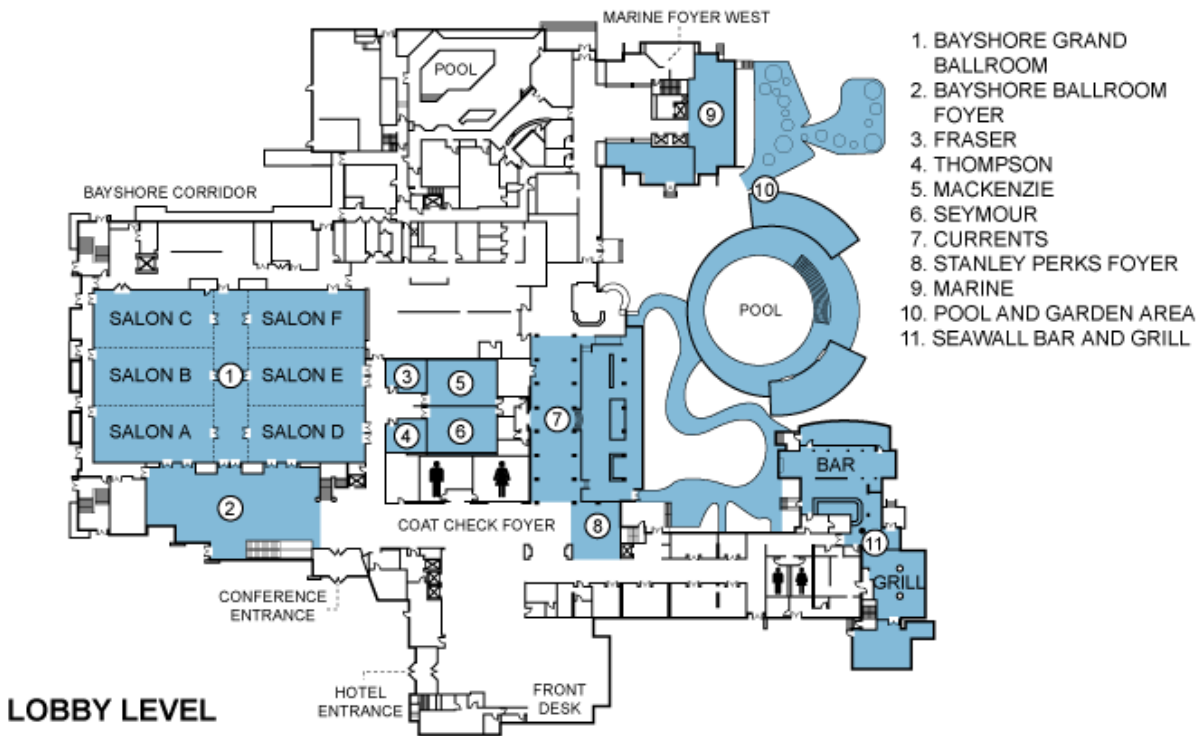
### e-Info and Internet Café

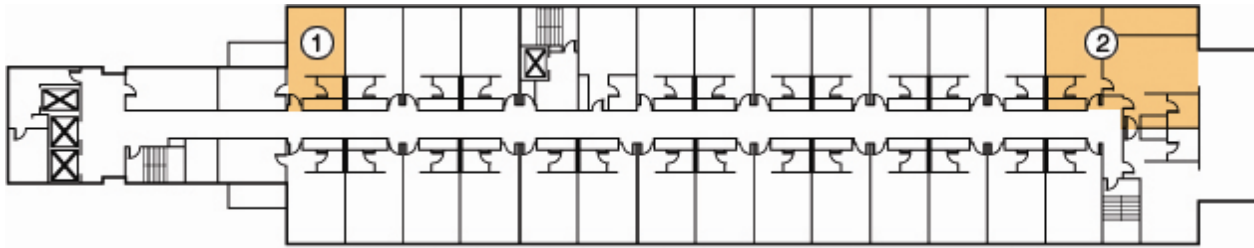
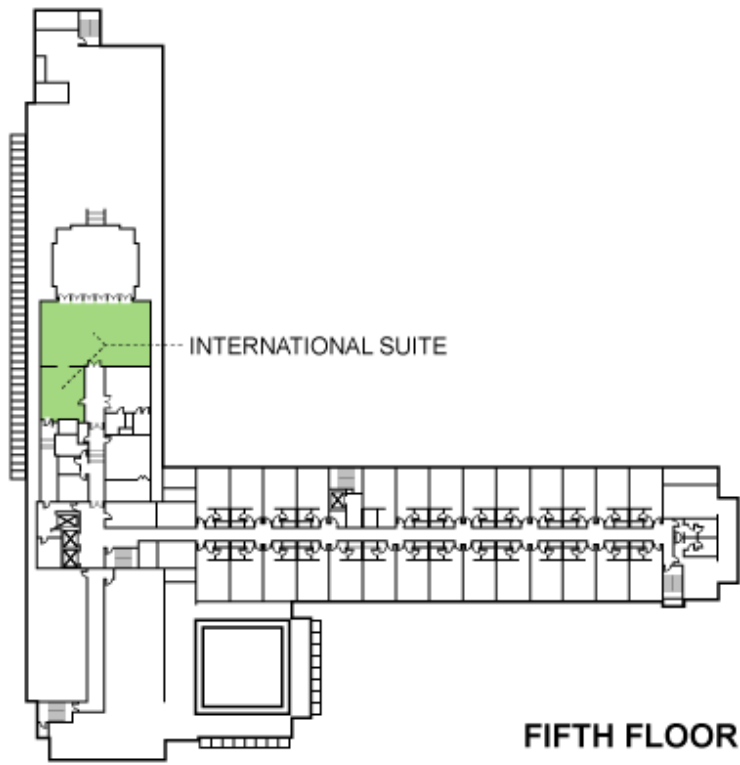
For those delegations that do not bring their own computers to the conference, 10 e-Info stations will be available for their use, 6 in the main conference room and 4 in the coordinator co-location room. These computers provide access restricted to **AppCal** and to the conference extranet site (**SC Info**). In addition, **Internet Café** PCs with unrestricted access will be spread out throughout Level 1 & 2 of the exhibition space.

**Coordinator Workrooms**

<b>Airline / Coordinator Workroom Locations</b>	
<b>COMPANY</b>	<b>LOCATION</b>
AENA	Stanley Park Salon 1
Air France	Marine
Airport Coordination Australia	Suite 928
Airport Coordination Canada Ltd.	Suite 924
Airport Coordination Limited UK (ACL)	Seawall Restaurant
Airport Coordination Netherlands	Suite 902/904
Airport Coordination Scandinavia	Thompson
Alitalia	Chehalis
All Nippon Airways	Suite 715/714
ANA, Aeroportos de Portugal SA	Seawall Restaurant
Assoclearance	Chairman
Airport Coordination Greece	Suite 915/916
British Airways	International Suite
Brussels Slot Coordination	Suite 902/904
Changi Slots Committee	Boardroom
COHOR	Oak
FRG Coordination (Germany)	Prospect
Hong Kong Schedule Coordination	Capilano
Iberia	Arbutus
Japan Airlines	Cowichan
KLM Royal Dutch Airlines	Marine
Korean Coordination (KASO)	Fraser
Lufthansa	President
Narita / Kansai Schedule Coordination	Coquitlam
Schedule Coordination Austria	Seymour
Slot Coordination Switzerland	Seymour
Airport Coordination Thailand	Fir
Thomson Airways	Suite 701
US Airports Group	Director

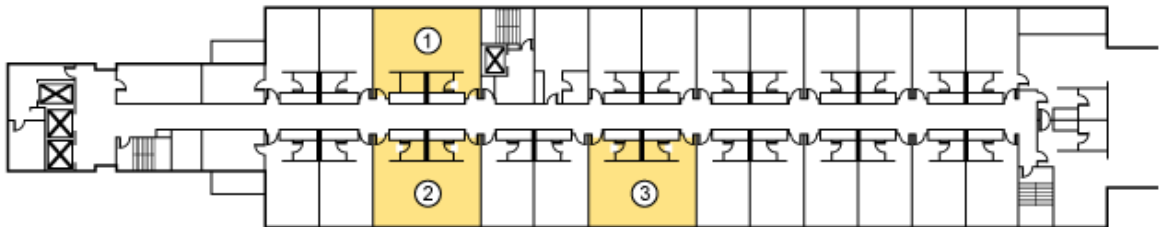
**The Westin Bayshore, Vancouver Hotel Floor Plan**





SEVENTH FLOOR

- 1. ROOM 701
- 2. ROOM 714/715



**NINTH FLOOR**

- 1. EXECUTIVE SUITE 904
- 2. EXECUTIVE SUITE 928
- 3. EXECUTIVE SUITE 924