



SC125 ONLINE REGISTRATION

STEP BY STEP INSTRUCTIONS

By now each Head of Delegation (HOD) should have received the login and passwords for their entire **accredited** delegation. If this is not the case please email iata@worldtek.com.

As the onsite consent form has been incorporated into online registration it is imperative that each individual completes his or her own registration. The HOD will be held responsible for forwarding the login, password and the link to the step by step instructions to each member of their delegation they wish to attend and ensuring they complete their online registration. It is advisable at this stage that the HOD informs their delegation how their registration will be paid. E.g. will each delegate pay individually or will the HOD or another delegate pay for all delegates at once.

These step by step instructions have been written to aid each individual, if after reading these instructions and trying to register you still have questions relating to **Registration, Visa Letters, Hotel registration, invoices, missing passwords** please contact WorldTek (the conference organizer) directly e-mail: iata@worldtek.com.

Questions relating to **Accreditation** should be directed to IATA at e-mail: sked@iata.org.

STEP BY STEP INSTRUCTIONS

LOGIN

Go to the [SC125 Online Registration Webpage](#) ensure the login and password are entered correctly and that if copy and paste functions are used no blank spaces are copied and pasted, as this will prevent access to the online registration webpage.

FIRST PAGE OF ONLINE REGISTRATION

REGISTRANT INFORMATION

This information is fixed and can only be changed by emailing sked@iata.org

PROFILE INFORMATION

This information is pre-populated by our database, please correct any mistakes and ensure all fields indicated by an asterix (*) are completed.



DELEGATE FEES

There are a number of ways in which delegates can pay for their registration. The HOD should inform their delegation how their registration will be paid for prior to sending out login and passwords to ensure payment is correctly entered.

Group payment for Member Airline/Coordinators/Schedule Facilitators

1. HOD informs delegates which individual will be paying for all of the delegation.
2. Delegates instructed not to pay for their registration should tick "My delegate fee is paid by another registered participant from my company" and move on to the next non payment question. Please note: Only paid registrants can attend the 125th Schedules Conference.
3. The delegate who is paying for all of the delegation should tick the correct delegation fee depending on if they are a Canadian Company or not and then indicate in the box marked quantity how many delegates they will be paying for and then move on to the next non payment question.

Group payment for Non-IATA Member Airline

1. HOD informs delegates which individual will be paying for all of the delegation.
2. Delegates instructed not to pay for their registration should tick "My delegate fee is paid by another registered participant from my company" and move on to the next non payment question. Please note: Only paid registrants can attend the 125th Schedules Conference
3. The delegate who is paying for all of the delegation should tick the correct delegation fee depending on if they are a Canadian Company or not and then indicate in the box marked quantity how many delegates they will be paying for.
4. The delegate who is paying for all of the delegation should tick the correct Conference Airline Fee depending on if they are a Canadian Company or not and then move on to the next non payment question.

Individual payment for Member Airline/Coordinators/Schedule Facilitators

1. HOD informs delegates each individual will be paying for their registration.
2. Each delegate should tick the correct delegation fee depending on if they are a Canadian Company or not, the quantity field will automatically change to 1, the delegate can then move on to the next non payment question.

Individual payment for Non-IATA Member

1. HOD informs delegates each individual will be paying for their registration.
2. Each delegate should tick the correct delegation fee depending on if they are a Canadian Company or not, the quantity field will automatically change to 1, the delegate can then move on to the next non payment question.
3. HOD should tick the correct Conference Airline Fee depending on if they are a Canadian Company or not, the HOD can then move on to the next non payment question.

REPRESENTING MORE THAN ONE COMPANY

If a delegate represents coordination and a member airline s/he pays only one delegate fee.

If a delegate represents two non member airlines s/he would pay one delegate fee and two non member airline fees



If a delegate represents a non member airline and a member airline s/he would pay one delegate fee and one non member fee

SCHEDULES INFORMATION STANDARDS COMMITTEE (SISC)

This meeting is only open to Member Airlines, Coordinators & Facilitators. Delegates wishing to attend the SISC meeting should tick this box.

TABLE REQUEST (To be completed by HOD only)

We request only the HOD completes this question by ticking the box so there are no duplications from each delegate. This is for planning purposes only, tables are not pre-assigned or reserved and will be issued on a first come first served basis onsite.

VISA LETTER

Upon payment each delegate that ticks this box will receive a separate email with a link to the online Visa Invitation Request Form. Once the delegate completes this form an emailed letter of invitation will be sent to the delegate. Mailed copies sent by courier must be paid by the applicant and will not be covered by IATA.

END OF FIRST PAGE

At the end of the first page please ensure that all asterixed (*) parts of the form are completed and you have chosen your method of payment, as without these completed fields you will be unable to move to the second page.

SECOND PAGE OF ONLINE REGISTRATION

ONLINE CONSENT FORM

As with all previous conferences each individual delegate must read the consent form and confirm they consent otherwise they are denied access to the conference. It is therefore imperative that each individual delegate individually registers their details and if they consent they should check the box with the 'I Agree with the above Statement'. If this box is not checked registration can not be completed

THIRD PAGE OF ONLINE REGISTRATION

HOTEL REQUEST

You will be asked if require a hotel room. If you choose Yes you will be brought to the hotel booking page. If you choose NO you will be brought to Page Five - PAYMENT

FOURTH PAGE OF ONLINE REGISTRATION

HOTEL RESERVATION

Complete the dates of your stay and follow the instructions if you wish to take advantage of the special IATA discounted rate at the Westin Bayshore hotel.

If you do not wish to stay at this hotel please click continue.



FIFTH PAGE OF ONLINE REGISTRATION

PAYMENT

Ensure you read and agree with the cancellation/refund, hotel guarantee/cancelation policy and if necessary the bank/wire transfer information.

Check your fees are correct, if they are not please go back to the Registration and/or Hotel page and correct your details.

Choose Form of Payment from the dropdown list. Registration options can be paid by Credit Card, Bank/Wire Transfer or IATA Clearing House. Choose the appropriate payment option.

- CREDIT CARD: Please fill out your credit card number in the text box marked Card Number. Then choose your Card Type from the drop down list. (We accept Visa Master Card American Express or Discover). Next choose your expiration date from the drop down. Finally type your Full Name as it appears on the Credit Card in the box labeled Card Holder. The above fields are mandatory in order to process a Credit Card payment option.
- Hotel Payment Guarantee: In order to reserve a hotel room we need a valid credit card to use for guarantee purposes only. If you chose Credit Card as the payment option for the Registration you can choose the “copy payment data from” drop down and choose “Payment Information”. This will populate the data from the previous step. If you did not choose Credit Card as your payment option you will need to fill in the data required. Please see above for instructions.
 - Please Note: your credit card will not be charged, but only used to guarantee the hotel stay. When you arrive at the conference the Hotel will look for a valid credit card to use for your stay. We only accept Credit Card as a hotel guarantee option. If this option poses a problem for your company please notify iata@worldtek.com.

*Note that Table information, SISC attendance and delegate fees paid by another **do not carry a fee***

SIXTH PAGE OF ONLINE REGISTRATION

CONFIRMATION

Registration has been completed once the ‘Confirmation’ page has been loaded. You will also receive a confirmation via email. This is a receipt for your booking. In addition the IATA Registration Team will send an invoice with the correct payment information and VAT tax breakdown. If payment is made via Clearing House or Bank/Wire transfer this invoice will give further instructions for payment.

These step by step instructions have been written to aid each individual, if after trying to register you still have an issue please contact iata@worldtek.com and we will endeavour to help you as soon as possible.