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To: Schedules Planning Departments - Members/Non-Members, attending Schedules Conferences (as per SSIM Attachment 2, Part I)  
Coordinators & Schedules Facilitators attending Schedules Conferences (as per SSIM Attachment 2, Part II)

From: Head of Airport, Inflight & Scheduling

Date: 24 August 2009

Ref: sked535

Subject: 125<sup>th</sup> Schedules Conference, 19 – 22 November, 2009

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The 125th Schedules Conference for the Northern Summer Period, 28 March 2010 – 30 October 2010 is hereby convened as follows:

Dates:

Wednesday	18 November 2009 (09:00 – 18:00 Registration)
Thursday	19 November 2009 (08:00 hrs Conference Begins)
Sunday	22 November 2009 (13:00 hrs Conference Ends)

Place: **The Westin Bayshore**  
1601 Bayshore Drive  
Vancouver, BC V6G 2V4, Canada

Delegates are requested to arrange to be represented throughout the period of the Conference.

### **Registration**

This year in the spirit of Simplifying the Business and a paperless environment we are pleased to announce that Schedules Conference registration will take place online. **Registration, hotel reservation, payment, visa letter requests and confirming consent will all take place in one process online.**

Not only should this initiative speed up initial registration, it will also ensure a faster service at the conference. As the consent form will be completed online, delegates will be given their name badges as they check into the hotel if they are staying at the Westin Bayshore.

Online registration logins, passwords and step by step instructions will be sent to each HOD for distribution to their staff before the end of August.

### **Accommodation**

**The Westin Bayshore** daily rates:  
Guest Room (Single/Double) 209 CAD  
*The above rate is exclusive of taxes.*

**Cut-off date for room reservations at the Westin Bayshore is October 12, 2009.**

Hotel reservations should be made through the Schedules Conference online registration



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### **Calendar of Scheduling Activities**

Delegates are to note the following deadline dates for the Summer 2010 Scheduling season:

<b>SC125</b>	
Historics distributed by coordinators (SHLs)	21 SEP 2009
Deadline for coordinators & airlines to agree historics	08 OCT 2009
Deadline for submission of initial slot request at L3 & L2	15 OCT 2009
AppCal opened to Coordinators	03 NOV 2009
Initial slot allocation & distribution of SALs	05 NOV 2009
AppCal opened to Airlines	06 NOV 2009
IATA Schedules Conference	19 NOV 2009
IATA Slot Handback Deadline	15 JAN 2010
Start of Use it or Lose it Calculation	31 JAN 2010

### **Accreditation**

New delegates must be accredited and should send their completed and signed Accreditation form by email to [Sked@iata.org](mailto:Sked@iata.org) or Fax +41 22 770 2926. Login details for online registration will be sent to the HOD.

### **Payment**

Payment for the SC125 will be collected via online registration. Accepted methods of payment are via IATA Clearing House or credit card. Payment by bank transfer will incur an additional \$100.00 USD to cover bank processing fees.



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## Visas

Delegates should contact the Canadian Embassy or Consulate located in their respective countries to determine if they require a visa for entry into Canada.

Delegates requiring a letter of invitation to attend SC125 in order to support their visa application should check the "I require a Visa Letter" box when registering online for SC125. Upon completion of their registration, delegates will be sent an email with a link to a Visa Invitation Request Form which should be completed with their details, once processed a letter of invitation will be emailed it to the individual.

The deadline for the submission of the online Visa Invitation Request Form is 30 September 2009. Copies by mail will be sent upon request. Copies sent by courier must be paid by the applicant and will not be covered by IATA.

For guidance on the visa application process and to locate the nearest Canadian Embassy or Consulate, delegates should refer to the following website: <http://www.cic.gc.ca/english/visit/visas.asp>

## Collection of Conference Badges

As of Saturday, 14 November, delegates staying at the **Westin Bayshore hotel** will receive their individual badge and coupon for bag collection upon checking into the hotel. They will be able to exchange their coupon for a Delegate bag at the registration desk on **Wednesday, 18 November from 09:00 to 18:00**. Delegates who are staying elsewhere will be able to collect their badges and Delegate bags when SC registration is officially open on **Wednesday, 18 November from 09:00 to 18:00**.

Peter Stanton,  
Head of Airport, Inflight & Scheduling