



ONLINE REGISTRATION

INTRODUCTION

Each Head of Delegation (HOD) should now have received the usernames for their entire **accredited** delegation. If this is not the case please email iatasc@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 is responsible for forwarding the login, password and the link to online registration (which includes instructions) to each member of their delegation and ensuring they complete their online registration.

In order to receive your AppCal login details (support roles do not have access to AppCal) and secure your preferred hotel booking space (distributed on first come, first serve basis) we **encourage delegates to register as early as possible** to avoid disappointment.

If after reading these instructions and trying to register you still have questions relating to **Registration, Visa Letters, Hotel registration, invoices or missing passwords** please contact WorldTek (the conference organizer) directly iatasc@worldtek.com.

Questions relating to [Online Accreditation](#) only should be directed to IATA e-mail: slots@iata.org.

STEP BY STEP INSTRUCTIONS

LOGIN

Ensure the username is 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.

DELEGATE INFORMATION AND PROFILE

This information is pre-populated by the [Online Accreditation system \(OAS\)](#), please request your Head delegates (HOD) corrects any mistakes in OAS, this information will then automatically update the online **registration** system within 48 hours (Mon-Fri).

If the Company name, 2/3 letter code or Head Delegate (HOD) name is incorrect please notify slots@iata.org with the correct information and we will make the changes within OAS as these fields cannot be edited by HODs (Online Registration will be updated within the next 48 hours Mon - Fri).



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 and if possible their booking ID (ID given upon completed registration).
2. Delegates instructed not to pay for their registration should tick “My delegate fee is paid by another registered participant from my company” and add the name or booking ID of the person who paid for them and then move on to the next non payment question.
3. The delegate who is paying for all of the delegation should 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 and if possible their booking ID (ID given upon completed registration).
2. Delegates instructed not to pay for their registration should tick “My delegate fee is paid by another registered participant from my company” and add the name or booking ID of the person who paid for them and then move on to the next non payment question.
3. The delegate who is paying for all of the delegation should 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 “Non-Member Delegate Registration” 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 delegation box, 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 delegation box, the quantity field will automatically change to 1, the delegate can then move on to the next question.
3. HOD should tick “Non-Member Delegate Registration” and 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

VISA LETTER (If required)

Upon payment, if applicable, each delegate that ticks this box will receive an email with an online link to the Visa Invitation Request Form. This email will include a case sensitive Invitation code that is required to fill out the Visa Request Form. Once the delegate completes this form a visa letter will be sent by email to the delegate. Please note the deadline for the late processing fee.



Kindly note, all Visa invitation and Visa Letter emails will be sent by WorldTek on the following address: iatasc@worldtek.com. Please save this to your email Safe List to ensure no important messages are accidentally sent to your Junk Mail folder and deleted. Invoices, if applicable, will be sent from EventFinance@IATA.org.

TABLE ALLOCATION

Based on conference feedback, table allocation for the main Airline room is pre-assigned by IATA based on historical preference. The Coordinator room continues to be allocated alphabetically by country. The Appointments calendar (AppCal) will be updated with table location information shortly before the conference, at which point AppCal users will be notified by email.

To help with seating arrangements and avoid disappointment please ensure your entire delegation is registered as early as possible. We will continue to make every effort to accommodate past historical preferences and any specific requests, however, as before we cannot guarantee all requests will be honored.

ONLINE CONSENT FORM

As with all previous conferences each individual delegate must confirm that they have had the opportunity to read and agree with the consent form otherwise they are denied access to the conference. It is therefore imperative that each delegate should select the "Yes" option when asked "I Agree with the above statement?".

If this "Yes" option is not selected, registration can not be completed and you will be directed back to the first registration page.

HOTEL RESERVATION

Complete the dates of your stay and follow the instructions if you wish to take advantage of the special IATA discounted rate, rooms are available on a first come, first served basis. Kindly note the hotel reservation cutoff date. After this date reservations and changes will be accepted on a space available basis with no guarantee the conference rates will apply.

To make amendments to your booking, please select the Hotel tab and then alter as necessary and click Update. Your new details will be visible on the final Confirmation page.

PAYMENT

Ensure you read and agree with the conference and hotel cancellation policy.

Check your delegate fee and if applicable your Non-IATA Member Airline Fees are correct, if they are not please go back to the Registration 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. (WorldTEK 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 and or hotel deposit if required. 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 may be charged a deposit if required by the hotel, or used to guarantee the hotel stay. The hotel only accepts Credit Cards. When you arrive at the conference the Hotel will look for a valid credit card to use for your stay. If this option poses a problem for your company please notify iatasc@worldtek.com.

CONFIRMATION

Registration has been completed once the 'confirmation' page appears. You will also receive an email confirmation. This is a receipt for your booking. If payment was required, the IATA WorldTek Registration Team will send an invoice with the correct payment information and tax breakdown. If payment is made via Clearing House or Bank/Wire transfer this invoice will give further instructions for payment.

Kindly note:

To cancel:

- An entire hotel booking and/or an entire registration please email iatasc@worldtek.com cc. slots@iata.org

To change:

- The delegate occupying a hotel room : Please email iatasc@worldtek.com cc. slots@iata.org
- Contact information details for a delegate: Please request your Head Delegate makes these changes in Online Accreditation.

If you wish to log back into your registration booking at a later date, please use your original username to do so.

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