ADVICE FOR AIRLINES USING THE COORDINATION PROCESS

Before the Conference	At the Conference	After the Conference
Do	**Do**	**Do**
✓ Do review the SHL's and agree with coordinator on slots which have failed to achieve the Use it or Lose it targets, by the Agreed Historic Deadline.	✓ Do make appointments early and be on time for them.	✓ Do keep the coordinator updated as your slot requirements change.
✓ Do check with the coordinators to ensure that you have the latest capacity/utilization data for each airport.	✓ Do prepare for your appointment with the coordinator, and bring all necessary documentation with you.	✓ Do advise coordinators who to contact on slot issues if control of your schedule is handed over to another department of your company.
✓ Do discuss your requirements with the coordinator before making your submissions.	✓ Do ensure that you have the authority to make decisions on behalf of your company in relation to slot allocations.	✓ Do provide correct information to airports and authorities about your allocated slots.
✓ Do learn SSIM and always submit in correct SSIM format.	✓ Do ensure that you are familiar with the Worldwide Slot Guidelines.	✓ Do return unwanted slots as soon as possible.
✓ Do use the correct SSIM codes for historic slots, changes to historic slots and year round services.	✓ Do clear your message box regularly and respond quickly to queries or allocations sent to your message box by coordinators.	✓ Do operate your schedules strictly in accordance with allocated slots.
✓ Do provide good supplementary information (SI) messages to help the coordinator identify new flights and requests for new entrant status.	✓ Do ensure that you are always available during working hours for the duration of the SC.	
✓ Do use your own flight prefix and not that of your Code Share partners.	✓ Do accept reasonable slot offers made by coordinators.	
✓ Do attend the IATA courses to improve your understanding of the scheduling process, Worldwide Slot Guidelines and SSIM features.	✓ Do keep the coordinator updated as your slot requirements change.	
✓ Do accept SAL offers where appropriate using Action Code A.	✓ Do return any slots not required as early as possible.	

Before the Conference	At the Conference	After the Conference
✓ Do cancel slot offers that are not required using SSIM Action Code D (Delete) or Z (Decline Offer).	✓ Do attend the Heads of Delegation session to update yourself on scheduling, coordination and SC matters.	
✓ Do submit schedule changes to the Coordinator (after the SAL's have been distributed) prior to the SC.		
✓ Do agree swaps with other airlines and submit to the coordinator prior to the SC		
Don't	**Don't**	**Don't**
✖ Don't leave your submission until the IATA deadline. Submit as early as possible if your schedules are not likely to change.	✖ Don't wait for the coordinator to solve all your slot problems. Contact other airlines and arrange slot swaps yourself.	✖ Don't operate without a cleared slot, or deliberately at a different time from your cleared slot
✖ Don't save changes until the SC.	✖ Don't leave the SC without advising IATA.	
✖ Don't hold meetings with the coordinators after the SAL's have been distributed and prior to the SC	✖ Don't leave the SC without returning slots which are not required.	
	✖ Don't discuss schedules at Level 1 airports.	