

Practical Information for Registered Conference First Time Attendees

- The **registration desk**, located in “Meeting Room 6” on the 2nd Floor, will open on Saturday 11 March at 7:30 am and close at 6:00 pm. On Sunday, the registration desk will be open from 8:00 am until 11:00 am. Please go to the desk to receive your badge and all conference-related materials. Please be ready to show your company badge to identify yourself at the registration and to provide your business card to the secretariat staff.
Please note that you will receive a button mentioning you are a first conference attendee to be easily identified by IATP Management Committee and staff so they can support you at any time.

- Please note that all first time attendees are requested to attend sessions according to their department.
All first time attendees should attend
 - **Introduction to IATP** on Sunday morning 12 March, 9:00 am-12:00 pm, meeting room “Munster Suite”
Delegates involved in Spare Parts & Equipment pooling are invited to attend
 - **Introduction to Parts Pooling** on Monday 13 March, 10:30 am-12:00 pm, meeting room “Ulster Suite”
Should you be in charge of Aircraft Recovery at your company, please attend
 - **Introduction to Aircraft Recovery meeting** on Monday 13 March, 1:00 pm – 2:00 pm, meeting room “Ulster Suite”
Delegates in charge of Line Maintenance are invited to attend
 - **F&L Pool Group Meeting** 10:30 am – 11:30 am and
 - **SGHA Familiarization** 1:00 pm – 4:00 pm which will be held on Saturday 11 March in the “Munster Suite” meeting room.

These presentations will not only give you a general overview of the IATP organization and its processes, but also an explanation of the pooling principles and procedures within IATP.

All pooling benefits can also be found on roll-up banners located near the meeting rooms.

- You can find full schedule of the conference, including social events, here: https://www.iatp.com//P_Home/Conference/115th%20IATP%20Conference/DUB_Schedule_2017-01-30.pdf
- Please download the file describing purpose and attendance requirements of all IATP meetings: https://www.iatp.com//P_Home/Conference/115th%20IATP%20Conference/IATP_Meetings_Explanation_2016_12_06.pdf
- To see which meetings your company is authorized to attend, please refer to the Meeting Access Matrix: https://www.iatp.com//P_Home/Conference/115th%20IATP%20Conference/IATP_Meetings_Access_Matrix_2016_10_15.pdf

Badge Colours:

Airline Delegates

- Spare Parts
- Line Maintenance
- Delegates with various role(s)

■ Associate Members

Other Conference Participants

- Observers and IATP Guests
- IATP Team, Service Providers and Conference Secretariat
- Vendors
- Pionairs
- Delegates' Guests

- Please observe the event dress code and code of conduct:

Saturday	11 March 2017	Business Casual
Sunday (meetings)	12 March 2017	Business Casual
Sunday Get Together Trip	12 March 2017	Casual
Monday Morning (Consolidated Meeting Phase I)	13 March 2017	Formal Business
Monday (afternoon)	13 March 2017	Business Casual
Tuesday (day)	14 March 2017	Business Casual
Tuesday Evening (Gala Dinner)	14 March 2017	Formal
Wednesday Morning (Consolidated Meeting Phase II)	15 March 2017	Formal Business



Please respect the timing reported on the conference schedule



Please switch off or into silent mode your mobile before all meetings



Smoking is not allowed on the conference levels

It is not permitted to consume food in the meeting rooms



Samples, advertisements, brochures or other promotional material may not be displayed or distributed in the meeting rooms (except Project Group meetings)



Children are not admitted on the conference floor, to display areas and meeting rooms during conference business hours



N.B.! Delegates' guests are only allowed to attend social events (Sunday Get Together, Hospitality Suites and Gala Dinner). They may not attend the business lunches on conference Monday and Tuesday and may not be present at conference floors and/or in meeting rooms.