

## SCHEDULING AND AIRPORT SLOT COORDINATION



ASISTIM GmbH  
Theaterstr. 3  
30159 Hannover  
Germany

Phone +49 511 450 318 -0  
Fax +49 511 450 318 15  
E-Mail [info@asistim.com](mailto:info@asistim.com)  
Web [www.asistim.com](http://www.asistim.com)

### 2 Days Course (16 hrs)

As scheduling is considered a key factor in commercial airline operation, it is mandatory that staff that is in charge of coordination and scheduling has precise knowledge of procedures and coherences.

ASISTIM offers a detailed initial training based on the IATA World Scheduling Guidelines.

### Training Materials

The costs of the training materials are included in the tuition fee. Materials used during the course stay with the students as reference documents for them to take home or keep at work.

### Course Targets

Successful completion of this course will allow the participant to follow the entire Slot Coordination process.

Our training will illustrate how to set up a schedule and which special features have to be considered.

### Certificate

All students earn a certificate after completion of the course and passing the exam by more than 80%. The certificate confirms that the recipient has successfully completed the attended courses and also displays the training content as well as the total classroom hours.

## COURSE CONTENTS

### Introduction

- ✈ History of Slot Coordination
- ✈ Airport & Airway Slot
- ✈ Airway Levels

2 classroom hours

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### Slots

- ✈ Definition
- ✈ Law & Procedures

4 classroom hours

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### Coordinators / Coordination

- ✈ Function
- ✈ Authorization
- ✈ Process / Communication
- ✈ Structure of messages
- ✈ Options

5 classroom hours

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### Scheduling

- ✈ Scheduling process
- ✈ Interdependencies
- ✈ Mid- and longterm planning

2 classroom hours

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### Conferences

- ✈ IATA Schedules Conferences
- ✈ EUACA Schedules Optimization Meeting

1 classroom hour

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### Misuse

- ✈ Definitions
- ✈ Penalties

2 classroom hours

### Tuition Fees

The tuition fee for this course is **420,- EUR** excluding tax. After completing the application form, you will receive a confirmation as well as an invoice. Payment is due upon receipt. Cancellation 30 days or less prior course begin shall entitle ASISTIM GmbH to charge 50 % of the tuition fee. Cancellation 14 days or less shall entitle ASISTIM GmbH to charge the full tuition fee.

### Accommodation

ASISTIM GmbH holds a limited number of hotel rooms at special conditions for our course participants. In case you need accommodation, please contact our Training Department as early as possible.

### Contact

ASISTIM GmbH  
Training Academy  
Theaterstr. 3  
30159 Hannover  
Germany

info@asistim.com  
+49 511 450 318 -0

# ENROLMENT

Herewith I apply for the 2 day Scheduling & Airport Slot Coordination course in Hanover, Germany.

\_\_\_\_\_  
Course date

\_\_\_\_\_  
Applicant's first name

\_\_\_\_\_  
Applicant's last name

\_\_\_\_\_  
Department

\_\_\_\_\_  
Position

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name Head of Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Please fax this enrolment form to:  
**+49 (0) 511 450 318 15**

or email it to:  
**info@asistim.com**

## Contact

ASISTIM GmbH  
Training Academy  
Theaterstr. 3  
30159 Hannover  
Germany

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I need a hotel room  
I don't need a hotel room

# REFERENCES

SOME OF ASISTIM'S TRAINING CUSTOMER REFERENCES ...

