



13 June 2012

1st Integrated Settlement Week 10-14 September 2012, Bangkok



Incorporating:

- 1st Simplified Interline Settlement (SIS) General Meeting
- 46th IATA Revenue Accounting Meeting
- 7th IATA Clearing House (ICH) User Group Meeting
- 9th First & Final Meeting

Call of Meeting

To: All Heads of Revenue Accounting, Member Airlines;
Members of the Revenue Accounting Working Group, ICH Panel, ASG and SIS Steering Group;
ICH Members, SIS Participants and First & Final Signatories;
IATA Revenue Accounting Strategic Partners

This is to formally notify you that the **1st Integrated Settlement Week (IS-Week)** will be held from the 10-14 September 2012 at the:

Royal Orchid Sheraton Hotel & Towers
2 Charoen Krung Road Soi 30
Siphya Bangrak 10500
Bangkok, Thailand

The Meetings are scheduled as follows:

10 September 2012	IATA Clearing House User Group	ICH UG *
10 September 2012	First & Final Interline Billing General Meeting	F&F *
11-12 September 2012	SIS General Meeting	SIS GM
13-14 September 2012	Revenue Accounting General Meeting	RA GM

* The First & Final General Meeting will be held at the same time as the ICH UG Meeting.

Agenda

The Agenda documentation will be distributed mid July 2012. Agenda items must be submitted to this office no later than Friday, **13 July 2012**. Late submissions will be included in the Agenda as "Any Other Business" and will be reviewed only if time permits. Signatories to the ICH, First & Final and SIS may submit Agenda Items to the respective meetings, and IATA Member Airlines may submit Agenda Items to the Revenue Accounting Meeting. Please ensure that you specify the meeting to which the Agenda Item refers. Please submit your Agenda items outlining the **Background**, the **Problem** and the **Proposed Solution** by email to:

[Natasha Cherry](mailto:Natasha.Cherry@iata.org)

Voting on Agenda Items

For eligible members to vote on Agenda Items, they must be present at the meeting.

Break-out Sessions

During the SIS GM and the RA GM, there will be a number of Break-out Sessions. Details to follow with the Agenda.



Registration Link

The Hotel and Meeting Registration link, are now available at: <https://ems.resrunner.com/iataisweek>

Election Year

RA GM

An election will be held for a new Revenue Accounting Working Group (RAWG) to serve for a period of two years. As usual nominations will accepted on-site.

SIS GM

At this meeting, elections will be held to form the first official SIS Steering Group (SIS SG). SIS Participants will be contacted shortly, in separate communication, to put forward Nominees for the vacant positions.

Visa Requirements

Some nationalities may require a Business VISA to enter Thailand. It is the responsibility of the individual delegate to ensure they have the proper entry documentation. For information on the Thai VISA requirements, please consult your local Embassy or Consulate.

We look forward to seeing you in Bangkok.