

FAQ's - Automatic Scheduling & Wishlist

This document explains the logic and process behind the automatic scheduling of meetings for the ACI-NA Jumpstart® event.

1. Through the *Search and Request* page on the user website, Airports and Airlines add potential meeting partners to a Wish List, up to their allotted maximum. Airlines also have the ability to block a limited number of Airports they do not wish to meet.
2. Airports and airlines can order their Wish Lists on the My Event page. **Note that the order in which an airline or airport appears on the other party's list is important in determining which meetings will actually take place.**
3. Once Airlines and Airports have submitted their wish lists, ACI-NA using the tools provided in the software will automatically confirm and schedule meetings. It should be noted that confirmation and scheduling are **two distinct activities**:
 - Confirmation sets the proposed meetings based on wish list choices.
 - Scheduling then assigns a time to the confirmed meetings.

These two processes may be separated by a period of time during which participants have an opportunity to review their confirmed meetings and then "fine-tune" the list through discussion with ACI-NA.

Note that meetings that have been confirmed have a 98-100% chance of being scheduled.

The steps to automatically confirm meetings are as follows:

Priority 1 - Airport is on airline list and vice-versa.

If both the airline and airport put each other on their wish list, the meeting is highly likely to take place. The numerical product of the order in which the two parties appear on each other's list determines preference. Highest preference is 1 (both put each other top of their list). Lowest preference is 300 (airports put airline at the bottom of their list of 12 choices and airlines put airport at bottom of their list of 27 choices.) In the case where a particular airline or airport is very much in demand, this preference may be critical in deciding whether the meeting is actually scheduled.

Priority 2 – Airport puts airline on its list but not vice-versa

Once Priority 1 meetings have been confirmed, ACI-NA will request the system to confirm further meetings up to a specified item number on an airport's list. An airport that puts a particular airline high on its list will have preference over an airport that puts that airline lower down.

Priority 3 – Airline puts airport on its list but not vice-versa

Once Priority 2 meetings have been confirmed, ACI-NA will confirm further meetings up to a specified item number on an airline's list. An airline that puts a particular airport high on its list will have preference over an airline that puts that airport lower down.

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In addition to the automatic scheduling of meetings by the system, ACI-NA has the discretionary ability to manually confirm and schedule meetings.

Note: popular airlines are often able to bring multiple personnel and may then schedule a number of meetings concurrently. This increases the possibility of an airport which placed an airline low on its list still receiving a scheduled meeting with the airline.