



# HOW TO NAVIGATE THE MANUAL SCHEDULING SYSTEM MEDIA MARKETPLACE EXHIBITORS

April 2024

## SOFTWARE REQUIREMENTS

1. Google Chrome and Mozilla Firefox browsers are supported.
2. Disable all pop-up blockers.

## GETTING STARTED

1. Log into the [My IPW](#) online portal using your *individual* login codes (individual number and password).

*If you do not know your individual login codes, you may request them via the retrieval link below the login button.*

2. Select [Appointment Schedule](#) from the My IPW menu to view your appointment schedule and access the Manual Scheduling system.

## APPOINTMENT SCHEDULING SYSTEM TABS/VIEWS

The Manual Scheduling dashboard has eight menu items across the top. In addition, the menu to the left of the dashboard includes a link to the Reports area.

These instructions explain each of the menu tabs and provide samples of the various reporting options.

1. [Appointment Schedule tab](#) (default view)
  - [Requesting an Appointment](#)
2. [Open Appointments tab](#)
3. [Requests By Me tab](#)
4. [Requests To Me tab](#)
5. [Inbox Messages tab](#)
6. [Sent Messages tab](#)
7. [Settings tab](#)
8. [No Show Reporting tab](#) (not displayed until onsite)
9. [Reports](#) (*Appears on the menu to the left of the dashboard*)
  - [Sample Reports](#)

**If you are inactive in the system for more than 15 minutes, you will need to log in again. If at any time during your session, you are unsure of what a button or column means, click the Help button at the left of the screen for a quick explanation.**

*If you need further assistance, please email [ipwreg@ustravel.org](mailto:ipwreg@ustravel.org) (for U.S. organizations) or [intlreg@ustravel.org](mailto:intlreg@ustravel.org) (for international organizations).*

## IPW TUTORIAL: HOW TO NAVIGATE MANUAL SCHEDULING (MEDIA MARKETPLACE EXHIBITORS)

### APPOINTMENT SCHEDULE TAB

This tab displays your appointment schedule with your “Monday Media Marketplace” appointment slots. All of your pre-scheduled appointments are noted as “Scheduled” under the column labeled “Status.” Once you start requesting and receiving *new* appointments, those will be labeled as “Manual.”

- To highlight all of your scheduled appointments, you can click on the “Select Scheduled” button.
- To highlight all of your open appointments, you can click on the “Select Open” button.
- To deselect all highlighted options, click on the “Deselect All” button.

| APPOINTMENT SCHEDULE                             |          | REQUESTS BY ME       | INBOX MESSAGES             | SETTINGS                          |  |
|--|----------|----------------------|----------------------------|-----------------------------------|--|
| OPEN APPOINTMENTS                                |          | REQUESTS TO ME       | SENT MESSAGES              | NO SHOW REPORTING                 |  |
| Day <span style="font-size: small;">▲</span>     |          |                      |                            |                                   |  |
| Appt No.   | Team     | Status               | Delegate                   | Company                           | City, State, Country                     |
| Day: Sunday (Media Marketplace Only) 05-May-2024 |          |                      |                            |                                   |  |
| 1  | 09:20 AM | Scheduled            | Ariel Ferrero              | ANSA Latin                        | Buenos Aires, Federal Capital, Argentina |
| two  | 09:35 AM | Scheduled            | Diana Espinoza             | ViveUSA and Ruta de Viaje         | Mexico City, Federal District, Mexico    |
| 3  | 09:50 AM | Scheduled            | Camille Planizolla Panzera | Best Destinations                 | Brasilia, Federal District, Brazil       |
| 4  | 10:05 AM | Scheduled            | Lucas Estevam              | Were Around the World             | Sao Paulo, Sao Paulo, Brazil             |
| 5  | 10:20 AM | Scheduled            | Nathalia Dias Gomes        | Kids2Gether.com.br / Vogue Brasil | Rio de Janeiro, Rio de Janeiro, Brazil   |
| 6  | 10:35 AM | Scheduled            | Eduardo Lavado             | El Comercio                       | Lima, Peru                               |
| REQUEST APPOINTMENT                              |          | REQUEST CANCELLATION |                            | REQUEST CHANGE                    | SEND MESSAGE                             |
| VIEW PROFILE(S)                                  |          | SELECT OPEN          |                            | SELECT SCHEDULED                  | DESELECT ALL                             |
| BLOCK  |          | UNBLOCK              |                            |                                   |  |

- [To view the profiles of your scheduled appointments](#)  
Click on one or hold down the “Ctrl” key and select multiple appointments and click on the “View Profile(s)” button. From here, you can print all of the profiles or close out by clicking the “x” at the top of the Profile window. **Note: If you select a large number of companies to “view their profiles” it may take some time for them to load.**
- [To request a cancellation of a scheduled appointment](#)  
Select the applicable appointment and click “Request Cancellation.” A request will be sent to that recipient. **Note: If a cancellation request is sent or received and it has not been accepted or declined by either party within 48 hours, the appointment will be cancelled from both parties’ schedules and an email notification will be sent alerting you of the cancellation.**
- [To request a change of a scheduled appointment](#)  
Select the applicable appointment and click “Request Change” button. The system will show you another option of when both parties have the same availability. Select the appointment option you’d like and click “Request Change.”
- [To send a message to one of your scheduled appointments](#)  
Select the appointment(s) and click on the “Send Message” button. A new window will open showing the delegate name(s) in the “To” field. From here, you can type your message and hit Send Message. If you have selected more than one delegate to send a message to, each person will be blind copied on that message.

**Note:** *You are only able to select one appointment at a time to cancel or change.*

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**APPOINTMENT SCHEDULE**

OPEN APPOINTMENTS

Day Δ

| Appt No. | Time     | Status |
|----------|----------|--------|
|          | 12:30 PM | Lunch  |
|          | 01:50 PM | Netw   |
| 12       | 02:15 PM | Sched  |
| 13       | 02:30 PM | Open   |
| 14       | 02:45 PM | Sched  |
| 15       | 03:00 PM | Sched  |
| 16       | 03:15 PM | Sched  |
| 17       | 03:30 PM | Sched  |
| 18       | 03:45 PM | Sched  |
| 19       | 04:00 PM | Sched  |

Appointment Number Δ 13    Appointment Start Time 05/05/2024 02:30 PM

You can leave a comment stating why you are changing that request. (optional)

May 3-7, 2024

**SETTINGS**

NO SHOW REPORTING

City, State, Country

- BIELLA, Italy
- Vancouver, British Columbia, Canada
- Mexico City, Distrito Federal, Mexico
- Madrid, Spain
- New York, New York, United States
- Surry Hills, New South Wales, Australia
- Secaucus, New Jersey, United States

REQUEST APPOINTMENT

VIEW PROFILE(S)

BLOCK

REQUEST CANCELLATION

SELECT OPEN

UNBLOCK

REQUEST CHANGE

SELECT SCHEDULED

SEND MESSAGE

DESELECT ALL

If there is no common slot for both parties, you will be notified of that when you select the appointment and click "Request Change."

**APPOINTMENT SCHEDULE**

OPEN APPOINTMENTS

Day Δ

| Appt No. | Team     | Status    |
|----------|----------|-----------|
| 1        | 09:20 AM | Scheduled |
| two      | 09:35 AM | Scheduled |
| 3        | 09:50 AM | Scheduled |
| 4        | 10:05 AM | Scheduled |
| 5        | 10:20 AM | Scheduled |
| 6        | 10:35 AM | Scheduled |

You do not have any common open slots with that delegate to reschedule that appointment

**SETTINGS**

NO SHOW REPORTING

City, State, Country

REQUEST APPOINTMENT

VIEW PROFILE(S)

BLOCK

REQUEST CANCELLATION

SELECT OPEN

UNBLOCK

REQUEST CHANGE

SELECT SCHEDULED

SEND MESSAGE

DESELECT ALL

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## REQUESTING AN APPOINTMENT

To request an appointment for any of your open appointment slots, you can either select one open appointment or you can hold down the “Ctrl” key and select multiple appointments. You can also click on the “Select Open” button to highlight all of your open appointment slots. **Note: You can also go to the “Open Appointments” tab and follow the same steps. This tab displays only your open appointments for easy viewing.**

Once you have selected any or all open slots, simply click on the “Request Appointment” button. A “New Appointment” window will open where you can Search for Recipients by performing a quick search for Name, Title, Company Name or First Time. For a more extensive search, click on the Registration Type and any specific profile criteria you are interested in and click “Search.” **Note: You can only select one Registration Type at a time in order for profile criteria to appear.**

**Search For Recipients**

First Name:   Begins  Contains  
Last Name:   Begins  Contains  
Title:   Begins  Contains  
Company Name:   Begins  Contains  
Country:    
 First Time

**Registration Type**  
 US Journalist  International Journalist

**Audience:**

**Search Results of Recipients with Common Open Slots.**

| Company             | Delegate | Registration Type |
|---------------------|----------|-------------------|
| No data to display. |          |                   |

**Recipients**  
To:

The results from your search will appear in the “Search Results of Recipients with Common Open Slots” on the right side of your screen. You can select one listing, hold down the “Ctrl” key and select multiple listings, or select all available listings by clicking on the “Select All” button. Once you have made your selection, click on the “Add Delegates” button to add them to the Recipient field and click on the “Send Request” button. You will be able to see all of the requests you have sent in your “Requests By Me” tab.

**Search For Recipients**

First Name:   Begins  Contains  
Last Name:   Begins  Contains  
Title:   Begins  Contains  
Company Name:   Begins  Contains  
Country:    
 First Time

**Registration Type**  
 US Journalist  International Journalist

**Audience:**

**Search Results of Recipients with Common Open Slots.**

| Company                   | Delegate           | Registration Type        |
|---------------------------|--------------------|--------------------------|
| Status: Available         |                    |                          |
| 2Morrow                   | Fabrizio Mezzo     | International Journalist |
| 360meridianos             | Natalia Becattini  | International Journalist |
| 3em3                      | Sidney Michaluate  | International Journalist |
| Aage Krogsdam / Freelance | Aage Krogsdam      | International Journalist |
| ABC Mundial               | Pablo Daniel Pla   | International Journalist |
| Absoluta                  | Isabelle Sabbatini | International Journalist |
| ACROSS/Luxuspress         | Reno Mauricio      | International Journalist |
| ADAC and Freelance        | Ralf Johnen        | International Journalist |
| Air & Travel              | Eoghan Corry       | International Journalist |

**Recipients**  
To:

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### OPEN APPOINTMENTS TAB

This tab displays all of your open appointment slots for easy viewing. To request an appointment from this tab, please follow the instruction under “Requesting an Appointment.”

### REQUESTS BY ME TAB

This tab displays all of the requests sent *by* you, which include Appointment Requests, Cancellation Requests and Change Requests.

- All of your “Pending” requests will appear at the top of the list. Once a pending request has either been accepted or declined, it will move to the bottom of the list and be marked as either “Scheduled” or “Granted” depending on the type of request sent.
- For any request(s) that are still marked “**Pending**,” you have the option to withdraw that request, by clicking on the “Action” link in the last column labeled “Details.” Once the “status” changes from Pending, you can no longer withdraw that request.

| APPOINTMENT SCHEDULE |         | REQUESTS BY ME        |  | INBOX MESSAGES      |                          | SETTINGS                                  |         |
|----------------------|---------|-----------------------|--|---------------------|--------------------------|---|---------|
| OPEN APPOINTMENTS    |         | REQUESTS TO ME        |  | SENT MESSAGES       |                          |   |         |
| Request Type         | Status  | Delegate              | Company                                      | Time                | Registration Type        | City, State, Country                      | Details |
| Appointment          | Pending | Vicky Vamiedaki       | 24 MEDIA                                     | 04/27/2022 02:14 PM | International Journalist | Athens, Greece                            | Action  |
| Appointment          | Pending | Massimo Terracina     | 2morrow and TravelWorld                      | 04/27/2022 02:14 PM | International Journalist | Bologna, Italy                            | Action  |
| Appointment          | Pending | Natalia Becattini     | 360meridianos                                | 04/27/2022 02:14 PM | International Journalist | Belo Horizonte, MinasGerais, Brazil       | Action  |
| Appointment          | Pending | Sidney Michaluate     | 3em3   | 04/27/2022 02:14 PM | International Journalist | São Paulo Area, Brazil, Sao Paulo, Brazil | Action  |
| Appointment          | Pending | Maily Virginia Cortes | A Un Viaje de Distancia                      | 04/27/2022 02:14 PM | International Journalist | Bogotá, Colombia                          | Action  |
| Appointment          | Pending | Jan Aagaard           | Aagaard Kommunikation                        | 04/27/2022 02:14 PM | International Journalist | Espergaerde, Denmark                      | Action  |
| Appointment          | Pending | Aaron Millar          | Aaron Millar / Podcast Producer & Journalist | 04/27/2022 02:14 PM | International Journalist | Louisville, CO 80027, United Kingdom      | Action  |
| Appointment          | Pending | Pablo Daniel Pla      | ABC Mundial                                  | 04/27/2022 02:14 PM | International Journalist | Buenos Aires, Capital Federal, Argentina  | Action  |

SELECT ALL
DESELECT ALL
VIEW PROFILE(S)
SEND MESSAGE

### REQUESTS TO ME TAB

This tab displays all of the requests sent *to* you, which include Appointment Requests, Cancellation Requests and Change Requests.

- All of the “Pending” requests will appear at the top of the list. Once a pending request has either been accepted or declined, it will move to the bottom of the list and be marked as either “Scheduled” or “Granted” depending on the type of request received. To accept or decline a pending request, click on the “Action” link in the last column labeled “Details.”
- Once you have accepted or declined a request, it will either be added or removed from your appointment schedule—depending on the type of request—and the status of that request will change from “Pending” to “Scheduled.”

| APPOINTMENT SCHEDULE |         | REQUESTS BY ME     |                   | INBOX MESSAGES      |                          | SETTINGS             |         |
|----------------------|---------|--------------------|-------------------|---------------------|--------------------------|----------------------|---------|
| OPEN APPOINTMENTS    |         | REQUESTS TO ME (1) |                   | SENT MESSAGES       |                          |                      |         |
| Request Type         | Status  | Delegate           | Company           | Time                | Registration Type        | City, State, Country | Details |
| Appointment          | Pending | Miroslav Ivanov    | ABCnews, Bulgaria | 04/28/2022 08:29 AM | International Journalist | Sofia, Bulgaria      | Action  |

SELECT ALL
DESELECT ALL
VIEW PROFILE(S)
SEND MESSAGE

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### INBOX MESSAGES TAB

This tab displays all of the general email messages you have received from within the message center. To compose a new message, click on the “Compose” button and enter your search criteria. ***Appointment requests you’ve received through the Appointment Schedule tab will not be listed under this tab.***

### SENT MESSAGES TAB

This tab displays all of the general email messages you have sent from within the message center. ***Appointment requests you’ve sent through the Appointment Schedule tab will not be listed under this tab.***

### SETTINGS TAB

This tab is for your personal settings. The email address you provided when registering will be listed as the default email address and all appointment requests/messages will be emailed to you as well as appear in your “Requests To Me” tab (appointment requests) or “Inbox” tab (messages). You can also check the box to allow requests/messages to be sent to your cell phone via SMS Messaging.

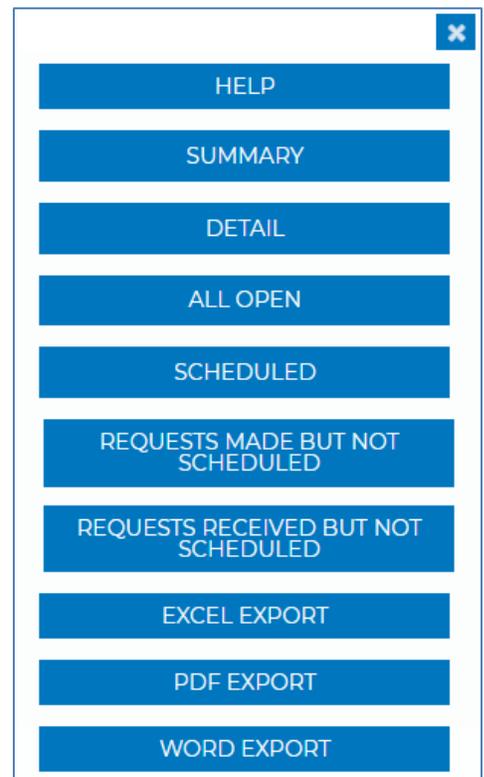
### NO SHOW REPORTING TAB

This tab allows you to report any “no show” appointments in real time. **This feature will only be available beginning on the first day of appointments, and will appear in the open slot under the Settings tab.**

### REPORTS

Access the Reports area from the Reports button on the menu to the left of the appointment scheduling dashboard. There are several options for printing or exporting your appointment schedule. Below is a description of each format; sample reports images follow.

- **Summary:** Print a list of your scheduled appointments showing day/date, appointment slot, time, booth number (applicable only on buyer schedules), request type (Pre-Scheduled, Manual, Mutual, Open, etc.), delegate name (applicable only on exhibitor and marketing and technology provider schedules), and company.
- **Detail:** Print your appointments in a two-column format with space for you to add notes next to your schedule.
- **All Open:** Print a list of all your open appointment times (same format as the Summary).
- **Scheduled:** Print a list of all your scheduled appointment times (same format as the Summary).
- **Requests made but not scheduled:** Print a list of appointment requests you submitted that were not scheduled (shows priority and company name).
- **Requests received but not scheduled:** Print a list of appointment requests you received that were not scheduled (shows priority and company name).
- **Excel Export:** Display your appointment schedule as an Excel spreadsheet.
- **PDF Export:** Display your appointment schedule as a PDF file.
- **Word Export:** Display your appointment schedule as a Word document with a dedicated page for each appointment. Includes contact information and organization profile for each company.



***NOTE: Most report formats will open automatically in a new window on your browser so be sure your pop-up blocker is disabled or allows pop-ups from the My IPW site.***

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## SAMPLE REPORTS

### Sample Summary Report

| Day ▾   |          |                             |           |                      |                          |                              |  |
|---|----------|-----------------------------|-----------|----------------------|--------------------------|------------------------------|--|
| Appt No.  | Time     | Appt. Type                  | Status    | Delegate             | Registration Type        | Company                      |  |
| Day: Sunday (Media Marketplace Only) 5-May-2024 |          |                             |           |                      |                          |                              |  |
| 1   | 09:20 AM | Mutual                      | Scheduled | Annie Cicvaric       | International Journalist | Travelweek                   |  |
| 2   | 09:35 AM | Mutual                      | Scheduled | Jennifer Weatherhead | International Journalist | Travel & Style Magazine      |  |
| 3   | 09:50 AM | Media Marketplace Exhibitor | Scheduled | James Wilkinson      | International Journalist | Wayfarer/Time Out Australia  |  |
| 4   | 10:05 AM | Media Marketplace Exhibitor | Scheduled | Nick Hines           | US Journalist            | Matador Network Destinations |  |
| 5   | 10:20 AM | Media Marketplace Exhibitor | Scheduled | Jackie Roseboom      | US Journalist            | Attractions Magazine         |  |

### Sample Detail Report

|  |
|--|
| <p><b>#1 Sunday (Media Marketplace Only) 05/05/2024</b><br/>           09:20 AM - 09:30 AM<br/>           Annie Cicvaric<br/>           Travelweek, Toronto, Canada</p>                        |
| <p><b>#2 Sunday (Media Marketplace Only) 05/05/2024</b><br/>           09:35 AM - 09:45 AM<br/>           Jennifer Weatherhead<br/>           Travel &amp; Style Magazine, Toronto, Canada</p> |
| <p><b>#3 Sunday (Media Marketplace Only) 05/05/2024</b><br/>           09:50 AM - 10:00 AM<br/>           James Wilkinson<br/>           Wayfarer/Time Out Australia, Clebe, Australia</p>     |

### Sample All Open Report

| Day ▾   |          |       |        |          |         |  |
|---|----------|-------|--------|----------|---------|--|
| Appt No.  | Time     | Booth | Status | Delegate | Company |  |
| Day: Sunday (Media Marketplace Only) 5-May-2024 |          |       |        |          |         |  |
| 13  | 02:30 PM |       | Open   |          |         |  |

### Sample Scheduled Report

| Day ▾   |          |                             |           |                      |                          |                              |  |
|---|----------|-----------------------------|-----------|----------------------|--------------------------|------------------------------|--|
| Appt No.  | Time     | Appt. Type                  | Status    | Delegate             | Registration Type        | Company                      |  |
| Day: Sunday (Media Marketplace Only) 5 May 2024 |          |                             |           |                      |                          |                              |  |
| 1   | 09:20 AM | Mutual                      | Scheduled | Annie Cicvaric       | International Journalist | Travelweek                   |  |
| 2   | 09:35 AM | Mutual                      | Scheduled | Jennifer Weatherhead | International Journalist | Travel & Style Magazine      |  |
| 3   | 09:50 AM | Media Marketplace Exhibitor | Scheduled | James Wilkinson      | International Journalist | Wayfarer/Time Out Australia  |  |
| 4   | 10:05 AM | Media Marketplace Exhibitor | Scheduled | Nick Hines           | US Journalist            | Matador Network Destinations |  |
| 5   | 10:20 AM | Media Marketplace Exhibitor | Scheduled | Jackie Roseboom      | US Journalist            | Attractions Magazine         |  |

### Sample Requests Made But Not Scheduled Report

| Requests made by me that are not scheduled: |   |
|---|---|
| Priority                                    | Company   |
| 3   | AFAR Media  |
| 4   | Teresa Bergen / Freelance + USA Today's Outdoors Wire |
| 5   | Canadian Geographic Magazine                          |
| 8   | Wanderlust  |

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## Sample Requests Received But Not Scheduled Report

| Requests for me that are not scheduled: |                                  |                      |
|---|----------------------------------|----------------------|
| Priority                                | Company                          | Delegate Name        |
| 2                                       | Mensajero Turistico              | Marina Molinari      |
| 4                                       | Andar de Viaje                   | Gail Fernandez       |
| 4                                       | La Agencia de Viajes             | Claudia Gonzalez     |
| 9                                       | Traveller Magazine               | Areum Kwon           |
| 16                                      | CT/Canadian Traveller/Bon Vivant | Jennifer Prendergast |

## Sample Excel Report

| 1 | Appt No.   | Time     | Appt. Type | Status    | Delegate          | Email Address | Registration T    | Company                       | City, State, Count           |
|---|--|----------|------------|-----------|-------------------|---------------|-------------------|-------------------------------|------------------------------|
| 2 | Day: Sunday (Media Marketplace Only) 05-May-2024 |          |            |           |                   |               |                   |                               |                              |
| 3 | 1  | 09:20 AM | Mutual     | Scheduled | Rashmi Narayan    |               | International Jou | Rashmi Narayan / Freelance    | London, United Kingdom       |
| 4 | 2  | 09:35 AM | Mutual     | Scheduled | Melanie May       |               | International Jou | Melanie May / Freelance       | Blessington, Ireland         |
| 5 | 3  | 09:50 AM | Mutual     | Scheduled | Laura French      |               | International Jou | Laura French / Freelance      | Leigh-on-Sea, United Kingdom |
| 6 | 4  | 10:05 AM | Mutual     | Scheduled | Neil Davey        |               | International Jou | Neil Davey / Freelance        | LONDON, United Kingdom       |
| 7 | 5  | 10:20 AM | Mutual     | Scheduled | Sabrina Hasenbein |               | International Jou | Sabrina Hasenbein / Freelance | Munich, Germany              |

## Sample PDF Report

| Appt No.   | Time     | Appt. Type | Status    | Delegate          | Registration Type        | Company                       | City, State, Country         |
|--|----------|------------|-----------|-------------------|--------------------------|-------------------------------|------------------------------|
| Day: Sunday (Media Marketplace Only) 05-May-2024 |          |            |           |                   |                          |                               |                              |
| 1  | 09:20 AM | Mutual     | Scheduled | Rashmi Narayan    | International Journalist | Rashmi Narayan / Freelance    | London, United Kingdom       |
| 2  | 09:35 AM | Mutual     | Scheduled | Melanie May       | International Journalist | Melanie May / Freelance       | Blessington, Ireland         |
| 3  | 09:50 AM | Mutual     | Scheduled | Laura French      | International Journalist | Laura French / Freelance      | Leigh-on-Sea, United Kingdom |
| 4  | 10:05 AM | Mutual     | Scheduled | Neil Davey        | International Journalist | Neil Davey / Freelance        | LONDON, United Kingdom       |
| 5  | 10:20 AM | Mutual     | Scheduled | Sabrina Hasenbein | International Journalist | Sabrina Hasenbein / Freelance | Munich, Germany              |

## Sample Word Report

**Appointment 1: May 5, 2024, 09:20 AM**

**Request Type: Scheduled**

**Appointment Type: Mutual**

Rashmi Narayan / Freelance

Delegate: Rashmi Narayan

Flat 38, ~~Burmarsh~~, 71 Marsden Street

London, ~~U~~, NW5 3JA

United Kingdom

Phone: 44-7518553741 Fax: 44- Toll Free: 44-

Website: <https://rashminarayan.contently.com/>

**Company Profile:**

Audience: Trade, Consumer

Circulation: 350,000

Frequency: Monthly

Language of Publication: English

Description: I'm a freelance writer working with a number of consumer and trade publications such as Wanderlust, The Independent, National Geographic ~~Traveller~~, TTTG, Selling Travel, Reader's Digest, JRNY and ~~love~~Exploring. The circulation figures for these publications range between 90,000 to 350,000 per article. I mainly focus on writing about culinary journeys that include food and drink (especially breweries and distilleries) across the U.S states and the people behind these establishments. I am also keen on writing more about the country's history, state parks and its lesser known stargazing spots.

Notes: