

## KEY DATES & DEADLINES

### OTHER INTERNATIONAL DELEGATES

*(International Advisory Committee and Visit USA Committee Chairs,  
International Airline Representatives and U.S. Embassy/Commercial Service Representatives)*  
Revised 1/17/24

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#### SEPTEMBER 27, 2023

- **Registration Opens**

International Advisory Committee and Visit USA Committee Chair, international airline representative, and U.S. Embassy/Commercial Service delegate registration opens. Early Registration fee is \$300 USD. *(Note: Registration for IAC Chairs and VUSA Committee chairs is complimentary.)*

#### JANUARY 19, 2024

- **Early Registration Discount Deadline**

Registration fees increase from \$300 USD to \$475 USD for any payments not received by this date.

#### JANUARY 29, 2024

- **Housing Opens**

Hosted delegate housing is open for IAC and VUSA Committee chairs and U.S. Embassy/Commercial Service delegates. Reserve your complimentary hotel accommodation at your delegation's assigned hotel.

*Reminder: International airline representatives and additional Commercial Service representatives, who cover their own housing expenses, will make reservations through the U.S. Supplier/Press Housing Bureau, which opens on December 4, 2023.*

#### FEBRUARY 20, 2024

- **Online Appointment Scheduling Available**

Appointment scheduling instructions will be emailed to registered delegates and online appointment scheduling will go live.

#### FEBRUARY 23, 2024

- **Full Refund Deadline**

Last day to receive a 100 percent refund for cancellations. Cancellations submitted between February 24-March 22, 2024, will receive a 50 percent refund.

#### MARCH 6, 2024 (5:00 P.M. CENTRAL DAYLIGHT SAVING TIME)

- **Hotel Reservation Deadline (Guaranteed placement at Delegation Hotel)**

Deadline to reserve your complimentary hotel accommodation at your delegation's assigned hotel. Requests must be submitted through the Hosted Delegate Housing Bureau by **5 p.m. Central Daylight Saving Time**. U.S. Travel cannot guarantee placement with your delegation after this date.

Reservations will be accepted between March 7-April 10; however, your final hotel assignment will not be available until April 26.

### MARCH 22, 2024 (11:59 P.M. EASTERN DAYLIGHT SAVING TIME)

- **Appointment Requests Due**

Appointment requests must be submitted through the My IPW portal by this date to be included in the computer-generated scheduling process.

- **50 Percent Refund Deadline**

Last day to receive a 50 percent refund of fees for cancelled registrations. Cancellation notices submitted after March 22 will receive no refund.

### APRIL 5, 2024

- **Registration Closes**

Last day for U.S. Embassy/Commercial Service delegates, IAC/VUSA Committee Chairs, and international airline representative to register. We will not accept onsite registrations.

- **U.S. Housing Reservation Deadline**

Last chance for international airline representatives and additional **Commercial Service representatives** (who cover their own housing expenses) to make reservations through the U.S. Supplier/Press Housing Bureau (by **5 p.m. Central Daylight Saving Time**).

### APRIL 10, 2024 (5:00 P.M. CENTRAL DAYLIGHT SAVING TIME)

- **Hotel Reservation Deadline (Placement not guaranteed at Delegation Hotel)**

Last day for International Advisory Committee and Visit USA Committee Chairs and U.S. Embassy/Commercial Service delegates to reserve your complimentary hotel accommodations at one of IPW's host hotels *as space permits*. Requests must be submitted through the Hosted Delegate Housing Bureau by **5 p.m. Central Daylight Saving Time**.

After this date, you are responsible for securing your own accommodations. No adjustments will be made to registration fees.

You will receive a reservation confirmation upon submission. You will be notified of your hotel assignment by April 26 via the My IPW portal.

### APRIL 12, 2024

- **Appointment Lists Distributed**

You will receive your list of pre-scheduled appointments and Manual Appointment Scheduling will begin.