



## HOW TO REQUEST APPOINTMENTS

U.S. Exhibitors

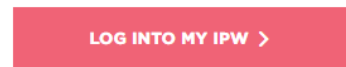
MARCH 2025

### SOFTWARE REQUIREMENTS

1. Google Chrome is the preferred browser; however, Mozilla Firefox can be used if necessary.
2. Disable all pop-up blockers.

### GETTING STARTED

1. Click on the LOG INTO MY IPW button to access the online portal. (Look for the button on the [ipw.com](http://ipw.com) home page or the [My IPW Action Center](#) page.)
2. Enter your *individual* login codes (individual number and password) and click the Login button.

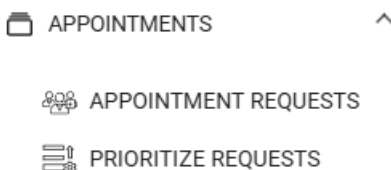


*If you do not know your individual login codes, you may request them via the retrieval link below the login button.*

*Note: The individual ID number is your 5-digit company number (e.g., 12345) followed by a period and additional digits, e.g. 12345.12. The password is not the same as your company password. Learn more about the difference between organization and individual login codes [here](#).*

3. Select [Appointments](#) from the **My IPW** menu on the left side of the next screen under Find Delegates.

### APPOINTMENT SCHEDULING SYSTEM VIEWS



Note: If at any time during your session, you are unsure of what an icon or column means, click the Help button at the top of the screen for a quick explanation.

QUESTIONS? Email [ipwreg@ustravel.org](mailto:ipwreg@ustravel.org)

# IPW TUTORIAL: HOW TO REQUEST APPOINTMENTS

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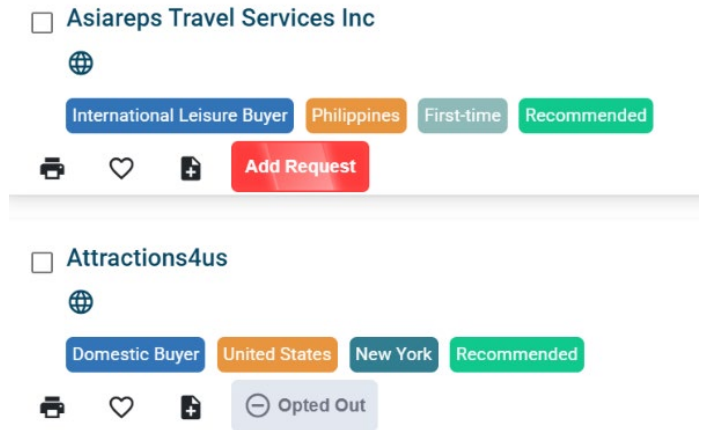
## NAVIGATING APPOINTMENT REQUESTS

By default, this view displays the list of all possible companies with whom you can request an appointment, their registration type, location and appointment request status.

Note: During the registration process, U.S. Exhibitors have the opportunity to “Opt Out” of specific appointment categories, including: Domestic Operator, OTA, Receptive Operator, Meeting & Incentive Buyers; Journalists; Marketing and Technology Buyers; Marketing and Technology Providers (MTPs); International Advisory Committee (IAC) Chairs, Commercial Service or Visit USA Committee reps.

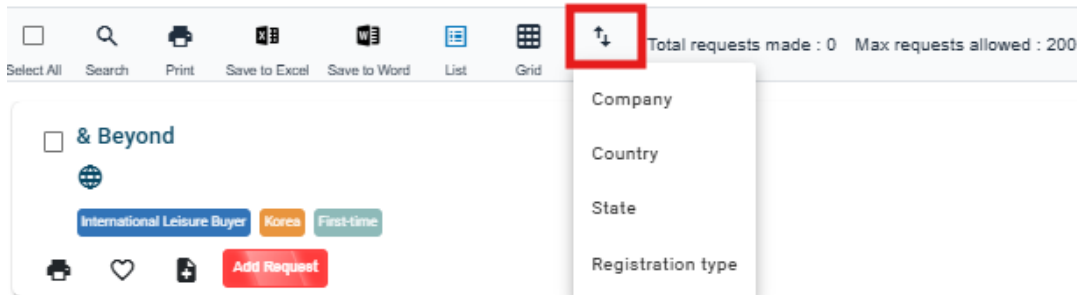
If you see “Opted Out” rather than “Add Request” or “Remove Request,” you Opted Out of appointments with that registration type.

To opt back in, please email [ipwreg@ustravel.org](mailto:ipwreg@ustravel.org).



You can **sort the list** by clicking on the **Sort By** icon and selecting your sorting preference.

## APPOINTMENT REQUESTS



Notice that the navigation bar displays the number of requests your company has submitted and the max number allowed.

Please refer to the table below for the number of appointments permitted per booth space.

Type of Appointment Schedule	Standard Appointment Schedule		With Purchase of Extra Appointments Option	
	# of Requests Allowed to Submit	Maximum # of Potential Pre-Scheduled Appointments	# of Requests Allowed to Submit	Maximum # of Potential Pre-Scheduled Appointments
Express Booth	30	22	30*	22*
Per 10' x 10'	50	42	70	62

\*Express Booth exhibitors cannot purchase the extra appointments option.

*NOTE: Once Manual Scheduling opens, Express Booth exhibitors and purchasers of the extra appointments option will have access to the full 42-slot appointment schedule.*

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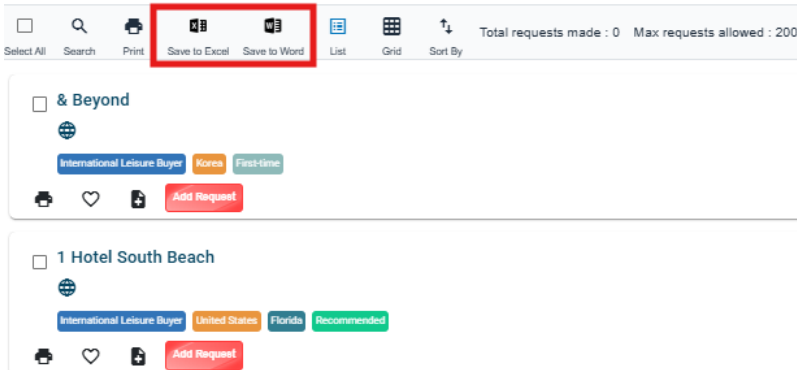
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## VIEW INFORMATION ABOUT A COMPANY

Click on the **company** name to view that organization's profile information.

To view all available organization profiles (or only those selected), click the box next to their name or "Select All" from the top navigation and choose **Save to Excel** or **Save to Word**.

### APPOINTMENT REQUESTS



Attention! The system is not designed to bulk print profiles. Selecting all companies and printing may cause your system to crash.

You can add an organization to your Favorites (Prospect List) by selecting the **heart icon** under the company name. You can also add a Note to each organization by selecting the **page icon**. You can download any notes you've added to any organization.

To **print** the selected company profiles, simply click the **printer icon** under the company name.

## REQUESTING A COMPANY

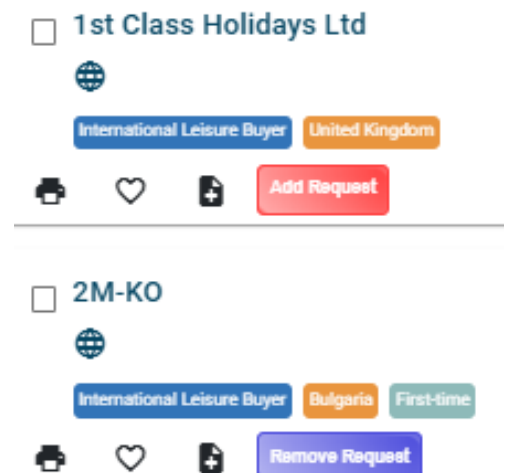
Click on "Add Request" at the end of the row of the company you want to request.

Once they have been requested the **Request Status** will change to "Remove Request."

## REMOVING A REQUEST

Click on "Remove Request" from the company you want to remove.

Once they have been removed the **Request Status** will revert to "Add Request."



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U.S. Exhibitors

## SWITCHING BETWEEN ALL AVAILABLE COMPANIES, PROSPECTS LIST AND RECOMMENDED

To **view** only those companies on your **Prospect list, First Timers or Recommended**, select those options under “Other Filters” in the Search area.

To return to the **default view** showing **all** possible companies, deselect the filter options.

The screenshot shows the top of the search interface. At the top left is a blue button with a white 'X' icon and the text 'Search'. To its right is an orange button with a white circular arrow icon and the text 'Reset'. Below these buttons is the heading 'APPOINTMENTS' followed by a checkbox labeled 'WHO REQUESTED ME'. Underneath is the heading 'OTHER' followed by a grey dropdown menu labeled 'OTHER FILTERS' with 'My Prospects' selected. Below the dropdown are three filter options: 'First-time' (checkbox), 'Recommended' (checkbox), and 'My Prospects' (checkbox with a blue checkmark). At the bottom is 'Company Prospects' (checkbox).

## FILTER BASED ON SEARCH CRITERIA

Click on the **Search icon** in the block of icons at the top of the screen to find the companies that are of particular interest to you.

- Select “**Who Requested Me**” to narrow down the list of available companies to request an appointment with based on these companies requesting you. Mutual requests are given the highest priority in the scheduling system.
- You can search by “**Other Filters**” to display only first timers or favorites. If you want a more specific search, you can select fields under “**Contact**” information
- To **view** options for **additional search categories**, select a **registration type** from the **drop-down menu** under “Profile.”
- You can also search for newly registered organizations, by clicking the “Registered After” field and enter the date from your last search.

Notice the “X” button at the top of the Search screen.

- Clicking **X** will take you back to the list of all eligible companies without processing your search criteria.
- Clicking the **Reset** button will erase any search criteria selected, but you do not leave the search screen.

The screenshot shows the search interface with the 'OTHER FILTERS' dropdown menu expanded to show 'CONTACT' and 'PROFILE' sections. The 'CONTACT' section includes fields for 'COMPANY NAME', 'PERSON FIRST NAME', 'PERSON LAST NAME', 'CITY NAME', 'REGISTERED AFTER' (with a calendar icon), 'SELECT COUNTRY' (dropdown), and 'SELECT STATE/PROVINCE' (dropdown). The 'PROFILE' section includes 'SELECT REGISTRATION TYPE' (dropdown with 'All' selected) and 'SELECT PROFILE' (dropdown).

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U.S. Exhibitors

## NAVIGATING PRIORITIZE REQUESTS

Click on **Prioritize Requests** from the left navigation under Appointment Requests.

*When attempting to schedule requests that are not mutual, the system looks to the prioritization list. "Exhibitor-only" requests are processed in order according to the priority you set on this screen. Therefore, you should assign your most critical targets the highest priority to increase your chances of securing a computer-generated appointment with companies that have not also requested you.*

You can **re-order your list** by **clicking** on the up or down arrows, or you can simply type the appropriate number in the box in the Priority column, hit Enter, and the system will re-number all the other appointment requests accordingly.

You can also **remove a request** – simply click the red trash can icon.

### PRIORITIZE REQUESTS

Exhibitor Schedule

Zartico	Marketing and Technology Provider	↑ ↓	1	🗑️
1-800-Registry	Domestic Buyer	↑ ↓	2	🗑️
HRS Hotel Reservation Service Robert Ragge GmbH	International Leisure Buyer	↑ ↓	3	🗑️

## FINISHING YOUR REQUEST SESSION AND LOGGING BACK IN TO MAKE CHANGES

You may log back into the Appointment Request software and change your requests as many times as you like before the deadline date (shown on the top left corner of the screen). Check back frequently to search for Buyers and Marketing and Technology Providers that may have registered after you prepared your original request list.

The date you submitted your requests has no bearing on the prioritization of appointments being scheduled. Requests submitted the day the system opens are given the same weight as requests submitted five minutes before the system closes.