



HOW TO REQUEST APPOINTMENTS

Journalists/Media

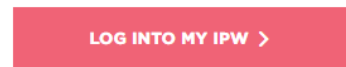
MARCH 2025

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 home page or the [My IPW Action Center](#) page.)
2. Enter your *individual* login codes (individual number and password) and click the Login button.



Individual Login ID*

Individual Password*

Login

Forgotten your Login ID? [click here](#)

Forgotten your Password? [click here](#)

Already registered but need to retrieve your individual login ID or individual password? [Click here](#).

Starting a new registration and need your organization login codes? [Click here](#).

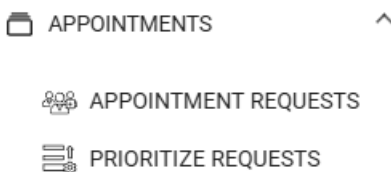
To begin a new registration, go to the [online registration login page](#).

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 (U.S. journalists/media) or intlreg@ustravel.org (international journalists/media).

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NAVIGATING BETWEEN EXHIBITOR AND MEDIA MARKETPLACE REQUESTS

Choose the **Appointment Category** drop down menu to select **Media Marketplace** (to request appointments with exhibitors participating in Media Marketplace on Monday) or **Exhibitors** (to request appointments on Tuesday and Wednesday afternoon with exhibitors in their booths on the show floor).

For example, if you only want to request available companies participating in Media Marketplace, select “**Media Marketplace**” from the Appointment Category.

APPOINTMENTS

WHO REQUESTED ME

APPOINTMENT CATEGORY

Media Marketplace

Exhibitor

Media Marketplace

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.

APPOINTMENT REQUESTS

The screenshot shows the 'APPOINTMENT REQUESTS' interface. At the top, there are icons for 'Select All', 'Search', 'Print', 'Save to Excel', 'Save to Word', 'List', 'Grid', and 'Sort By'. The 'Sort By' icon is highlighted. Below the icons, it says 'Total requests made : 0 Max requests allowed : 50'. The main content area displays a list of exhibitors, each with a checkbox, a globe icon, and a red 'Add Request' button. The exhibitors listed are:

- 1 Hotel South Beach (Exhibitor, United States, Florida)
- Adara, A RateGain Company (Marketing and Technology Provider, United States, Texas)
- American Bus Association (Exhibitor, United States, District of Columbia)

If you are requesting Exhibitor appointments and see “**Opted Out**” rather than “Add Request” or “Remove Request,” the exhibitor did not wish to schedule appointments on the show floor with your registration category.

Note: U.S. Exhibitors can opt out of appointments with Journalists in their booths on the show floor, but not in Media Marketplace.

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

APPOINTMENT REQUESTS

The screenshot shows the 'APPOINTMENT REQUESTS' interface with the 'Sort By' dropdown menu open. The dropdown menu lists the following sorting options:

- Company
- Country
- State
- Registration type

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Notice that the navigation bar displays the number of requests you have submitted and the max number allowed.

Appointments in the Media Marketplace

Total requests made: 0
Max requests allowed: 40

Appointments in the Marketplace Hall (Show Floor)

Total requests made: 0
Max requests allowed: 25

Please refer to the table for the number of appointments permitted in each area.

Note: Journalists have the potential for fewer appointments on the show floor due to other mandatory activities scheduled during the show.

	# of Requests Allowed to Submit via Online Scheduling	Maximum # of Potential Appointments
Media Marketplace Appointments	40	20
Marketplace Hall Appointments (In booth on the show floor)	25	14

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**.

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

APPOINTMENT REQUESTS

The screenshot shows a web interface titled "APPOINTMENT REQUESTS". At the top, there is a navigation bar with icons for "Select All", "Search", "Print", "Save to Excel", "Save to Word", "List", "Grid", and "Sort By". The "Save to Excel" and "Save to Word" buttons are highlighted with a red box. To the right of the navigation bar, it displays "Total requests made : 0" and "Max requests allowed : 50". Below the navigation bar, there is a list of companies. The first company is "1 Hotel South Beach", which is selected (indicated by a checked checkbox). It has a globe icon, a plus icon, and tags for "Exhibitor", "United States", and "Florida". Below the tags are icons for "Print", "Heart", "Page", and a red "Add Request" button. The second company is "Adara, A RateGain Company", also selected. It has a globe icon, a plus icon, and tags for "Marketing and Technology Provider", "United States", and "Texas". Below the tags are icons for "Print", "Heart", "Page", and "Opted Out".

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.

Note: if you select a company that has booth share partners listed, when you view the profile, you will see organization profile information for the main booth-holding company but only contact information for the booth share partners.

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

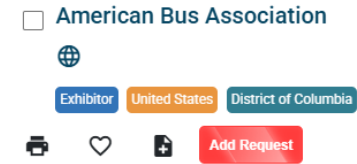
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REQUESTING A COMPANY

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

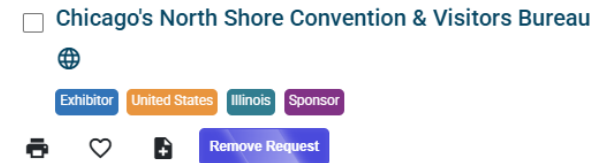
Once they have been requested the **Request Status** will change to “Remove Request.”



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.”

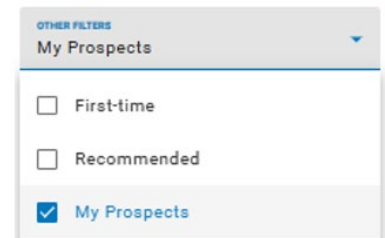


SWITCHING BETWEEN ALL AVAILABLE COMPANIES AND PROSPECTS LIST

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.

OTHER



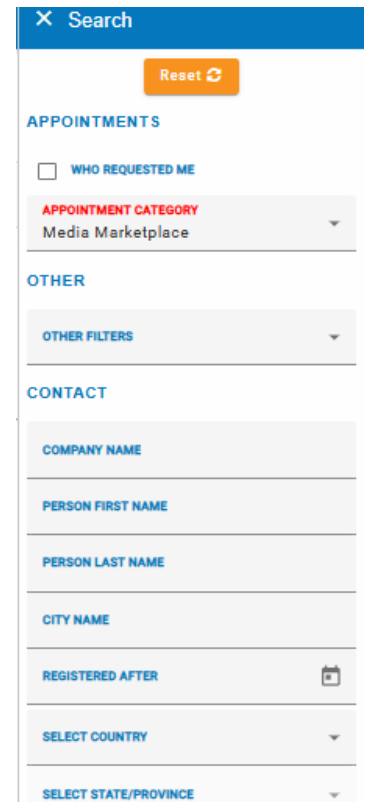
FILTER BASED ON SEARCH CRITERIA

Click on the “Search” button in the block of buttons 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
- 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.



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NAVIGATING THE VIEW/PRIORITIZE MY REQUESTS TAB

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 weight your most critical targets with 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 next to the company name, 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

Chicago's North Shore Convention & Visitors Bureau	Exhibitor	↑ ↓	1	🗑️
American Bus Association	Exhibitor	↑ ↓	2	🗑️
1 Hotel South Beach	Exhibitor	↑ ↓	3	🗑️
Maryland Office of Tourism Development	Exhibitor	↑ ↓	4	🗑️
Matador Network Destinations	Marketing and Technology Provider	↑ ↓	5	🗑️
Rocky Mountaineer	Exhibitor	↑ ↓	6	🗑️

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 in the top left corner of the screen). Check back frequently to search for U.S. Exhibitors 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.