

KEY DATES & DEADLINES DOMESTIC BUYERS

FEBRUARY 28, 2019, 11:59 P.M. EASTERN STANDARD TIME

- **Early Registration Discount Deadline**
If you pay by this date, your fee as a U.S. Travel Association member is \$1,070 and as a non-member is \$1,490. After February 28, the domestic buyer registration fee increases to \$1,385 for U.S. Travel Association members and \$1,910 for non-members. Submit your domestic buyer registration and housing information, including payment, by this date to take advantage of the early registration discount.
- **Full Refund Deadline**
Last day to receive a 100 percent refund for cancellations. Cancellation requests received between March 1-18, 2019, will receive a 50 percent refund.
- **Membership Dues Deadline**
U.S. Travel Association 2019 membership dues must be paid by this date to qualify for the member registration rate.

MARCH 18, 2019

- **Online Appointment Scheduling Available**
Appointment scheduling instructions will be emailed to registered domestic buyers and online appointment scheduling will go live.
- **50% Registration Refund Deadline**
Last day to receive a 50% refund for cancellations. No refunds offered after this date.

APRIL 15, 2019, 5:00 P.M. CENTRAL DAYLIGHT SAVING TIME

- **Hotel Reservation Deadline (Guaranteed placement at Delegation Hotel) - NOTE: Hosted Delegate Housing Bureau Closes at 5 p.m. Central Daylight Saving Time**
Deadline to reserve your complimentary hotel accommodation at one of the domestic buyer assigned hotels. Requests must be submitted through the Hosted Delegate Housing Bureau. U.S. Travel cannot guarantee placement with the domestic buyer delegation after this date.

Reservations will be accepted between April 16 and May 16; however, your final hotel assignment will not be available until May 24.

APRIL 15, 2019, 11:59 P.M. EASTERN DAYLIGHT SAVING TIME

- **Registration Closes**
Domestic buyer registration closes. We will not accept onsite registrations.

APRIL 29, 2019, 11:59 P.M. EASTERN DAYLIGHT SAVING TIME

- **Appointment Requests Due**
Appointment Requests must be submitted directly to U.S. Travel Association by this date to be included in the computer-generated scheduling process.

MAY 13, 2019

- **Appointment Lists Distributed**

You will receive your list of pre-scheduled appointments and manual appointment scheduling will begin.

- **Cut-off Date for the Electronic Directory of Attendees**

Delegates registered after May 13 will only appear in the Find Delegates search function on ipw.com; they will not be listed in the PDF directory of attendees posted on ipw.com.

MAY 16, 2019, 5:00 P.M. CENTRAL DAYLIGHT SAVING TIME

- **Hotel Reservation Deadline (Placement not guaranteed at Delegation Hotel) – NOTE: Hosted Delegate Housing Bureau Closes at 5 p.m. Central Daylight Saving Time**

Last day 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. CDT (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 May 24.