

KEY DATES & DEADLINES INTERNATIONAL JOURNALISTS

MARCH 18, 2019

- **Online Appointment Scheduling Available**

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

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 your delegation's assigned hotel. Requests must be submitted through the Hosted Delegate Housing Bureau. U.S. Travel cannot guarantee placement with your 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**

Journalist registration closes. No onsite registration.

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.

Reminder: Media Marketplace appointments are scheduled through the manual appointment scheduling system. In addition to your list of pre-scheduled appointments, you will receive instructions for scheduling your Media Marketplace appointments.

- **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. Central Daylight Saving Time.

After this date, you are responsible for securing your own accommodations.

You will receive a reservation confirmation upon submission. You will be notified of your hotel assignment by May 24.