

## KEY DATES & DEADLINES

### OTHER INTERNATIONAL DELEGATES

*(U.S. EMBASSY/COMMERCIAL SERVICE DELEGATES AND IAC, VUSA AND INTERNATIONAL AIRLINE REPRESENTATIVES)*

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

- **Early Registration Discount Deadline**

Registration fees for U.S. Embassy/Commercial Service delegates and IAC, VUSA Committee, and international airline representatives increase from \$825 USD to \$1,250 USD for any payments not received by this date.

Registration for IAC Chairs and VUSA Committee chairs is complimentary.

- **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.

#### MARCH 18, 2019

- **Online Appointment Scheduling Available**

Appointment scheduling instructions will be emailed to registered delegates 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 for International Advisory Committee chairs, Visit USA Committee chairs, and U.S. Embassy/Commercial Service delegates to request housing at their 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**

International registration closes. We will not accept onsite registrations.

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

- **Appointment Requests Due**

Visit USA Committee representatives, international airline representatives, and Commercial Service delegates must submit their appointment requests directly to the U.S. Travel Association by this date to be included in the computer-generated scheduling process.

### MAY 9, 2019

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

Last chance for international airline representatives and additional IAC or Visit USA Committee representatives (who cover their own housing expenses) to make reservations through the U.S. Supplier/Press Housing Bureau.

### 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. 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.