

## KEY DATES & DEADLINES U.S. 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, 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 9, 2019

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

Last chance for U.S. journalists to request housing from the housing bureau.

### 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.