



HOW TO REQUEST APPOINTMENTS

U.S. Exhibitors

FEBRUARY 2023

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.



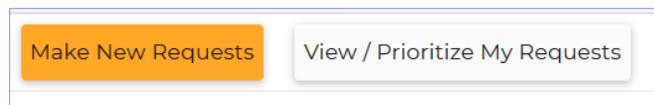
If you do not know your individual login codes, you may request them via the retrieval link below the login button.

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 [Appointment Requests](#) from the **My IPW** menu on the left side of the next screen under Find Delegates.

APPOINTMENT SCHEDULING SYSTEM VIEWS

1. Make New Requests button (default view)
2. View/Prioritize My Requests button



Note: If at any time during your session, you are unsure of what a button or column means, click the Help button at the top of the screen for a quick explanation.

QUESTIONS? Email ipwreg@ustravel.org.

IPW TUTORIAL: HOW TO REQUEST APPOINTMENTS U.S. Exhibitors

NAVIGATING THE MAKE NEW REQUESTS TAB

1. By default, this view displays the list of all possible companies with whom you can request an appointment, their registration type, and appointment request status.

Note: During the registration process, U.S. Exhibitors have the opportunity to “Opt Out” of specific appointment categories, including: Domestic Operator, OTA, Receptive Operator, Marketing & Technology, and/or Meeting & Incentive Buyers; Journalists; Marketing and Technology Providers (MTPs); International Advisory Committee (IAC) Chairs, Commercial Service or Visit USA Committee reps. If you see “Unavailable” next to any company, it is because you Opted Out of that appointment category. To opt back in, please email ipwreg@ustravel.org.

MTP	Unavailable 
IntBuy	ADD REQUEST

2. You can **sort the list** by **clicking** on any of the **column headings**. To sort by Registration Type, for example, click on the Registration Type column heading.
3. Look in the **top middle** of the screen to see the **number of requests your company is allowed** as well as the **number of companies you have requested**.

Total requests made : 0
Max requests allowed : 50

Type of Appointment Schedule	Standard Appointment Schedule		With Purchase of Extra Appointments Option	
	# of Requests Allowed to Submit	Maximum # of Potential Pre-Scheduled Appointments	# of Requests Allowed to Submit	Maximum # of Potential Pre-Scheduled Appointments
Express	30	22	30*	22*
Single	50	42	70	62
Double	100	84	140	124
Triple	150	126	210	186
Quad	200	168	280	248

*Express Booth exhibitors cannot purchase the extra appointments option.

NOTE: Once Manual Scheduling opens, Express Booth exhibitors and purchasers of the extra appointments option will have access to the full 42-slot appointment schedule.

VIEW INFORMATION ABOUT A COMPANY

1. **Click on the company** name or the check box next to the company name.
2. **Select the “View Profile” button** in the block of buttons at the top right of the screen.

VIEW PROFILE

VIEW ALL PROFILES

SHOW ALL

WHO REQUESTED ME

SHOW PROSPECTS

SEND EMAIL

SEARCH 

3. To view **multiple profiles**, click the box next to each company you wish to view, then click on “View Profile.”
4. To **print** the selected company profiles, simply **click the “Print” button** at the top of the expanded profile details window.

Note: the system is not designed to bulk print profiles. Selecting all companies and printing may cause your system to crash.

IPW TUTORIAL: HOW TO REQUEST APPOINTMENTS U.S. Exhibitors

REQUESTING A COMPANY

1. Click on “**Add Request**” at the end of the row of the company you want to request.
2. Once they have been requested, the **Request Status** will change to “**Requested.**”

Reg. Type	Request Status	Add/Remove Request
M&IBuy		ADD REQUEST
IntBuy		ADD REQUEST

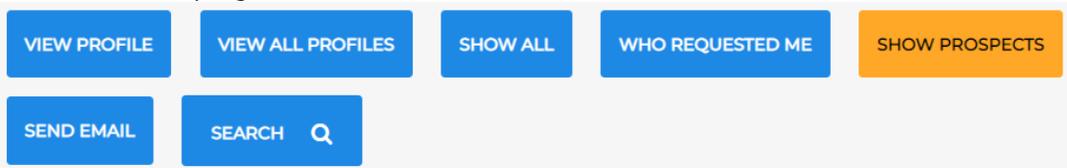
REMOVING A REQUEST

1. Click on “**Remove Request**” at the end of the row of the company you want to remove.
2. Once they have been removed, the **Request Status** column will revert to blank.

IntBuy		ADD REQUEST
DomBuy	Requested	REMOVE REQUEST

SWITCHING BETWEEN SHOW ALL COMPANIES LIST AND SHOW PROSPECTS LIST

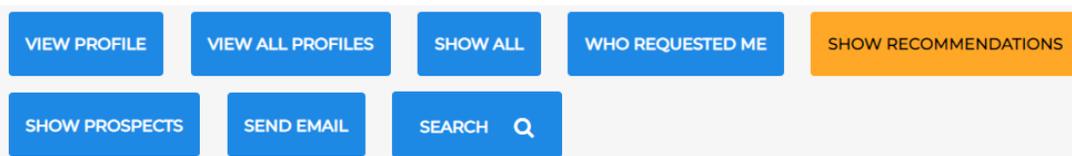
1. To **view** only those companies on your **Prospect list**, click on “**Show Prospects**” button in the row of buttons at the top right of the screen.



2. To return to the **default view** showing **all** possible companies, click the “**Show All**” button.

SHOW RECOMMENDATIONS

1. Click on the “**Show Recommendations**” button in the block of buttons at the top right of the screen to filter the Available Companies by matching Destinations and/or Category of Product/ Service profiles. The system will then show those companies whose profile selections match yours.



2. To return to the window showing **all** possible companies, click the “**Show All**” button.

IPW TUTORIAL: HOW TO REQUEST APPOINTMENTS U.S. Exhibitors

FILTER BASED ON SEARCH CRITERIA

1. 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.
2. Expand the **General criteria** tab to show the various search options available such as Company Name, City, State, Country, Registration Type, etc.
3. To **view** search options for **additional search categories**, select a **registration category** from the **drop down menu** above “General criteria” to display the search criteria headings available for that category, such as Type of Business, Category of Product/Service, or Types of Travel.
4. Click on the **category heading** to expand the section and reveal available criteria for that category.
5. In the expanded section, **check the box** next to each criterion you wish to filter by. For example, if you are interested in Buyers who provide Business Travel, click on the “Types of Travel” heading and then choose “Business Travel” from the expanded screen of options.

Note the two buttons at the top of the screen.

- Clicking **Exit** will take you back to the list of all eligible companies without processing your search criteria.
 - Clicking **Reset Search** will erase any search criteria selected, but you do not leave the search screen.
6. To return to the window showing **all** possible companies, click the **“Show All”** button.

The screenshot shows a search filter interface. At the top, there are 'Exit x' and 'Reset Search' buttons. Below them is a dropdown menu currently set to 'All Company Types'. A dark bar labeled 'GENERAL CRITERIA' is expanded, showing a list of search criteria: 'Company name', 'City', 'Delegate First Name', 'Delegate Last Name', 'Registered After', 'Country', and 'State / Province'. At the bottom of this section are 'Reset Search' and 'Close' buttons. Below the criteria list, there are several category headings with right-pointing arrows: 'Type of Business', 'Category of Product/Service', 'Dynamic Connectivity Capability', 'USA Travel Markets', and 'Types of Travel'.

SEARCHING FOR NEW BUYERS AND MARKETING AND TECHNOLOGY PROVIDERS BY DATE REGISTERED

1. Click on the **“Search”** button in the block of buttons at the top of the screen.
2. Expand the **General criteria** tab to show the various search options available such as Company Name, City, State, Country, Registration Type, etc.
3. The **fifth field** down on the left side of the screen is the **“Registered After”** field. Click the **applicable date on the calendar** and this will automatically filter the list of recently registered buyers and marketing and technology providers.

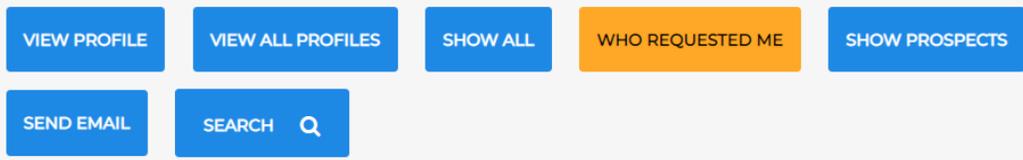
This screenshot is identical to the previous one, showing the search filter interface. The 'Registered After' field is highlighted in yellow, indicating it is the focus of the current step in the tutorial.

IPW TUTORIAL: HOW TO REQUEST APPOINTMENTS U.S. Exhibitors

SEE WHO HAS REQUESTED AN APPOINTMENT WITH YOU AND SUBMIT A MUTUAL REQUEST

Note: *Mutual requests are given the highest priority during the scheduling process. See <https://www.ipw.com/appointments> for the matching order.*

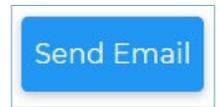
1. Click on the “Who Requested Me” button in the block of buttons at the top of the screen to display only those companies that have requested an appointment with you.



2. Check the Request Status to determine whether you also requested that company.
3. Click “Add Request” to submit a mutual request.

EMAIL A COMPANY ON THE LIST

1. Click on a company name and then click the “Send Email” button in the block of buttons at the top of the screen.
2. To select multiple companies, click on each company name; each recipient will be blind copied on the message.
3. You can also email all of the requests on your list from the View/Prioritize My Requests tab.



NAVIGATING THE VIEW/PRIORITIZE MY REQUESTS TAB

Note: 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.

1. Click on the “View/Prioritize My Requests” button in upper left to switch from the default view.



2. 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 of the other appointment requests accordingly.

	Priority	Company	Country	Remove
^ v	1	Abercrombie & Kent USA & Canada DMC	United States	<input type="checkbox"/>
^ v	2	A.T.Seasons & Vacations Travel Pvt. Ltd.	India	<input type="checkbox"/>
^ v	3	Abercrombie & Kent	United Kingdom	<input type="checkbox"/>

3. You can also remove a request – simply check the box in the Remove column.

	Priority	Company	Country	Remove
^ v	1	Abercrombie & Kent USA & Canada DMC	United States	<input type="checkbox"/>
^ v	2	A.T.Seasons & Vacations Travel Pvt. Ltd.	India	<input type="checkbox"/>
^ v	3	Abercrombie & Kent	United Kingdom	<input type="checkbox"/>

IPW TUTORIAL: HOW TO REQUEST APPOINTMENTS U.S. Exhibitors

DO NOT click the Remove All button unless you are sure you want to erase all your existing requests.



4. Click the “Submit Changes” button to save your edits.

EMAIL YOUR LIST OF REQUESTS

1. To send yourself or a colleague a summary containing the list of the requests you have made, simply **click** on the “Email” text link (not the blue button) at the top of the screen.
2. Be sure to check your SPAM or junk folders if the email does not arrive in your in-box in a few minutes.

[Email Help](#)

FINISHING YOUR REQUEST SESSION AND LOGGING BACK IN TO MAKE CHANGES

1. You may log back into the Appointment Request software and change your requests as many times as you like before the deadline date (shown on the left side of the screen, below your name and company name). Check back frequently to search for Buyers and Marketing and Technology Providers that may have registered after you prepared your original request list.
2. 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.