



HOW TO REQUEST APPOINTMENTS

Press Delegates

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.



My IPW
Registered Delegate Login

Please enter your individual login ID and password:

Individual Login ID
Individual Password

To retrieve your individual login ID or individual password click [here](#).

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.

APPOINTMENT SCHEDULING SYSTEM VIEWS

1. Make New Requests is the default view. Choose either the **Request Exhibitors** option (for appointments on the show floor on Tuesday and Wednesday) or the **Request Media Marketplace** option (for appointments at the Media Marketplace on Monday).



2. View/Prioritize My Requests



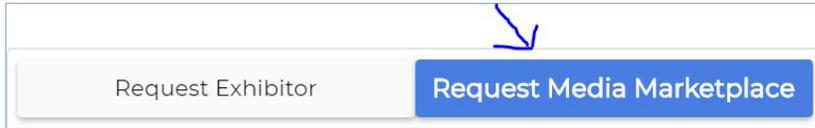
Note: If at any time during your session, you are unsure of what a button or column means, click the Help button at the top of the screen for a quick explanation.

QUESTIONS? Email ipwreg@ustravel.org (U.S. journalists) or intlreg@ustravel.org (international journalists).

IPW TUTORIAL: HOW TO REQUEST APPOINTMENTS Press Delegates

NAVIGATING BETWEEN EXHIBITOR AND MEDIA MARKETPLACE REQUESTS

- To navigate between appointment requests for the **Marketplace Hall** (show floor) and **Media Marketplace**, you must select the applicable tab to display the available companies for each type of request. For example, if you only want to request available companies participating in Media Marketplace, select the Request Media Marketplace tab.



NAVIGATING THE MAKE NEW REQUESTS TAB

- 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: Some exhibitor listings have a plus sign in between the company names. The plus sign indicates a booth-sharing partner. **When submitting your appointment request, however, you will be requesting the booth-holding company, not the booth-sharing partner.**

Travel Texas + Abilene Convention & Visitors Bureau + Amarillo Convention & Visitors Bureau + Beaumont Convention & Visitors Bureau + San Angelo Convention & Visitors Bureau + San Marcos Convention & Visitors Bureau + Visit Big Bend + Visit Lubbock

If you are requesting Exhibitor appointments and see “**Opted Out**” rather than “Add Request” or “Remove Request,” the exhibitor did not wish to schedule appointments on the show floor with your registration category.

Exh	ADD REQUEST
Exh	Opted Out ⊖

Note: U.S. Exhibitors can “Opt Out” of appointments with Journalists in the Marketplace Hall, but not in Media Marketplace.

- You can **sort the list** by **clicking** on any of the **column headings**. To sort by Company Name, for example, click on the Company column heading.
- 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**.

Appointments in the Marketplace Hall (Show Floor)	Appointments in the Media Marketplace
Total requests made : 0	Total requests made : 0
Max requests allowed : 25	Max requests allowed : 30

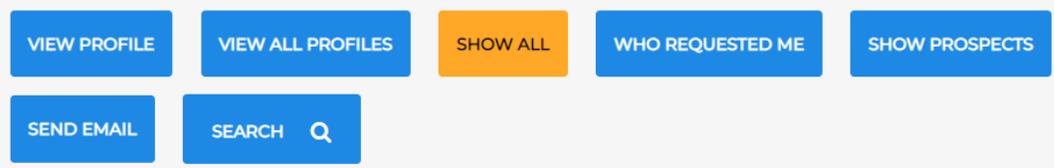
Note: Journalists have the potential for fewer appointments on the show floor due to other mandatory activities scheduled during the show.

	# of Requests Allowed to Submit via Online Scheduling	Maximum # of <i>Potential</i> Appointments
Media Marketplace Appointments (Monday)	30	20
Marketplace Hall Appointments (Tuesday/Wednesday on the show floor)	25	16

IPW TUTORIAL: HOW TO REQUEST APPOINTMENTS Press Delegates

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 of the screen.



3. To view **multiple profiles**, click on each company you wish to view, then click on **“View Profile.”**

Note: if you select a company that has booth share partners listed, when you view the profile, you will see organization profile information for the main booth-holding company but only contact information for the booth share partners.

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.

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
Exh		ADD REQUEST
Exh		ADD REQUEST

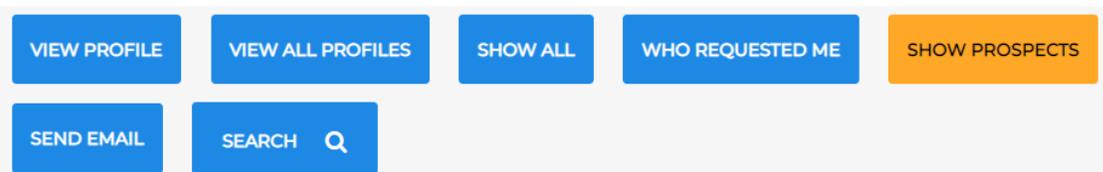
REMOVING A REQUEST

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.

Reg. Type	Request Status	Add/Remove Request
Exh		ADD REQUEST
Exh	Requested	REMOVE REQUEST

SWITCHING BETWEEN ALL COMPANIES LIST AND PROSPECT LIST

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



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

IPW TUTORIAL: HOW TO REQUEST APPOINTMENTS Press Delegates

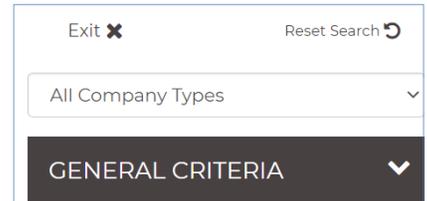
FILTER BASED ON SEARCH CRITERIA

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. 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 Organization’s Classification, Category of Product/Service, or Types of Travel.
3. Expand the **General criteria tab** to show the various search options available such as Company Name, City, State, Country, Registration Type, etc.
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 item you want to search. For example, if you are interested in Hotels, click on the “Organization’s Classification” heading and then check the “Hotel/Motel/Resort” box from the expanded screen of options.

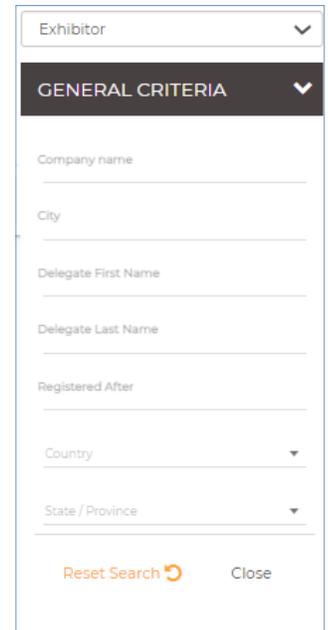
Note the two buttons at the top of the screen.

- Clicking **Exit** will take you back to the list of all eligible companies without processing your search criteria.
- Clicking **Reset** will erase any search criteria selected, but you do not leave the search screen.

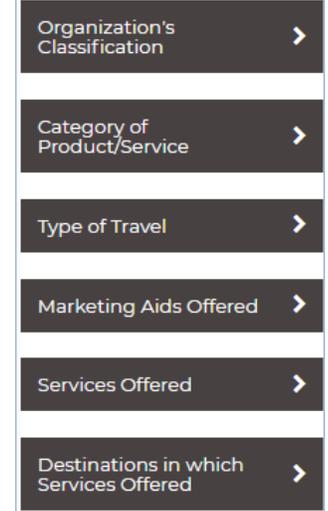
6. To return to the window showing **all** possible companies, click the **“Show All”** button.



This screenshot shows the top portion of the search interface. At the top right, there are two buttons: 'Exit' with a close icon and 'Reset Search' with a refresh icon. Below these is a search bar containing the text 'All Company Types' and a downward arrow. Underneath the search bar is a dark grey tab labeled 'GENERAL CRITERIA' with a downward arrow.



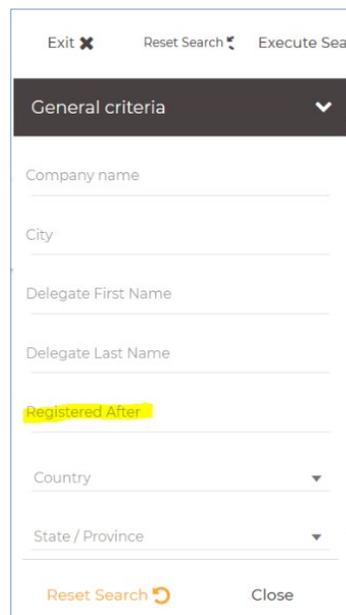
This screenshot shows the search interface with the 'GENERAL CRITERIA' section expanded. It features several input fields: 'Exhibitor' (dropdown), 'Company name', 'City', 'Delegate First Name', 'Delegate Last Name', 'Registered After', 'Country' (dropdown), and 'State / Province' (dropdown). At the bottom of this section are two buttons: 'Reset Search' (with a refresh icon) and 'Close'.



This screenshot shows the search interface with the 'GENERAL CRITERIA' section expanded to show a list of search categories. Each category is represented by a dark grey button with a right-pointing arrow: 'Organization's Classification', 'Category of Product/Service', 'Type of Travel', 'Marketing Aids Offered', 'Services Offered', and 'Destinations in which Services Offered'.

SEARCHING FOR NEW EXHIBITORS/MEDIA MARKETPLACE EXHIBITORS 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 companies.



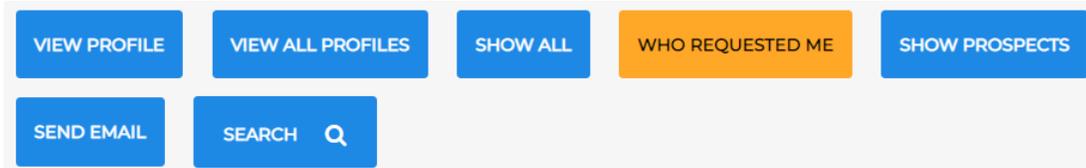
This screenshot shows the search interface with the 'GENERAL CRITERIA' section expanded. It features several input fields: 'Company name', 'City', 'Delegate First Name', 'Delegate Last Name', 'Registered After' (highlighted in yellow), 'Country' (dropdown), and 'State / Province' (dropdown). At the bottom of this section are two buttons: 'Reset Search' (with a refresh icon) and 'Close'.

IPW TUTORIAL: HOW TO REQUEST APPOINTMENTS Press Delegates

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.

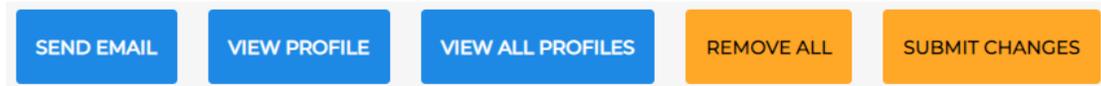
	Priority	Company	Country	Remove
^ v	<input type="text" value="1"/>	360 CHICAGO (formerly John Hancock Observatory)	United States	<input type="checkbox"/>
^ v	<input type="text" value="2"/>	Abreu Tours, Inc.	United States	<input type="checkbox"/>
^ v	<input type="text" value="3"/>	Aspen Skiing Company	United States	<input type="checkbox"/>

IPW TUTORIAL: HOW TO REQUEST APPOINTMENTS Press Delegates

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

	Priority	Company	Country	Remove
^ v	1	360 CHICAGO (formerly John Hancock Observatory)	United States	<input type="checkbox"/>
^ v	2	Abreu Tours, Inc.	United States	<input type="checkbox"/>
^ v	3	Aspen Skiing Company	United States	<input type="checkbox"/>

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



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

EMAIL YOUR LIST OF REQUESTS

- 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. [Email Help](#)
- Be sure to check your SPAM or junk folders if the email does not arrive in your in-box in a few minutes.

FINISHING YOUR REQUEST SESSION AND LOGGING BACK IN TO MAKE CHANGES

- You may log back into the Appointment Request software and change your requests as many times as you like before the deadline date (shown in the top left corner of your screen). Check back frequently to search for U.S. Exhibitors and Media Marketplace Exhibitors that may have registered after you prepared your original request list.
- 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.