

KEY DATES & DEADLINES

INTERNATIONAL LEISURE AND INTERNATIONAL MEETING AND INCENTIVE BUYERS

FEBRUARY 28, 2020, 11:59 P.M. EASTERN STANDARD TIME

- **Early Registration Discount Deadline**

Registration fees increase from \$850 USD to \$1,300 USD for any payments not received by this date for international delegates.

- **Full Refund Deadline**

Last day to receive a 100 percent refund for cancellations. Cancellations requests received between February 29-March, 16, 2020, will receive a 50 percent refund.

MARCH 16, 2020

- **Online Appointment Scheduling Available**

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

- **50 Percent Registration Refund Deadline (11:59 P.M. Eastern Standard Time)**

Last day to receive a 50 percent refund for cancellations. No refunds offered after this date.

APRIL 20, 2020, 11:59 P.M. EASTERN DAYLIGHT SAVING TIME

- **Registration Closes**

International buyer registration closes. We will not accept onsite registrations.

APRIL 22, 2020, 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 23 and May 14; however, your final hotel assignment will not be available until May 22.

APRIL 27, 2020, 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.

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MAY 11, 2020, 5:00 P.M. CENTRAL DAYLIGHT SAVING TIME

- **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 11 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 14, 2020, 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 22.