

KEY DATES & DEADLINES

INTERNATIONAL JOURNALISTS

MARCH 16, 2020

- **Online Appointment Scheduling Available**
Appointment scheduling instructions will be emailed to registered journalists and online appointment scheduling will go live.

APRIL 20, 2019, 11:59 P.M. EASTERN DAYLIGHT SAVING TIME

- **Registration Closes**
Journalist registration closes. No onsite registration.

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.

MAY 11, 2020

- **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, 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.

You will receive a reservation confirmation upon submission. You will be notified of your hotel assignment by May 22.