



## KEY DATES & DEADLINES

### INTERNATIONAL JOURNALISTS

Revised 5/13/2021

#### MARCH 30, 2021

- **Registration Opens**  
Journalist registration opens. Pre-approval required.

#### JUNE 1, 2021

- **Housing Opens**  
Hosted delegate housing is open for international journalists. Reserve your complimentary hotel accommodation at your delegation's assigned hotel.

#### JUNE 28, 2021

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

#### JULY 30, 2021, 5:00 P.M. CENTRAL DAYLIGHT SAVING TIME

- **Hotel Reservation Deadline (Guaranteed placement at Delegation Hotel)**  
Deadline to reserve your complimentary hotel accommodation at your delegation's assigned hotel. Requests must be submitted through the Hosted Delegate Housing Bureau by **5 p.m. Central Daylight Saving Time**. U.S. Travel cannot guarantee placement with your delegation after this date.

Reservations will be accepted between July 31-August 27; however, your final hotel assignment will not be available until September 10.

#### AUGUST 6, 2021, 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.

#### AUGUST 20, 2021, 11:59 P.M. EASTERN DAYLIGHT SAVING TIME

- **Registration Closes**  
Journalist registration closes. We will not accept onsite registrations.
- **Cut-off Date for the Electronic Directory of Attendees**  
Delegates registered after August 20 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.

**AUGUST 27, 2021, 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.

- **Hotel Reservation Deadline (Placement not guaranteed at Delegation Hotel)**

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 September 10.