



## KEY DATES & DEADLINES

### OTHER INTERNATIONAL DELEGATES

*(U.S. EMBASSY/COMMERCIAL SERVICE DELEGATES AND IAC, VUSA AND INTERNATIONAL AIRLINE REPRESENTATIVES)*

Revised 4/13/2021

#### MARCH 30, 2021

- **Registration Opens**

U.S. Embassy/Commercial Service delegates and IAC, VUSA Committee, and international airline representative registration opens. Early Registration fee is \$250 USD. (Note: Registration for IAC Chairs and VUSA Committee chairs is complimentary.)

#### MAY 18, 2021

- **Housing Opens**

Hosted delegate housing is open for U.S. Embassy/Commercial Service delegates, IAC Chairs and VUSA Committee chairs. Reserve your complimentary hotel accommodation at your delegation's assigned hotel. (Reminder: International airline representatives and additional IAC or Visit USA Committee representatives, who cover their own housing expenses, will make reservations through the U.S. Supplier/Press Housing Bureau.)

#### JUNE 28, 2021

- **Online Appointment Scheduling Available**

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

#### JUNE 30, 2021, 11:59 P.M. EASTERN DAYLIGHT SAVING TIME

- **Early Registration Discount Deadline**

International airline representatives, Commercial Service representatives, and additional IAC or Visit USA Committee representatives: Submit your registration, including payment, by this date to take advantage of the early registration discount.

- **Full Refund Deadline**

Last day to receive a 100 percent refund for cancellations. Cancellations requests received between July 1-August 6, 2021, will receive a 50 percent refund.

#### 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

- **50 Percent Registration Refund Deadline (11:59 P.M. Eastern Daylight Saving Time)**  
Last day to receive a 50 percent refund for cancellations. No refunds offered after this date.
- **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

- **Registration Closes (11:59 P.M. Eastern Daylight Saving Time)**  
U.S. Embassy/Commercial Service delegates and IAC, VUSA Committee, and international airline representative registration closes. We will not accept onsite registrations.
- **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 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

- **Hotel Reservation Deadline (Placement not guaranteed at Delegation Hotel)**  
Last day Deadline for International Advisory Committee chairs, Visit USA Committee chairs, and U.S. Embassy/Commercial Service delegates 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.

- **U.S. Housing Reservation Deadline**  
Last chance for international airline representatives and additional IAC or Visit USA Committee representatives (who cover their own housing expenses) to make reservations through the U.S. Supplier/Press Housing Bureau.