



KEY DATES & DEADLINES

OTHER INTERNATIONAL DELEGATES

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

DECEMBER 13, 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.)

FEBRUARY 2, 2022

- **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, which opens on January 10, 2021.)

MARCH 21, 2022

- **Online Appointment Scheduling Available**

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

APRIL 15, 2022, 11:59 P.M. EASTERN TIME

- **Registration Closes**

U.S. Embassy/Commercial Service delegates and IAC, VUSA Committee, and international airline representative registration closes. We will not accept onsite registrations.

APRIL 22, 2022, 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 April 23-May 12; however, your final hotel assignment will not be available until May 27.

APRIL 22, 2022, 11:59 P.M. EASTERN 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 6, 2022, 11:59 P.M. EASTERN TIME

- **Cut-off Date for the Electronic Directory of Attendees**

Delegates registered after May 6 will only appear in the My IPW Find Delegates search function; they will not be listed in the PDF directory of attendees posted in the portal.

MAY 12, 2022, 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 May 27.

MAY 13, 2022

- **Appointment Lists Distributed**

You will receive your list of pre-scheduled appointments and Manual Appointment Scheduling will begin.

MAY 13, 2022, 5:00 P.M. CENTRAL DAYLIGHT SAVING TIME

- **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.