

## KEY DATES & DEADLINES

### INTERNATIONAL LEISURE AND INTERNATIONAL MEETING AND INCENTIVE BUYERS

#### OCTOBER 3, 2022

- **Registration Opens**  
International buyer registration opens. Pre-approval required.

#### JANUARY 18, 2023

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

#### FEBRUARY 3, 2023

- **Early Registration Discount Deadline**  
Registration fees for international buyer delegates increase from \$275 USD to \$450 USD for any payments not received by this date.

#### MARCH 3, 2023

- **Full Refund Deadline**  
Last day to receive a 100 percent refund for cancellations. Cancellations submitted between March 4-March 31, 2023, will receive a 50 percent refund.

#### MARCH 6, 2023

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

#### MARCH 31, 2023, 11:59 P.M. EASTERN TIME

- **50 Percent Refund Deadline**  
Last day to receive a 50 percent refund of fees for cancelled registrations. Cancellation notices submitted after March 31 will receive no refund.
- **Registration Closes**  
International buyer registration closes. We will not accept onsite registrations.

**IPW 2023 KEY DATES & DEADLINES**  
**INTERNATIONAL LEISURE AND MEETING AND INCENTIVE BUYERS**

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**MARCH 31, 2023 (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 1-28; however, your final hotel assignment may not be available until May 11.

**APRIL 7, 2023 (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

**APRIL 27, 2022 (5:00 P.M. CENTRAL DAYLIGHT SAVING TIME)**

- **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 May 11.

**APRIL 28, 2023**

- **Appointment Lists Distributed**

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