

KEY DATES & DEADLINES

OTHER INTERNATIONAL DELEGATES

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

OCTOBER 3, 2022

- **Registration Opens**

U.S. Embassy/Commercial Service delegates and IAC, VUSA Committee, and international airline representative registration opens. Early Registration fee is \$275 USD. (Note: Registration for IAC Chairs and VUSA Committee chairs is complimentary.)

JANUARY 18, 2023

- **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 December 12, 2022.)

FEBRUARY 3, 2022

- **Early Registration Discount Deadline**

Registration fees for U.S. Embassy/Commercial Service delegates and IAC, VUSA Committee, and international airline representatives 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

- **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**

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

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 1-27; however, your final hotel assignment will 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, 2023 (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 11.

- **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.

APRIL 28, 2023

- **Appointment Lists Distributed**

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