

KEY DATES & DEADLINES

DOMESTIC BUYERS AND EXHIBITOR BUYERS

Revised 1/19/2023

NOVEMBER 4, 2022

- **Registration Opens**
Registration opens for Exhibitor Buyers and Domestic Buyers.

JANUARY 18, 2023

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

FEBRUARY 3, 2023

- **Early Registration Discount Deadline**
Registration fees for increase from \$1,320 (members)/\$1,895 (non-members) to \$1,570 (members)/\$2,000 (non-members) 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.
- **Membership Dues Deadline**
U.S. Travel Association 2023 membership dues must be paid by this date to qualify for the member rates.
- **Registration Closes**
Registration closes for Exhibitor Buyers and Domestic Buyers. 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 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.