

SEPTEMBER 27, 2023

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

JANUARY 29, 2024

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

FEBRUARY 20, 2024

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

MARCH 6, 2024 (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 March 7-April 10; however, your final hotel assignment will not be available until April 26.

MARCH 22, 2024 (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

APRIL 5, 2024 (11:59 P.M. EASTERN DAYLIGHT SAVING TIME)

- **Registration Closes**
Journalist registration closes. We will not accept onsite registrations.

APRIL 10, 2024 (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 April 26 via the My IPW portal.

APRIL 12, 2024

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