



KEY DATES & DEADLINES

OTHER INTERNATIONAL DELEGATES

*(International Advisory Committee and Visit USA Committee Chairs,
U.S. Embassy/Commercial Service Representatives
and International Airline Representatives*

Revised 12/13/2024

OCTOBER 21, 2024

- **Registration Opens**

International Advisory Committee and Visit USA Committee Chair, U.S. Embassy/Commercial Service delegate and international airline representative registration opens. Early Registration fee is \$450 USD. *(Note: Registration for IAC Chairs and VUSA Committee chairs is complimentary.)*

FEBRUARY 28, 2025

- **Early Registration Discount Deadline**

Registration fees increase from \$450 USD to \$625 USD for any payments not received by this date.

MARCH 3, 2025

- **Housing Opens**

Hosted delegate housing is open for IAC and VUSA Committee chairs and U.S. Embassy/Commercial Service delegates. Reserve your complimentary hotel accommodation at your delegation's assigned hotel.

Reminder: International airline representatives and additional Commercial Service representatives, who cover their own housing expenses, will make reservations through the U.S. Supplier/Press Housing Bureau.

MARCH 31, 2025

- **Online Appointment Scheduling Available**

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

APRIL 7, 2025

- **Full Refund Deadline**

Last day to receive a 100 percent refund for cancellations. Cancellations submitted between April 8-May 2, 2025, will receive a 50 percent refund.

MAY 2, 2025

- **Appointment Requests Due**

Appointment requests must be submitted through the My IPW portal by this date to be included in the computer-generated scheduling process.

- **50 Percent Refund Deadline**

Last day to receive a 50 percent refund of fees for cancelled registrations. Cancellation notices submitted after May 2 will receive no refund.

Premier Sponsor



Official Card



U.S. TRAVEL
ASSOCIATION®

2025 Hosts



MAY 21, 2025

- **Registration Closes (11:59 P.M. EASTERN DAYLIGHT SAVING TIME)**

Last day for U.S. Embassy/Commercial Service delegates, IAC/VUSA Committee Chairs, and international airline representative to register. We will not accept onsite registrations.

- **Hotel Reservation Deadline (5:00 P.M. CENTRAL DAYLIGHT SAVING TIME)**

Last day for International Advisory Committee and 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 June 6 via the My IPW portal.

- **U.S. Housing Reservation Deadline**

Last chance for international airline representatives and additional **Commercial Service representatives** (who cover their own housing expenses) to make reservations through the U.S. Supplier/Press Housing Bureau (by **5 p.m. Central Daylight Saving Time**).

- **Appointment Lists Distributed**

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