

IPC20 Timeline

August 2019

Target date	Note	Action Item
Week of 8/19/19	Email	Email: Space Request Forms will be sent. This information will include details on what space is available at each of the three hotels in the AFPM block. The rooms to space ratio – 5 registrants with hotel reservations/per piece of space – will still apply.
Week of 8/19/19		Online registration will open for AFPM Affiliates

September 2019

Target date	Note	Action Item
09/20/19		PRIORITY Submission Deadline – Space request forms must be received by AFPM no later than September 20th to be included in the first round of assignments.
09/20/19		PRIORITY Deadline - All registrations needed to hold the quantity of meeting space you have been assigned must be completed and paid.

October 2019

Target date	Note	Action Item
10/18/19	Email	Affiliate space assignments will be sent out.
10/31/19		PRIORITY Submission Deadline - Due date for accepted space assignment forms to be returned to AFPM.

November 2019

Target date	Note	Action Item
11/01/19	Email	Space Assignments will be distributed to affiliates.
Week of 11/04/19		(Round 1) All confirmed space assignments will be transmitted to the hotels, so that they can begin their process and then begin working with the affiliates
Week of 11/11/19		(Round 2) All confirmed space assignments will be transmitted to the hotels, so that they can begin their process and then begin working with the affiliates
Week of 11/18/19		(Round 3) All confirmed space assignments will be transmitted to the hotels, so that they can begin their process and then begin working with the affiliates
	Ongoing	Affiliates will begin working with hotel contacts.

December 2019

Target date	Note	Action Item
-------------	------	-------------

12/02/19		(Round 4) All confirmed space assignments will be transmitted to the hotels, so that they can begin their process and then begin working with the affiliates
12/12/19		(Round 5) All confirmed space assignments will be transmitted to the hotels, so that they can begin their process and then begin working with the affiliates
12/12/19	Ongoing	Affiliates will begin working with hotel contacts.
12/20/19		Last date to cancel a suite/meeting room and have it reoffered in future years.
January 2020		
Target date	Note	Action Item
01/06/20	Ongoing	Affiliates will begin working with hotel contacts.
01/09/20		(Round 6) All changes or newly confirmed space assignments will be transmitted to the hotels, so that they can begin their process and then begin working with the affiliates
01/23/20		(Round 7) All changes or newly confirmed space assignments will be transmitted to the hotels, so that they can begin their process and then begin working with the affiliates
February 2020		
Target date	Note	Action Item
02/06/20	Ongoing	Affiliates will begin working with hotel contacts.
02/06/20		(Round 8) All changes or newly confirmed space assignments will be transmitted to the hotels, so that they can begin their process and then begin working with the affiliates
2/22-3/13/20		\$50 processing fee applies to conference registration cancellations.
02/20/20		(Round 9) All changes or newly confirmed space assignments will be transmitted to the hotels, so that they can begin their process and then begin working with the affiliates
02/21/20		Early Registration Ends – Last day to receive a full refund on conference registration cancellations.
02/21/20		Hotel Reservation Cut-Off Date for the Marriott , Sheraton New Orleans, & JW Marriott New Orleans
March 2020		
Target date	Note	Action Item
03/05/20		(Final Round) All changes or newly confirmed space assignments will be transmitted to the hotels, so that they can begin their process and then begin working with the affiliates
After 3/13/20		No refund on cancellation conference registrations.
03/20/20		Online Registration Closes
03/24/20	Email	Email: Affiliate News & Final Details

3/29/20-3/31/20		IPC20 - New Orleans, LA
-----------------	--	-------------------------