

Intermediary timeline

IMEX LAS VEGAS
OCTOBER 8-10 2024

12

JUNE

JUNE 12

REGISTER AND INVITE BUYERS

From June 12, sign in to your IMEX account and retrieve your hosted buyer invitation code for your group(s).

If you haven't created your IMEX account yet, it's easy and only takes a few steps.

Start sending your hosted buyer invitation code to your buyers from June 12.

Use our template to make it quick and easy.

[Sample invitation letter.](#)

Use our marketing assets to enhance your invitations. [IMEX logos and banners.](#)

JULY

MID
JULY

MID JULY

ITINERARY AND TRAVEL REIMBURSEMENT CLAIM

Travel reimbursement claims open mid July.

Encourage your hosted buyers to check their itineraries (amend if needed) and submit their reimbursement claims.

If you're organizing a fam trip give us the full details. Missing information may slow down travel reimbursement claims.

Deadline Sept 6

22

JULY

JULY 22

GROUP APPOINTMENT PREFERENCES

We'll email you with a request for your group appointment preferences on July 22 (if applicable).

Deadline July 31

AUGUST

12

AUGUST 12

CHECK YOUR GROUP APPOINTMENTS

Tell us if any changes are needed.

Changes must be made before August 21.

28

AUGUST

AUGUST 28

BLOCK TIME IN YOUR HOSTED BUYERS' SCHEDULES

Schedule time for breakfasts or group activities. You need to do this before hosted buyer schedules go live.

AUGUST 28

HOTEL ALLOCATION

Hotel allocation will appear in your hosted buyers' accounts.

Once your hosted buyer group's hotel is confirmed, we'll send your hosted buyers an email with their hotel allocation number and information on how to book any extra nights at their own expense.

28

9

SEPTEMBER

SEPTEMBER 9

REGISTRATION CLOSES

Applications submitted after September 9 will be subject to availability as hosted buyer groups fill up.

SEPTEMBER 9

SCHEDULES GO LIVE

Hosted buyers' individual schedules go live September 9.

Encourage your hosted buyers to schedule their individual meetings as exhibitor schedules get booked up fast.

9

NEED HELP?

Check our [FAQS](#) or [help guides](#) for information at [imexamerica.com](https://www.imexamerica.com)

Book on to one of our [webinars](#).