

VIRTUOSO TRAVEL WEEK CHECKLIST

PREFERRED PARTNERS

NOW

Save August 6 – 12 to attend 2016 Virtuoso Travel Week in Las Vegas.

March 22 – April 25 **Submit request to participate in appointments.**

NOTE: By requesting, you're committing to participate in both 4-minute Assigned and 10-minute Matched appointments Monday through Thursday.

April 25

Deadline to submit request to participate in appointments.

May 6

**In MY EVENTS, you can now see your confirmed Assigned appointment schedule including the agency companies you will meet with each day.*

April 7 – May 31

Submit your request to purchase host dinner table(s) at either the Destination Dinner (Aug. 8) or the Hotels & Resorts Dinner (Aug. 10). Please note that you can begin inviting advisors as soon as you are registered, so purchase your table early + register on May 12th to have the best chance at filling your table with your choice of advisors.

May 31

Deadline to purchase host dinner tables.

May 12 – June 30

Register! Remember, registration will include a **VTW Sales Focus Profile** that helps Virtuoso match you with advisors for the most optimal afternoon appointments.

June 30

Deadline to register online. After June 30, a late fee of \$50 will apply to all registrations and transfers, and Virtuoso will not be able to offer any refunds for conference fees or hotel room nights.

July 12

**In MY EVENTS, you can now see the advisors who are associated with your 4-minute Assigned appointments.*

July 12 – July 22

Submit preferences for your Matched appointments. Between 2:30pm and 4:25pm daily, your company will have eight (8) mandatory Matched appointments. Please indicate your prioritized list of agency table (with named advisors) preferences. If you are sharing appointments with a colleague, keep in mind that these should reflect your joint preferences.

July 22

Deadline to submit preferences for Matched appointments.

July 29

**In MY EVENTS, you can now see your Assigned and Matched appointment schedules that include agency name as well as specific advisor(s).*

May 12 – August 5

Request Virtuoso Department and Anytime meetings. Fill in your schedule with additional meetings to ensure you see everyone on your list. Please be careful not to request or accept these during your 4-minute Assigned or 10-minute Matched appointments.



Add to Calendar

**All appointment schedules are subject to change at any time. Please use schedules and information in MY EVENTS as a guide until all appointments are finalized right before the event.*