



GCO Journey - Key Dates and Deadlines

- 10th March: GCO Zone goes Live
- 1st May: First invite list uploaded to your GCO Zone
- 22nd May: Pre or Post tours must be confirmed before any Buyer is accepted as part of the group
- 9th June: Buyers Registration is open
- 15th September: Group Functions confirmed (1 per group)
- 30th September: Deadline for long Haul Buyer's Registration
- 12th October: Prescheduled Appointments (PSAs) are Open – Advise your Buyers to make their preferences
- 12th October: Cancellations received after this date will be liable to cancellation charges
- 30th October: PSAs Close
- 3rd November: Appointment Match
- 11^h November: Self Scheduled Appointments (SSAs) are open
- 24th November : SSAs Close
- 24th November: Registration Closes

Revamped Group Management Zone (GCO Zone)

Group Summary Tab:

- Group Overview
- Track your Buyers' registration status (different statuses defined within the GCO Zone)
- Track your Buyers' and their accommodation and flight details
- Track your group capacity

Profile Tab:

- Allows you to apply or nominate a Group Leader - Being a Group Coordinator does not automatically grant you access to the show. Please apply as a Group Leader if you are attending the show or nominate a colleague.
- Invite List Status

Invitations Tab: How to recruit your Buyers

- Click on the 'GCO Buyer list template' excel document and download
- Populate the necessary fields within the excel file
- Return to your GCO Zone under Invitations and click 'Upload Invitation List' to upload your list
- Once the list has been uploaded the Account Manager will be notified
- GCOs will be allowed to upload up to 3 lists (3 file upload slots)
- Once the list is reviewed your Account Manager will inform you via email
- GCO will log back in and will download the file by clicking on 'Pre-Qualified Invitation List'
- Send your invites to your buyers including the Unique Username, Group Code and Registration Link

Recruitment Tools:

- Guides on Recruiting
- Invitation templates
- Hosted Buyer Brochure
- GCO Handbook