Between October 17 and November 8, ONLY persons representing small businesses may request networking roundtable appointments!

Beginning November 12, Networking Roundtable appointment requests will open to businesses of all sizes.
Step 1: Login to ASC

- At this point, attendees should be familiar with the Attendee Service Center (ASC): [https://www.samesbc.org/attendee_service_center.cfm](https://www.samesbc.org/attendee_service_center.cfm)
- Your log in information (e-mail and password) were included in the registration confirmation that was sent after you registered for SBC.
Step 2: Profile Setup

- Once you have logged in to the ASC: click on the left menu item “Networking Roundtables & Itinerary Builder”
- You will see three tabs across the top: Search, Itinerary and Profile Setup.
- Click on “Profile Setup” and ensure that all of the information is correct. This information is reviewed by table hosts when they decide whether to accept your appointment, so be sure it is accurate!
Step 3: Search

- Click on the tab “Search” to find table hosts (Large Businesses and Government Agencies) with whom you would like to meet. Look for hosts that are relevant to you!
- Make appointments with your desired table hosts (each individual may make up to 3 appointments).
  - Click on the question mark next to the table host to request an appointment.
  - If you do not see a particular large business or govt. agency that you plan to meet with, it could be because they have not entered their information OR they are not hosting a table! Check back again later to see if they do come on board. You can use the bookmark tab to add their booth information to your itinerary if you wish to visit them in the exhibit hall.

Click on the bookmark option to list exhibitors in your itinerary that you wish to visit in the hall.

Click here to make an appointment.
Step 4: Request Appointments

- Once you have chosen a table host and clicked on the question mark, a new window will open.
- You must choose an appointment time and then click on “Request Appointment.”
- Each appointment is for one individual – it does not allow you to bring others with you. If you want multiple individuals from your company at the table – other individuals should request the exact same appointment time.
- Your appointment will show as “Pending” until the table host approves it. Appointments are not guaranteed. SAME is not responsible if table hosts do not respond to your requests.
Step 5: Itinerary

- Click on the appointment tab to see the status of your appointment requests.
- The PDF itinerary also lists your appointments and their status (Pending, Approved, and Bookmarked), as well as any exhibitors or sessions you bookmarked.

Your appointment is not officially scheduled until you see the “Approved” check here. You will also get a system-generated e-mail when your appointment request has been approved – however, if you have not been getting e-mails from us, please don’t rely on this method of notification (i.e. check your schedule periodically on-line).

Click here to view and print a PDF of your itinerary. Your itinerary will list the table number for each company you are meeting with.
Step 6: Prepare Before You Leave Home

- Print out your Itinerary!
- Bring plenty copies of your capabilities statement with you to provide to your table hosts.
  - Did you remember to REVIEW and UPDATE your cap statement prior to SBC?
  - Check out our webinar on Captivating Capabilities Statements!
- Do your research!! What does the host organization do? Is the department represented relevant to YOU?
- Curate a list of questions you have for your table hosts based on your research – these meetings are not for you to pitch your company but to learn about the host and the opportunities you may have to work together
  - Write down 3-5 specific questions you have
  - If the host cannot answer your question, ask them who specifically can!
- Practice a less-than1-minute introduction – the NRTs are NOT an opportunity for you to talk about your company…but you will introduce yourself. Be ready with your very concise story – your name, your role, your company name, and what you do SPECIFIC to the table host.
Step 7: On Site

- There is no deadline for businesses to request appointments for time slots that are open...you can still book appointments on-site if there is availability.
- An NRT concierge will be available during the conference to assist you if needed – to help you book appointments, check your appointments, etc.
- The NRT concierge will be located in the registration area on Tuesday, November 19 & Wednesday, November 20th.
- The concierge will be located outside Ballroom A on Thursday & Friday (where the NRTs are located).
- Networking Roundtables will take place in Ballroom A:
  - Thursday, Nov 21, 10:30 am - 4:30 pm
  - Friday, Nov 22, 8:30 am – 11:30 am
- Please honor all appointments in your schedule. SAME is not responsible for ensuring your schedule is accurate, accepting or denying appointments, checking your appointment schedule, or reminding you of appointments. SAME does not guarantee that appointments will be approved by table hosts.
Step 8: Making Your Meetings A Success

- Remember the Networking Roundtables are NOT one-on-one meetings – multiple businesses will be at the table during each appointment – up to two other individuals may be sitting with you and the host at any one time.
- This is an opportunity to start and build upon relationships face-to-face, so put your best foot forward!
- Be respectful of everyone at the table and don’t “hog the floor”.
- Know yourself, your strengths, and your value!
- Participate knowing this is your time to LEARN! Ask specific questions of the Table Host – who specifically procures the services my company provides? How often are major contracts let? Who are your current teaming partners? Is my socio-economic status helpful for your organization? Is my line of work/NAICS Code useful to you?
- Know you are one of many the representative is meeting. They might not remember you afterwards and that’s okay!
- Be specific, be concise, and be polite. No one gets a contract out of this one meeting – but you will get the valuable information that can help you get one in the future!
- Be patient – the contacts you make may not turn into something tomorrow, but in a year or two from today, they just might.
NEED HELP?

SAME is here for you! We want the Networking Roundtables to be a success for both you and the SBs participating! If you have any questions or need a bit of extra help, contact us!

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