

MATCHED NETWORKING: Attendee Appointment Request How-to Guide

Matched Networking Appointment Requests will open:
Small Business Attendees: November 4, 12:00 p.m. Eastern Time
Medium/Large Business Attendees: November 12, 12:00 p.m. Eastern Time



NOVEMBER
20-22 • 2024
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"SOCIETY OF AMERICAN MILITARY ENGINEERS"

STEP 1: Logging into the ASC

- Login to your SBC Attendee Service Center (ASC) Account
 - https://www.samesbc.org/asc_login.cfm
 - To access the ASC, you must be registered to attend. No one is automatically registered!
 - Login information (e-mail and password) is included in your registration confirmation email.
- Once logged in, please click on “ASC – Attendee Matched Networking & Itinerary Builder” located in the left menu

Attendee Service Center

The Attendee Service Center (ASC) is a great feature that allows you to update your individual attendee registration, access documents, and more. The ASC is different than the ESC (Exhibitor) and the SSC (Speaker) Service Centers; it helps manage individual registration, not exhibit booth or speaking engagements. Features within the ASC include:

- Update/correct information in your registration record, such as your badge name, prefix, RSVP items, etc.
- Pay a registration balance due
- Obtain copy of registration invoice or receipt
- Documents, including the Attendee list (Attendee Lists will be posted to the ASC two weeks prior to the conference and a final list within one week after the conference)

Please use the email address and password contained in your registration confirmation to login. This is a different password from the exhibitor or speaker service center. If you have forgotten your password, please click the

PLEASE SIGN IN

Email:

Password:

[Forgot Password?](#)

IN THIS SECTION

- Attendee FAQs
- Government Group Registration Procedures
- Volunteer at SBC
- Volunteer Opportunities
- Golf Tournament Hosted by SAME Louisiana Post
- Pre-conference Workshop: Unlocking Government Opportunities
- Pre-Conference Event: Building Bridges: Partnering with Indigenous Communities
- SBA Clinic
- Attendee Service Center
- ASC - Welcome
- ASC - Edit Your Registration
- ASC - Invoice/Receipt
- ASC - Pay Registration Balance Due
- ASC - Attendee Matched Networking & Itinerary Builder
- ASC - Attendee Photo and Profile Setup/Edit
- ASC - Documents

Welcome to the Attendee Service Center

The ASC is a valuable resource once you have registered for the conference. The links to your left are your keys to leverage the conference and to find the information listed below. As the event approaches, more links and tools will be available.

- **Edit Your Registration:** You can edit your registration, such as your badge name, position title, emergency contact info, etc. (some items must be edited by SAME staff)
- **Invoice/Receipt:** Print or download a receipt/invoice, find a copy of your registration confirmation letter, and more.
- **Pay Registration Balance Due:** If you have a registration balance due, you can pay it here.
- **Attendee Photo and Profile Setup/Edit:** Upload your photo and/or edit your profile. Other Attendees will be able to search for you and view this information.
- **Documents:** Find copies of emails we've sent you such as your registration confirmation, invoices, and more as time goes by!
- **Attendee List:** The pre-conference Attendee List will be posted here two (2) weeks before the conference and a final list will be posted within one (1) week after the conference.
- **Marketing & Social Media:** Use our customizable SBC marketing graphics to highlight your attendance and support SAME.

STEP 2: Networking Tools

The Attendee Matched Networking & Itinerary Builder page is your toolkit for making connections and managing appointments.

Note the 5 tabs across the top. Use each for various tasks:

- **Search** – find exhibitors + sessions
- **Appointments** – manage your appointments, view itinerary
- **Bookmarks** – view your bookmarked sessions to attend and exhibitors to visit
- **Profile Setup** – view and update your profile
- **Matches** – view the list of networking hosts with whom you matched

Attendee Matched Networking & Itinerary Builder

All appointments are ONLY available to Full Conference registrants and are on a first-come, first-serve basis.

Search Appointments Bookmarks Profile Setup Matches

Make connections with exhibitors and matched networking hosts:

Click the "Exhibitors" button below to reveal the search functionality that will help you find exhibitors and match networking hosts by name or a variety of categories. Once you find who you'd like to connect with, click the calendar icon to request an appointment. If there is no calendar icon to select and it says, "Restricted," this means that the company is NOT Hosting a Table.

Click the "bookmark" box to create a list of exhibitors to visit. All attendees are limited to 3 appointment requests. We will remove this limit at Noon on Monday, November 18.

Attendees Exhibitors Session

Networking Search

Attendee Last Name	<input type="text"/>
Attendee Category	<input type="text" value="v"/>
Main Job Responsibility	<input type="text" value="v"/>
Business is recognized as a small business under its	<input type="text"/>

STEP 3: Profile Review & Update

- Click on the **Profile Setup** tab
- Review the information and make updates as needed. Your responses will be used to match you with others.
 - This information is seen when your appointment requests are reviewed by host companies and helps them decide whether to accept your appointment request, so be sure it is accurate!
- Scroll to the bottom and click **SAVE** after making adjustments!

Search Appointments Bookmarks **Profile Setup** Matches

Update your profile so others can find you when searching and so you can generate matches with Hosts!
Review your answers to the profile questions below and update as necessary. Our SmartMatch system will compare your profile answers to the requirements of matched networking hosts so you're one step closer to meeting the people who are looking for the services that your company provides.

Make sure to scroll to the bottom of the page and click SAVE when you've made updates!

Profile Questions

Attendee Category [REQUIRED]

clear selection

- Private Industry
- Academia
- Air Force - Civilian
- Air Force - Uniformed
- Army/USACE - Civilian
- Army/USACE - Uniformed
- Coast Guard - Civilian
- Coast Guard - Uniformed
- NOAA - Uniformed
- NOAA - Civilian
- Non-Profit
- Other Government Agency
- Public Health Service - Civilian
- Public Health Service - Uniformed
- Retired (Fully Retired - no longer working in any capacity)

Save

STEP 4: View Matches

- Click on the **Matches** tab to see your Host matches
 - Please give the system some time to generate your matches. They will not populate immediately.
- Click on the Host name to view their profile (the list of qualifications they're searching for).
- Beneath the Host name, you'll see a list of Tags – these are the specific criteria you met for that Host
- The “**Answer Match**” column displays how many of the criteria the hosts are seeking that you have met.
- Click on the checkbox in the “Bookmark” column to remind yourself to visit their booth

Below are your matches! The "Answer Match" column shows how many of the Host's criteria you met. Beneath the Host's name is a list of all the items on which you matched. Click on the Host's name to view the list of qualifications the Host is requesting. Please give the system some time to generate your matches, they will not populate immediately. Click on the calendar icon to request an appointment with that Host. In the "Bookmark" column, check the box to add that Host to your bookmarks.

Search

Logo	Exhibitor Name	Answer Match	Make Appointment	Bookmark
	Johnson Controls Federal Systems Location: Rockville, Maryland Tags: Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, Alabama, Florida, Georgia, Kentucky, Louisiana, Tennessee, Virginia	58		<input type="checkbox"/>
	RS&H Location: Jacksonville, Florida Tags: Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, Alabama, Florida, Georgia, Tennessee, Virginia	50		<input type="checkbox"/>

Step 5: Request Matched Networking Appointments

- On the **Matches** tab, click on the calendar icon in the “**Make Appointment**” column next to the Host you’d like to meet.

Below are your matches! The “answer match” column shows how many of the Host’s criteria you met. Beneath the Host’s name is a list of all the items on which you matched. Click on the Host’s name to view the list of qualifications the Host is requesting.

Please give the system some time to generate your matches, they will not populate immediately.

Click on the calendar icon to request an appointment with that Host. In the “bookmark” column, check the box to add that Host to your bookmarks.

Logo	Exhibitor Name	Answer Match	Make Appointment	Bookmark
	SAME Location: Alexandria, Virginia Tags: Massachusetts, Oklahoma, Oregon, Virginia, Washington, District of Columbia, 237990, 238150, 541320, 541330, 541350, 8(a) Certified, Native-American Owned, Emerging Small Business, 238210, 238130, 238160, \$0 to \$10 million	18		

Showing 1 to 1 of 1 entries (filtered from 41 total entries)

- A new window will open with the dates and times that the Host is available
 - Select the radio button next to the time you’d like to meet then scroll to the bottom of the page.
 - Add a note to the Host stating why you’d like to meet.
 - Click “**Request Appointment**” to submit your appointment request.

SAME Meetings Department - TESTING

Appointment

Wednesday, November 20 @ 02:10 PM (CST)
Pending

Select	Start Time	End Time
<input type="radio"/>	01:30 PM (CST)	01:48 PM (CST)
<input type="radio"/>	01:50 PM (CST)	02:08 PM (CST)
<input checked="" type="radio"/>	02:10 PM (CST)	02:28 PM (CST)
<input type="radio"/>	02:30 PM (CST)	02:48 PM (CST)
<input type="radio"/>	03:10 PM (CST)	03:28 PM (CST)
<input type="radio"/>	03:30 PM (CST)	03:48 PM (CST)
<input type="radio"/>	03:50 PM (CST)	04:08 PM (CST)
<input type="radio"/>	04:10 PM (CST)	04:28 PM (CST)

Thursday, November 21

Select	Start Time	End Time
<input type="radio"/>	10:30 AM (CST)	11:08 AM (CST)
<input type="radio"/>	11:10 AM (CST)	11:28 AM (CST)
<input type="radio"/>	11:30 AM (CST)	11:48 AM (CST)
<input type="radio"/>	02:00 PM (CST)	02:18 PM (CST)
<input type="radio"/>	02:20 PM (CST)	02:38 PM (CST)
<input type="radio"/>	02:40 PM (CST)	02:58 PM (CST)
<input type="radio"/>	03:00 PM (CST)	03:18 PM (CST)
<input type="radio"/>	03:20 PM (CST)	03:38 PM (CST)
<input type="radio"/>	03:40 PM (CST)	03:58 PM (CST)
<input type="radio"/>	04:00 PM (CST)	04:18 PM (CST)

Friday, November 22

Select	Start Time	End Time
<input type="radio"/>	09:20 AM (CST)	09:38 AM (CST)
<input type="radio"/>	09:40 AM (CST)	09:58 AM (CST)
<input type="radio"/>	10:00 AM (CST)	10:18 AM (CST)

Notes (visible to recipient)

Add a note here

Request Appointment

Step 6: Review Networking Appointment(s) Status

- Hosts must accept your appointment request –requests are not guaranteed.
- You can view the status of your appointment requests in the **Appointments** tab.
- Once your appointment has been approved or declined, you will receive an email notification from NoReply@same.org
 - **PLEASE NOTE: These email notifications tend to get stuck in spam/junk folders. Please check the Appointment tab periodically to ensure you do not miss your appointment request responses from hosts**
- All appointment times are in Central Time

Search Appointments Bookmarks Profile Setup Matches




Individual Appointments

Description	Time	Appt
Thursday, November 2		
SAME Meetings Department - TESTING Appointment Owner: Katherina Off Appointment Contact: Amira Kruyne	10:50 AM (CDT)	✓
<input type="button" value="Add to Google"/> <input type="button" value="Add to Outlook"/>		
SAME Meetings Department Testing C Appointment Owner: Katherina Off Appointment Contact: Not Assigned	11:10 AM (CDT)	⚠
<input type="button" value="Add to Google"/> <input type="button" value="Add to Outlook"/>		
🟡 Pending ✓ Approved ✗ Cancelled ✗ Declined 🟡 Booth Staff		
Description	Time	Appt
Friday, November 3		
SAME Meetings Department - TESTING B Appointment Owner: Katherina Off Appointment Contact: Jacqueline Barrett	08:30 AM (CDT)	✗
<input type="button" value="Add to Google"/> <input type="button" value="Add to Outlook"/>		
🟡 Pending ✓ Approved ✗ Cancelled ✗ Declined 🟡 Booth Staff		


Sample Appointment Request Status Notifications


Approved Appointment Sample

SAME 2024 SBC: Attendee Matched Networking Appointment Request Status

 noreply@same.org
To  Kennedy Gillie
Cc  Amira Krayne

8/28/2024


 If there are problems with how this message is displayed, click here to view it in a web browser.



Dear Kennedy:



Thank you for using the SBC Matched Networking Platform to request a Matched Networking Appointment! A host has reviewed your appointment request. The status of the request is below.

Existing Appointment Update


 Attendee @ SAME Meetings Department - Test A has **Approved** appointment on Wednesday, November 20 from 02:30 PM to 02:45 PM CST


Declined Appointment Sample

SAME 2024 SBC: Attendee Matched Networking Appointment Request Status

 noreply@same.org
To  Amira Krayne

11:30 AM


 If there are problems with how this message is displayed, click here to view it in a web browser.



Dear Amira:

Thank you for using the SBC Matched Networking Platform to request a Matched Networking Appointment! A host has reviewed your appointment request. The status of the request is below.

Existing Appointment Update

 Attendee @ SAME Meetings Department - Test A has **Declined** appointment on Wednesday, November 20 from 02:10 PM to 02:25 PM CST

Notes:

Thank you for your request. We're not contracting for the services you provide so we're declining your appointment request

Step 7: Prepare for your Appointments

- Add meetings to your calendar so you're organized. Appointments are Central Time
 - The SBC App can also help you do this.
- You can download a PDF of your itinerary from the ASC.
- Complete the appropriate "Supplemental Information Form" and send it to the Hosts, along with your capabilities statement a few days before your meeting.
 - Download the Business-to-Government Supplemental Information Form from the Matched Networking Appointments info page
 - Download the Business-to-Business Supplemental Information Form from the Matched Networking Appointments info page
- Do your research and curate a list of 3-5 specific questions. Remember that the Host may not be able to answer your question, but they likely can refer you to who can.
- Practice your "elevator speech" so you can get down to business quickly. Remember - you have only 15 minutes with each Host...make them count!



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Step 8: Day of Appointment Reminders

- All appointments take place Nov. 20-22 onsite at SBC in New Orleans, LA at the Ernest N. Morial Convention Center in **Hall C-2** (connected to the Exhibit Hall). Each Host will be assigned a table.
- Each appointment is 15 minutes long with a 5-minute break in between.
- It's up to the Host and attendee to watch the clock! Please respect everyone's schedules and arrive at the appointment on time and be aware of the length of each meeting. If someone arrives to the meeting late...the length of the appointment should be truncated accordingly.
- Honor all appointments on your schedule.
- Remember that SAME is not responsible for ensuring your schedule is accurate; accepting, declining, or canceling appointments; checking your appointment schedule; reminding you of appointments or tracking down no-shows.



ENTRANCE

ENTRANCE

150	303 304 305 306 307 308	309 310 311 312 313 314	315 316 317 318 319 320	321 322 323 324 325 326	327 328 329 330 331 332	333 334 335 336 337 338	339 340 341 342 343 344	345 346 347 348 349 350	351 352 353 354 355 356	357 358 359 360 361 362	363 364 365 366 367 368	369 370 371 372 373 374	375 376 377 378 379 380	381 382 383 384 385 386	387 388 389 390 391 392	393 394 395 396 397 398	399 400 401 402 403 404	405 406 407 408 409 410	411 412 413 414 415 416	417 418 419 420 421 422	423 424 425 426 427 428	429 430 431 432 433 434	435 436 437 438 439 440	441 442 443 444 445 446	447 448 449 450 451 452	453 454 455 456 457 458	459 460 461 462 463 464	465 466 467 468 469 470	471 472 473 474 475 476	477 478 479 480 481 482	483 484 485 486 487 488	489 490 491 492 493 494	495 496 497 498 499 500	501 502 503 504 505 506	507 508 509 510 511 512	513 514 515 516 517 518	519 520 521 522 523 524	525 526 527 528 529 530	531 532 533 534 535 536	537 538 539 540 541 542	543 544 545 546 547 548	549 550 551 552 553 554	555 556 557 558 559 560	561 562 563 564 565 566	567 568 569 570 571 572	573 574 575 576 577 578	579 580 581 582 583 584	585 586 587 588 589 590	591 592 593 594 595 596	597 598 599 600 601 602	603 604 605 606 607 608	609 610 611 612 613 614	615 616 617 618 619 620	621 622 623 624 625 626	627 628 629 630 631 632	633 634 635 636 637 638	639 640 641 642 643 644	645 646 647 648 649 650	651 652 653 654 655 656	657 658 659 660 661 662	663 664 665 666 667 668	669 670 671 672 673 674	675 676 677 678 679 680	681 682 683 684 685 686	687 688 689 690 691 692	693 694 695 696 697 698	699 700 701 702 703 704	705 706 707 708 709 710	711 712 713 714 715 716	717 718 719 720 721 722	723 724 725 726 727 728	729 730 731 732 733 734	735 736 737 738 739 740	741 742 743 744 745 746	747 748 749 750 751 752	753 754 755 756 757 758	759 760 761 762 763 764	765 766 767 768 769 770	771 772 773 774 775 776	777 778 779 780 781 782	783 784 785 786 787 788	789 790 791 792 793 794	795 796 797 798 799 800	801 802 803 804 805 806	807 808 809 810 811 812	813 814 815 816 817 818	819 820 821 822 823 824	825 826 827 828 829 830	831 832 833 834 835 836	837 838 839 840 841 842	843 844 845 846 847 848	849 850 851 852 853 854	855 856 857 858 859 860	861 862 863 864 865 866	867 868 869 870 871 872	873 874 875 876 877 878	879 880 881 882 883 884	885 886 887 888 889 890	891 892 893 894 895 896	897 898 899 900 901 902	903 904 905 906 907 908	909 910 911 912 913 914	915 916 917 918 919 920	921 922 923 924 925 926	927 928 929 930 931 932	933 934 935 936 937 938	939 940 941 942 943 944	945 946 947 948 949 950	951 952 953 954 955 956	957 958 959 960 961 962	963 964 965 966 967 968	969 970 971 972 973 974	975 976 977 978 979 980	981 982 983 984 985 986	987 988 989 990 991 992	993 994 995 996 997 998	999 1000 1001 1002 1003 1004	1005 1006 1007 1008 1009 1010	1011 1012 1013 1014 1015 1016	1017 1018 1019 1020 1021 1022	1023 1024 1025 1026 1027 1028	1029 1030 1031 1032 1033 1034	1035 1036 1037 1038 1039 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Step 9: Making Your Meetings A Success

- Overall, the Matched Networking appointments are opportunities to start and build upon relationships. These appointments will be most beneficial to everyone when that's the approach!
- The Matched Networking appointments are one-on-one meetings. Don't bring others to your meetings unless you have asked the other party in advance if it's okay.
- Know yourself, your strengths, and your value!
- Participate knowing this is your time to LEARN! Ask specific questions of the 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?
- Be specific, be concise, and be polite. No one gets a contract out of this one meeting – but you will get 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.
- Follow up after the conference!



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Important Reminders About Matched Networking

- From November 4-11, appointment requests are open only to representatives from Small Businesses.
- On November 12 at 12:00 pm eastern, appointment requests will be open to all full conference registrants of SBC.
- Initially, only 3 appointment requests may be made. This is because availability is extremely limited.
 - If any of your requests are declined, the system will allow you to request replacement appointments so your allotment of 3 is filled.
 - Starting Monday, November 18 you may make additional requests beyond the initial 3 (appointments may or may not be available).
- Appointments will show as “Pending” until the Host approves/declines it. Appointments are not guaranteed.
- SAME is not responsible if Hosts do not respond to your requests.



SAME is here for you!

We want the appointments to be of value to everyone.

If you have questions or need a bit of extra help, contact us via email or our chat widget. On site, please visit our appointment concierges located in Hall C-2.

Please email Registration@same.org if you have any questions or issues.

THANK YOU for making yourself available!!



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