

MATCHED NETWORKING: Host Guide

Host Companies can update their profiles and appointment schedules starting October 14

Matched Networking Appointment Requests will open:

Small Business Attendees: November 4, 12:00 p.m. Eastern

Medium/Large Business Attendees: November 12, 12:00 p.m. Eastern



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Reminders!

All appointments are ONE-ON-ONE! Participants will meet with the Host individually.

Hosts should respond to all appointment requests within 2 business days of receipt.

All appointments are in person and will be held Nov. 20-22 at the Ernest N. Morial Convention Center in Hall C-2. Each Host Company will have an assigned table.

Appointments are 15-minutes long with a 5-minute break between appointments.

All appointments are on a first-come, first-served basis.



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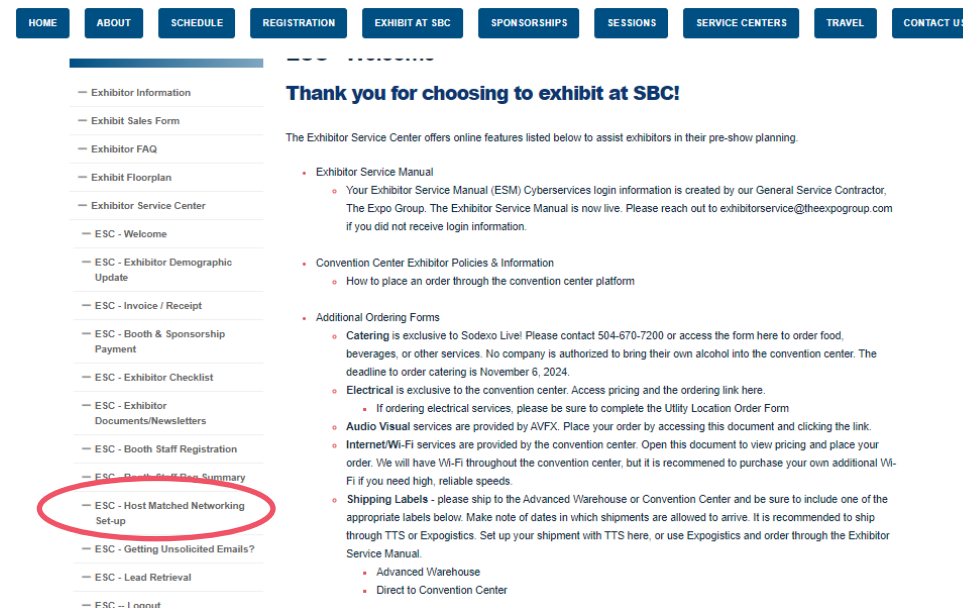
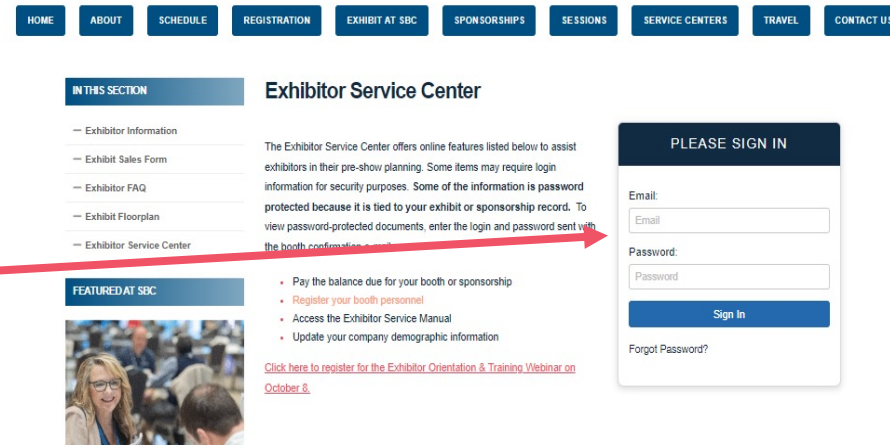
Step 1: Login to the ESC

- Login to the Exhibitor Service Center (ESC)

https://www.samesbc.org/esc_login.cfm

- You must be the Booth Coordinator for your company to access the ESC
 - Log-in information (email and password) is included in your Exhibitor Confirmation email.
 - If you would like someone else from your team to manage Matched Networking Appointments, please email exhibit@same.org
 - Government Agency Hosts: If multiple people will be handling their own appointment requests, please contact exhibit@same.org so SAME can set up their Host account and login information for each person.

- Click on “**ESC-Host Matched Networking Set-up**” on the left menu



Step 2: Host Profile Set-up

- You just clicked “ESC-Host Matched Networking Set-up”
- 4 tabs appear across the top: Appointments, Bookmarks, Profile Setup, and Time Blocks
- Click on the **Profile Setup** tab and answer the questions based on what you are looking for in companies
 - Attendees answer corresponding question and will be presented with a list of Hosts with whom they match based on their own profile
 - Attendees can then request an appointment with their matches
- Click **SAVE** at the bottom of the page!

The screenshot shows the top navigation bar with tabs: HOME, ABOUT, SCHEDULE, REGISTRATION, EXHIBIT AT SBC, SPONSORSHIPS, SESSIONS, SERVICE CENTERS, TRAVEL, CONTACT US. Below this is the 'IN THIS SECTION' menu with options: Exhibitor Information, Exhibit Sales Form, Exhibitor FAQ, Exhibit Floorplan, Exhibitor Service Center. The 'FEATURED AT SBC' section includes a photo of a woman and a list of actions: Pay the balance due for your booth or sponsorship, Register your booth personnel, Access the Exhibitor Service Manual, Update your company demographic information. A link for 'Exhibitor Orientation & Training Webinar on October 8' is also present. On the right, a 'PLEASE SIGN IN' form asks for Email and Password, with a 'Sign In' button and a 'Forgot Password?' link.

The screenshot shows the same navigation bar. The main content area displays a 'Thank you for choosing to exhibit at SBC!' message. Below this, a list of resources is provided: Exhibitor Service Manual, Convention Center Exhibitor Policies & Information, and Additional Ordering Forms. The 'Additional Ordering Forms' section includes links for Catering, Electrical, Audio Visual, Internet/Wi-Fi, and Shipping Labels. The 'ESC - Host Matched Networking Set-up' link in the sidebar menu is circled in red.

Step 3: Manage Availability

- Click on the **Time Blocks** tab to **block out** times when you are **UNAVAILABLE** to meet with SBC attendees
- Click on times that you are **UNAVAILABLE** – this way no one can request an appointment with you at those times
 - Don't forget to account for a lunch break, attending sessions or any other breaks you may need!
- All appointment times are listed in Central Time

A checked box means you are NOT AVAILABLE to meet at that time

Select All Blocks	Start Time	End Time	APPT
<input checked="" type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>	01:30 PM (CST)	01:45 PM (CST)	<input type="checkbox"/>
<input type="checkbox"/>	01:50 PM (CST)	02:05 PM (CST)	<input type="checkbox"/>
<input type="checkbox"/>	02:10 PM (CST)	02:25 PM (CST)	<input type="checkbox"/>
<input type="checkbox"/>	02:30 PM (CST)	02:45 PM (CST)	<input type="checkbox"/>
<input type="checkbox"/>	02:50 PM (CST)	03:05 PM (CST)	<input type="checkbox"/>
<input type="checkbox"/>	03:10 PM (CST)	03:25 PM (CST)	<input type="checkbox"/>
<input type="checkbox"/>	03:30 PM (CST)	03:45 PM (CST)	<input type="checkbox"/>
<input type="checkbox"/>	03:50 PM (CST)	04:05 PM (CST)	<input type="checkbox"/>
<input type="checkbox"/>	04:10 PM (CST)	04:25 PM (CST)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	04:30 PM (CST)	04:45 PM (CST)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	04:50 PM (CST)	05:05 PM (CST)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	05:10 PM (CST)	05:25 PM (CST)	<input type="checkbox"/>

Step 4a: View Appointment Requests









- The Booth Coordinator will receive an email notification from NoReply@same.org whenever an appointment has been requested
 - **PLEASE NOTE:** These emails tend to get stuck in spam/junk folders. Please check the Appointment tab periodically to ensure appointment requests are not missed.
- Click on ESC – Host Matched Networking Set-up menu item in the ESC to access your appointments
 - Go to the **Appointments** tab to view your appointment requests
- Please review and respond to all requests within 2 business days of receipt, sooner if possible.

The screenshot shows the 'Appointments' tab selected in a navigation bar. Below the navigation bar, the appointments are organized by date:


- Wednesday, November 20**
 - Amira Krayne @ SAME
Title: meetings
Appointment Owner: Amira Krayne
Time: 02:10 PM (CST)
Action: Select Booth Staff
 - Kennedy Gillie @ SAME
Title: Meetings & Exhibits Coordinator
Appointment Owner: Kennedy Gillie
Time: 02:30 PM (CST)
Action: Select Booth Staff
- Thursday, November 21**
 - Jacqueline Barrett @ SAME
Title: Registration Manager
Appointment Owner: Jacqueline Barrett
Time: 10:30 AM (CST)
Action: Select Booth Staff
- Friday, November 22**
 - Melissa Sprague @ SAME
Title: Meeting and Exhibit Assistant
Appointment Owner: Melissa Sprague
Time: 09:00 AM (CST)
Action: Select Booth Staff

Step 4b: Review Appointment Requests

- In the **Appointments** tab, a table lists all appointment requests received.
- Click on the individual's name to see their profile – this helps you determine if you want to accept or decline
 - Remember, if you KNOW you cannot do business with someone, you can decline the request – save appointments for those who can fill your needs.

Wednesday, November 20				
	Amira Kruyne @ SAME Title: meetings Appointment Owner: Amira Kruyne Add to Google Add to Outlook	02:10 PM (CST)	Select Booth Staff	
	Kennedy Gillie @ SAME Title: Meetings & Exhibits Coordinator Appointment Owner: Kennedy Gillie Add to Google Add to Outlook	02:30 PM (CST)	Select Booth Staff	
Thursday, November 21				
	Jacqueline Barrett @ SAME Title: Registration Manager Appointment Owner: Jacqueline Barrett Add to Google Add to Outlook	10:30 AM (CST)	Select Booth Staff	
Friday, November 22				
	Melissa Sprague @ SAME Title: Meeting and Exhibit Assistant Appointment Owner: Melissa Sprague Add to Google Add to Outlook	09:00 AM (CST)	Select Booth Staff	

Kennedy Gillie











Kennedy Gillie
Meetings & Exhibits Coordinator

Profile Information


Attendee Category	Private Industry
Small Business Designations (REG)	8(a) Certified Emerging Small Business HUBZone Veteran Service Organization Women-Owned
# of Employees	Medium: 101-2000
Business is recognized as a small business under its Primary NAICS code?	Yes
SAM UEI (replaced the DUNS #)	000000000000
NAICS Codes (REG)	22122 53190 22110 53412 22130 52040 236210 541211 282920 541310

Step 5: Accept or Decline Appointment Requests

- Once you have reviewed the attendee's profile, take action by clicking on the calendar (📅) icon.
- A new window will open
- Write a note to the recipient in the notes field
 - For ACCEPTS: Let them know how to best prepare for your meeting or if you have specific questions for them. Provide your email address if you'd like them to send you any information in advance, like their capabilities statement or the SBC Supplemental Information Form.
 - For DECLINES: Note WHY you are unable to take the appointment but suggest that you connect another time outside of SBC
- At the bottom of the window, click the appropriate button to Accept (Confirm) or Decline the appointment
- Once you have accepted or declined the appointment, the individual will receive a notice of your action.

Wednesday, November 20				
 Amira Krayne @ SAME Title: meetings Appointment Owner: Amira Krayne Add to Google Add to Outlook	02:10 PM (CST)	Select Booth Staff		
 Kennedy Gillie @ SAME Title: Meetings & Exhibits Coordinator Appointment Owner: Kennedy Gillie Add to Google Add to Outlook	02:30 PM (CST)	Select Booth Staff		
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 Jacqueline Barrett @ SAME Title: Registration Manager Appointment Owner: Jacqueline Barrett Add to Google Add to Outlook	10:30 AM (CST)	Select Booth Staff		
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 Melissa Sprague @ SAME Title: Meeting and Exhibit Assistant Appointment Owner: Melissa Sprague Add to Google Add to Outlook	09:00 AM (CST)	Select Booth Staff		

Edit Appointment with Attendee


Kennedy Gillie
Meetings & Exhibits Coordinator
SAME

Appointment
Wednesday, November 20 @ 02:30 PM (CST)
Pending

Notes are visible to the attendee.

Words remaining: 75 [COUNT](#)









Type your message to the attendee here.

[Confirm Appointment](#) [Decline Appointment](#) [Update Notes](#)

Step 6: Assign Staff to Appointments

- Each approved appointment must be assigned to a registered booth staff representative of your organization. This can be you or someone else on your team
- Click on **Select Booth Staff** next to each approved matched networking appointment
- Click on **Assign** next to the representative to whom you would like to assign the appointment
- Once you have selected the booth staff who will take the appointment, both you and the attendee will see which representative will conduct the appointment
- When you assign an appointment to someone on your team, it will show up on their itinerary

Government Hosts – Your Host Account may be set up differently than private industry host accounts. If you do not see your name listed to “Assign,” you can skip this step. You can provide your name and email address in the Notes section.

Description	Time	Booth Staff	Appt
Wednesday, November 20			
 Amira Kruyne @ SAME Title: meetings Appointment Owner: Amira Kruyne Add to Google Add to Outlook	02:10 PM (CST)	Select Booth Staff	
 Kennedy Gillie @ SAME Title: Meetings & Exhibits Coordinator Appointment Owner: Kennedy Gillie Add to Google Add to Outlook	02:30 PM (CST)	Select Booth Staff	
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 Jacqueline Barrett @ SAME Title: Registration Manager Appointment Owner: Jacqueline Barrett Add to Google Add to Outlook	10:30 AM (CST)	Select Booth Staff	
Friday, November 22			
 Melissa Sprague @ SAME Title: Meeting and Exhibit Assistant Appointment Owner: Melissa Sprague Add to Google Add to Outlook	09:00 AM (CST)	Select Booth Staff	

Appointment
 Kennedy Gillie @ SAME
 Wednesday, November 20 @ 02:30 PM -- Pending

Booth Staff List		
#	Staff Name	Task
1	Belle Febbraro	Assign
2	Karen Offringa	Assign

All company attendees registered under the booth staff registration form will be listed here.

Step 7: Itinerary

- Use the **Appointment** tab to view the status of all appointment requests for your organization
- Note the legend beneath the chart – you can see the status of all appointments:
 - Pending (yellow icon): NEEDS ACTION
 - Approved (green check mark): Confirmed/Approved
- If you decline or cancel an appointment, it will be removed from your appointments list
- The PDF itinerary lists each appointment and its status (Pending, Approved, etc.)

Description	Time	Booth Staff	Appt
Wednesday, November 20			
 Amira Krayne @ SAME Title: meetings Appointment Owner: Amira Krayne Add to Google Add to Outlook	02:10 PM (CST)	Select Booth Staff	
 Kennedy Gillie @ SAME Title: Meetings & Exhibits Coordinator Appointment Owner: Kennedy Gillie Add to Google Add to Outlook	02:30 PM (CST)	Select Booth Staff	
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Friday, November 22			
 Melissa Sprague @ SAME Title: Meeting and Exhibit Assistant Appointment Owner: Melissa Sprague Add to Google Add to Outlook	00:00 AM (CST)	Select Booth Staff	
Legend: Pending Approved Cancelled Declined Booth Staff			
Documents			

Step 8: Manage Appointments

- Appointment requests will open to Small Business attendees on November 4 at 12:00 p.m. Eastern
- Appointment requests will open to Medium and Large Business attendees on November 12 at 12:00 p.m. Eastern
- Individuals are limited to requesting 3 appointments prior to the conference
 - Individuals may request additional appointments beyond the initial 3 beginning November 18
- The Booth Coordinator will receive an email when an attendee has requested an appointment with the organization
 - If you would like someone else from your team to manage Matched Networking Appointments, please email exhibit@same.org
- PLEASE either accept or decline appointment requests within 2 business days of the request.
- When declining an appointment, provide a reason for the decline. There is a “Notes” field for an explanation such as: *“Thank you for your request. At this time, we’re not contracting for the services you provide so we’re declining your appointment request.”*
- When approving an appointment: In the Notes section, tell the attendee what they should bring, if anything, such as their capabilities statement, Unique Entity Identifier, etc. This will lead to a more fruitful visit. Provide your email address so they can send materials to you! They DO NOT have your email address otherwise.
- There is no deadline for attendees to request appointments for time slots that are open, so it is important to check your schedule and appointment requests throughout the conference. It is imperative that Hosts honor all appointments that they approve.
 - Honor all appointments in your schedule. If you are unable to make an appointment due to a schedule conflict, message the other party and ask to reschedule.



Step 9: What to Bring with You

- It's essential to bring printed materials for the SBs to walk away with – here's a list of suggested items that are invaluable to SBs:
 - An organizational chart – some organizations are very big, so it's key for the SBs to know the right person to contact.
 - A list of procurement or teaming opportunities and who to contact for each.
 - Knowledge of your own process, and how that may differ between departments/divisions within your organization.
 - Spending or procurement history.
 - An understanding of the timing of when major contracts are let.
 - A listing of key point people in your organization – you don't have to share it with those you're meeting, but if you don't have an answer on a specific question, it's more helpful for the SB if you can refer them to a specific individual right there and then, rather than stating you'll find out and get back to them later.



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[in](https://www.linkedin.com/company/society-of-american-military-engineers) "SOCIETY OF AMERICAN MILITARY ENGINEERS"

Step 10: Day of Appointment

- All appointments will take place Nov. 20-22 on site at SBC in New Orleans, LA at the Ernest N. Morial Convention Center in Hall C-2. 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 to the appointment on time and be aware of 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, or reminding you of appointments.



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Reminders About Making Your Meetings a Success

- Overall, Matched Networking is an opportunity to start and build upon relationships. These appointments will be most beneficial to everyone when that's the approach! Keep in mind:
 - These are one-on-one meeting between your organization and one business
 - Give the businesses tips on how best to work with your organization, get their foot in the door, how you evaluate businesses, etc.
 - Talk about specific upcoming opportunities coming down the pipeline for SBs to work with your organization.
 - Remember this is a dialogue and steppingstone – follow up after your meetings!

THANK YOU for making yourself available!!



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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 Exhibit@same.org if you have any questions or issues.

THANK YOU for making yourself available!!



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