

MATCHED NETWORKING: Attendee Appointment Request How-to Guide

Matched Networking Appointment Requests will open:

- **(NEW) Small Business Attendees w/ 3 or fewer federal contracts executed:** November 3, 2025, 12:00 p.m. ET
- **Small Business Attendees:** November 6, 2025, 12:00 p.m. ET
- **Medium/Large Business Attendees:** November 10, 2025, 12:00 p.m. ET

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 badge name, prefix, RSVP items, etc.
- Pay a registration balance due
- Obtain a 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:

Sign In

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**

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.

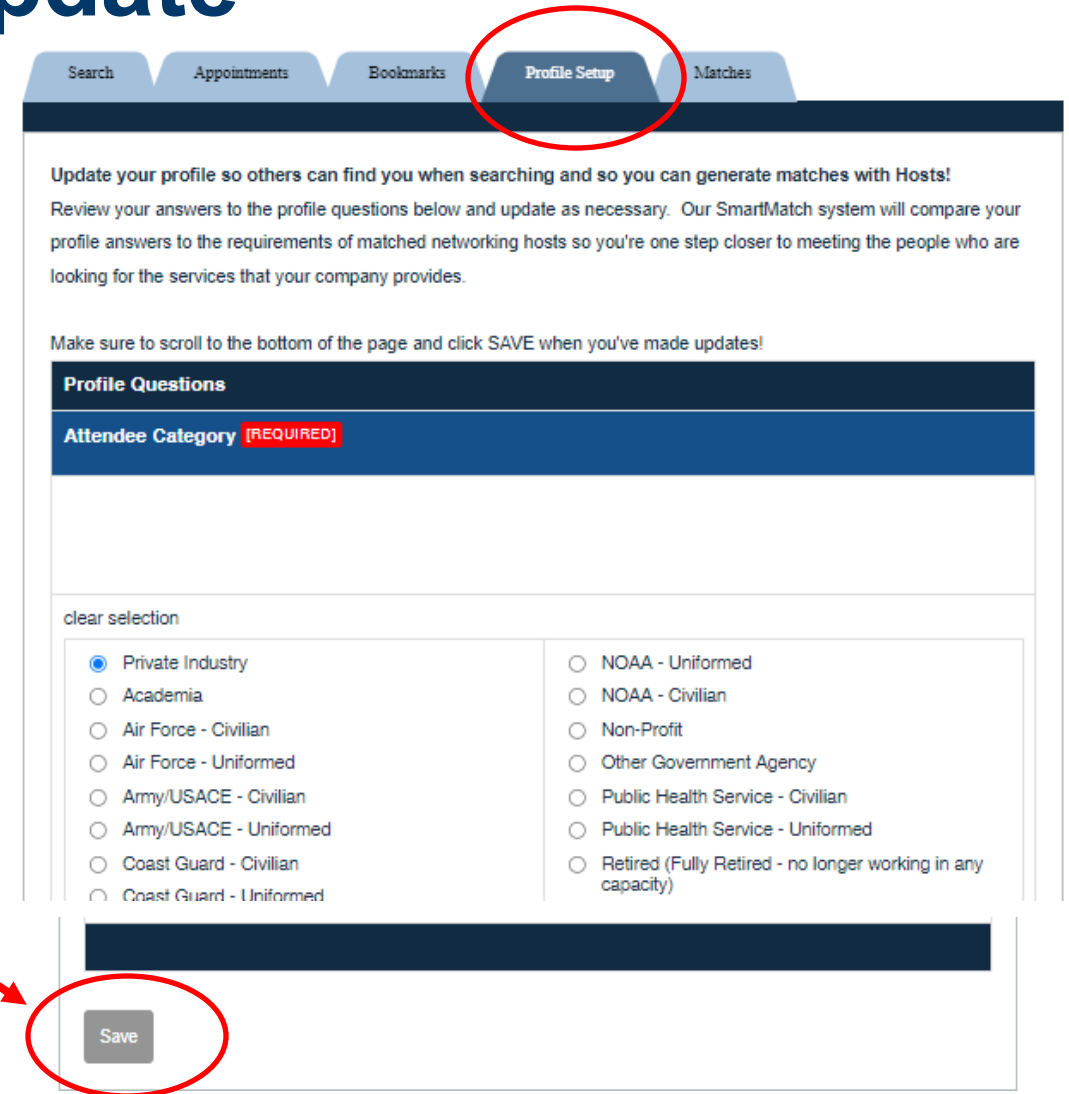
Attendees Exhibitors Session

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!



The screenshot shows the 'Profile Setup' tab selected in a navigation bar. Below the navigation bar, there is a header section with the text: '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.' Below this, a sub-header reads: 'Make sure to scroll to the bottom of the page and click SAVE when you've made updates!'. The main content area is titled 'Profile Questions' and contains a 'Attendee Category' section marked as '[REQUIRED]'. Underneath, there is a 'clear selection' link and a list of radio button options for attendee categories. A red circle highlights the 'Profile Setup' tab in the navigation bar, and another red circle highlights the 'Save' button at the bottom of the form, with a red arrow pointing from the text 'SAVE' in the instructions to this button.

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

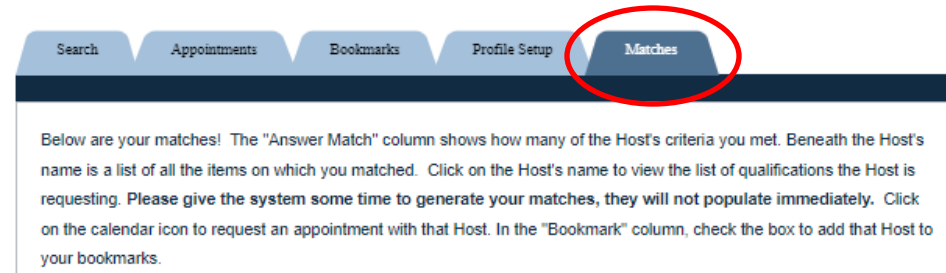
Attendee Category [REQUIRED]

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

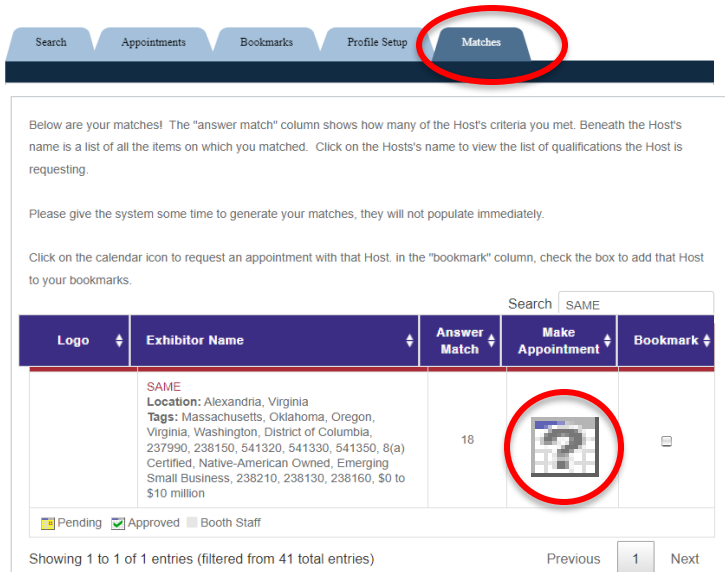
Logo	Exhibitor Name	Answer Match	Make Appointment	Bookmark
	<u>Johnson Controls Federal Systems</u> Location: Rockville, Maryland Tags: Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, 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		
	<u>RS&H</u> 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		

Search

- 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

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.

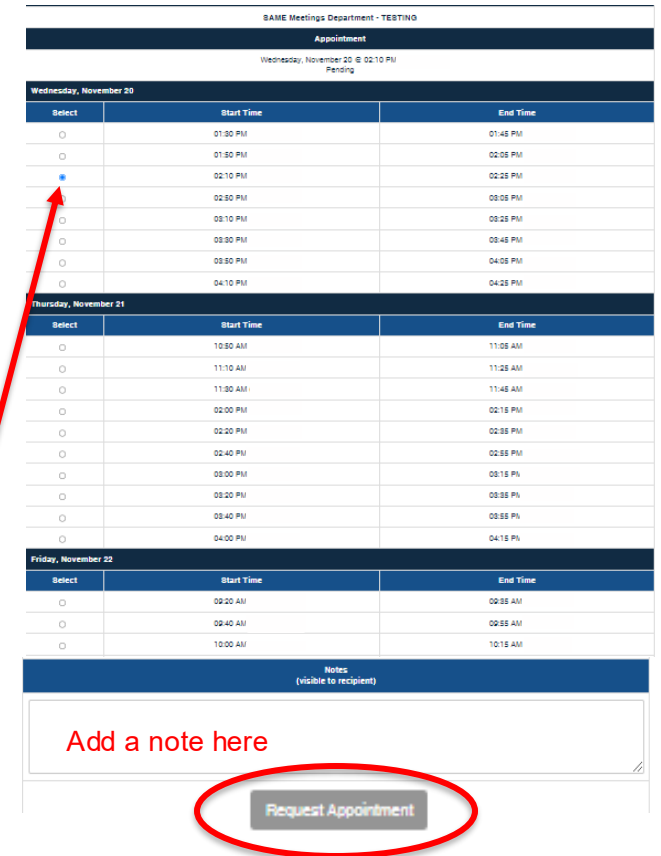
Click on the calendar icon to request an appointment with that Host. in the "bookmark" column, check the box to add that Host to your bookmarks.

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, 50 to \$10 million	18		<input type="checkbox"/>

Pending Approved Booth Staff

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

- 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
Pending

Select	Start Time	End Time
<input type="radio"/>	01:30 PM	01:45 PM
<input type="radio"/>	01:50 PM	02:05 PM
<input checked="" type="radio"/>	02:10 PM	02:25 PM
<input type="radio"/>	02:50 PM	03:05 PM
<input type="radio"/>	03:10 PM	03:25 PM
<input type="radio"/>	03:30 PM	03:45 PM
<input type="radio"/>	03:50 PM	04:05 PM
<input type="radio"/>	04:10 PM	04:25 PM

Thursday, November 21

Select	Start Time	End Time
<input type="radio"/>	10:50 AM	11:05 AM
<input type="radio"/>	11:10 AM	11:25 AM
<input type="radio"/>	11:50 AM	11:45 AM
<input type="radio"/>	02:00 PM	02:15 PM
<input type="radio"/>	02:20 PM	02:35 PM
<input type="radio"/>	02:40 PM	02:55 PM
<input type="radio"/>	03:00 PM	03:15 PM
<input type="radio"/>	03:20 PM	03:35 PM
<input type="radio"/>	03:40 PM	03:55 PM
<input type="radio"/>	04:00 PM	04:15 PM

Friday, November 22

Select	Start Time	End Time
<input type="radio"/>	09:20 AM	09:35 AM
<input type="radio"/>	09:40 AM	09:55 AM
<input type="radio"/>	10:00 AM	10:15 AM

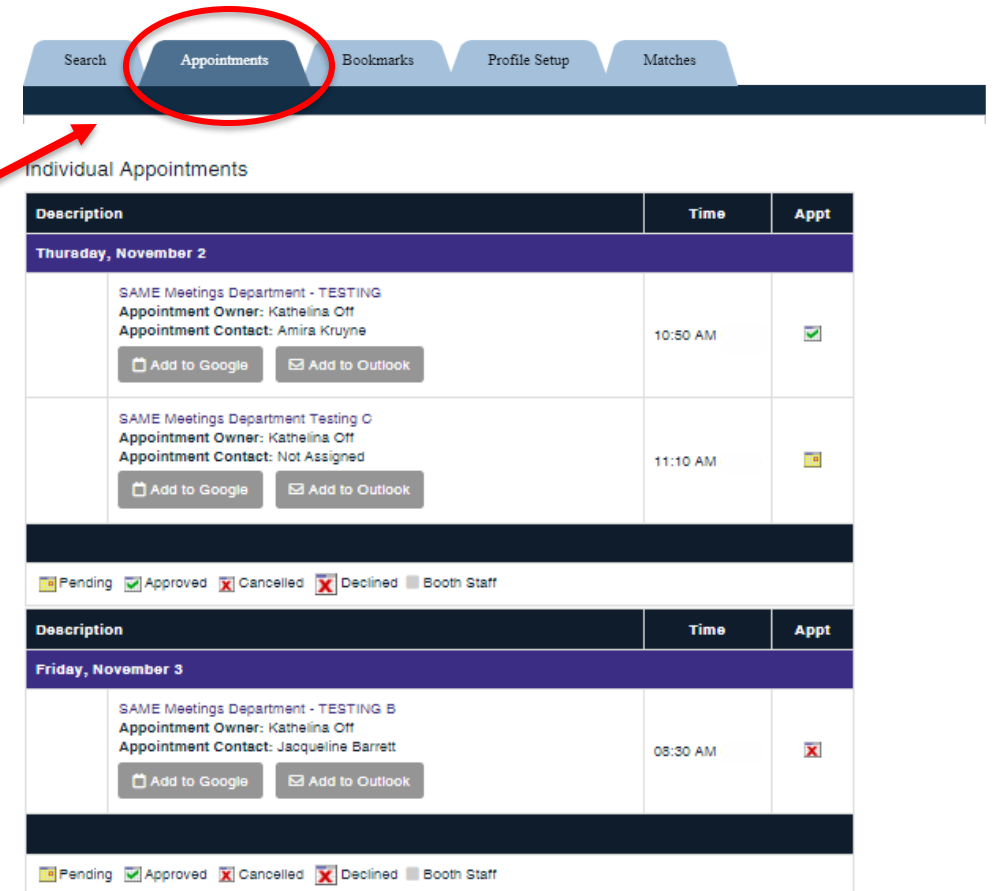
Notes
(visible to recipient)

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 Mountain Time






The screenshot shows the 'Appointments' tab selected in the top navigation bar. Below the navigation bar, the page title is 'Individual Appointments'. The main content area displays a table of appointments. The first section is for 'Thursday, November 2' and contains two rows of appointments. The second section is for 'Friday, November 3' and contains one row of an appointment. Each row includes a description, time, and appointment status. Below the table, there are filters for 'Pending', 'Approved', 'Cancelled', 'Declined', and 'Booth Staff'.







Description	Time	Appt
Thursday, November 2		
SAME Meetings Department - TESTING Appointment Owner: Kathelina Off Appointment Contact: Amira Kruyne Add to Google Add to Outlook	10:50 AM	<input checked="" type="checkbox"/>
SAME Meetings Department Testing C Appointment Owner: Kathelina Off Appointment Contact: Not Assigned Add to Google Add to Outlook	11:10 AM	<input type="checkbox"/>
Pending <input checked="" type="checkbox"/> Approved <input checked="" type="checkbox"/> Cancelled <input checked="" type="checkbox"/> Declined <input type="checkbox"/> Booth Staff		
Description	Time	Appt
Friday, November 3		
SAME Meetings Department - TESTING B Appointment Owner: Kathelina Off Appointment Contact: Jacqueline Barrett Add to Google Add to Outlook	08:30 AM	<input checked="" type="checkbox"/>
Pending <input type="checkbox"/> Approved <input checked="" type="checkbox"/> Cancelled <input checked="" type="checkbox"/> Declined <input type="checkbox"/> 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 Kruyne


 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 Kruyne


 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

Notes:
Testing

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

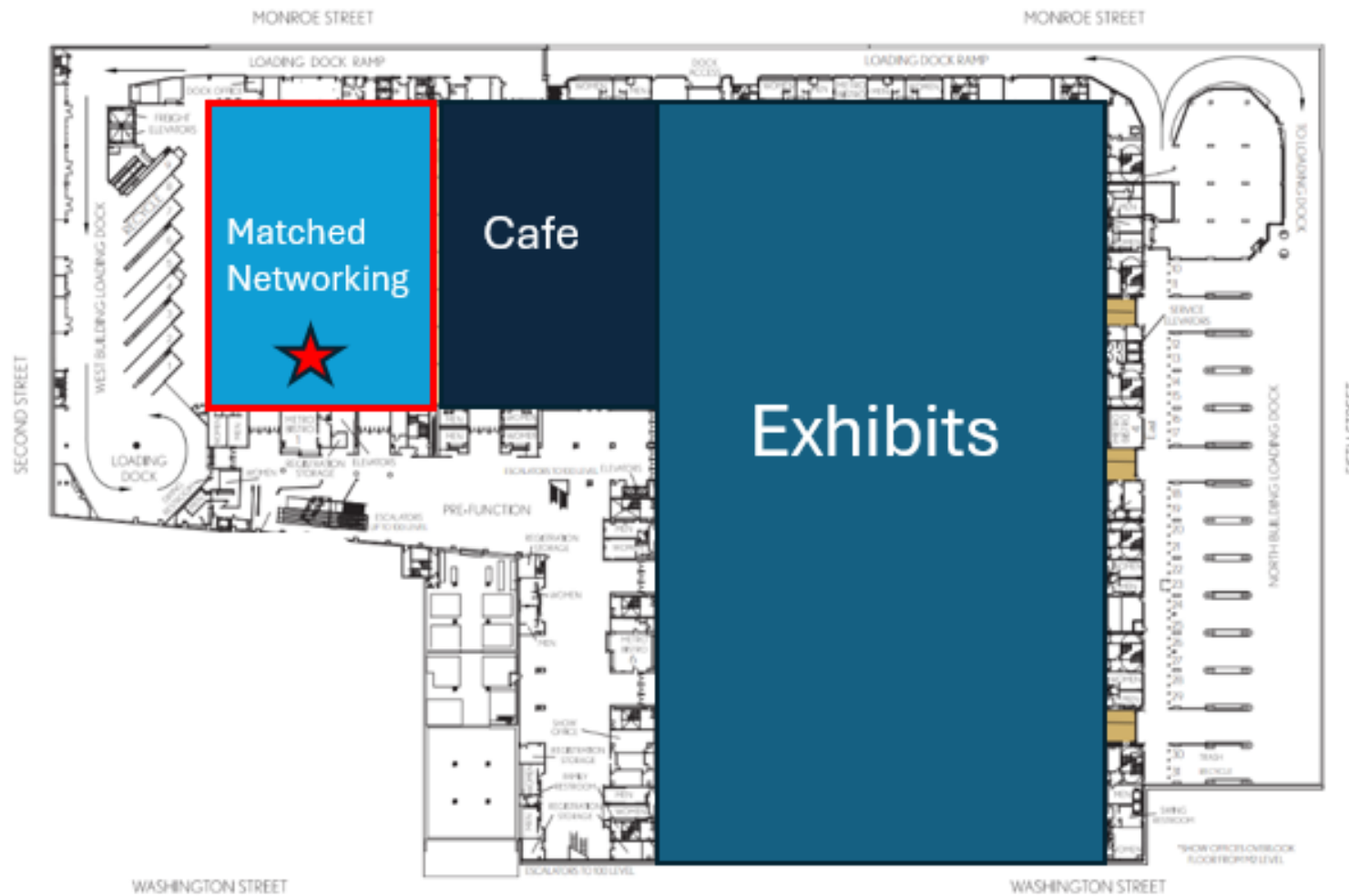
Step 7: Prepare for your Appointments

- Add meetings to your calendar so you're organized. Appointments are Mountain 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!

Step 8: Day of Appointment Reminders

- All appointments take place November 19-21, 2025 onsite at SBC at the Phoenix Convention Center in the Matched Networking area of the Exhibit Hall. Each Host will be assigned a table. Appointments do NOT take place in Exhibit Booths.
- 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.

North Building | Exhibition Hall | Lower Level



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!

Important Reminders About Matched Networking

- (NEW) November 3, 12:00 p.m. Eastern Time – appointment requests will open only to Small Business Attendees with three or fewer federal contracts executed
- November 6, 12:00 p.m. Eastern Time – appointment requests will open to Small Business Attendees
- November 10, 12:00 p.m. Eastern Time – appointment requests will open to Medium and Large Business Attendees
- 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 November 17, 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 the Matched Networking Area of the Exhibit Hall.

Please email [**Registration@same.org**](mailto:Registration@same.org) if you have any questions or issues.

THANK YOU for making yourself available!!

