

MATCHED NETWORKING: Host Guide

Host Companies can update their profiles and appointment schedules starting October 14, 2025

Matched Networking Appointment Requests will open:

(NEW) Small Business Attendees w/ 3 or fewer federal contracts executed: November 3 at 12:00 p.m. Eastern

Small Business Attendees: November 6 at, 12:00 p.m. Eastern

Medium/Large Business Attendees: November 10 at 12:00 p.m. Eastern

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 November 19-21 at the Phoenix Convention Center. Each Host Company will have an assigned table in the designated Matched Networking area of the Exhibit Hall.

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

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

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

The screenshot displays the Exhibitor Service Center (ESC) website. At the top, there is a navigation menu with buttons for HOME, ABOUT, SCHEDULE, REGISTRATION, EXHIBIT AT SBC, SPONSORSHIPS, SESSIONS, SERVICE CENTERS, TRAVEL, and CONTACT US. Below the navigation, the page is titled "Exhibitor Service Center". On the left, there is a "FEATURED AT SBC" section with a photo of a woman. The main content area is titled "PLEASE SIGN IN" and contains a login form with fields for "Email:" and "Password:", a "Sign In" button, and a "Forgot Password?" link. Below the login form, there is a "Thank you for choosing to exhibit at SBC!" message. The left sidebar menu is visible, with "ESC - Host Matched Networking Set-up" circled in red. A red arrow points from the URL in the text to the login form.

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!

Appointments Bookmarks **Profile Setup** Time Blocks

Update your matched networking profile below so attendees can be matched with your requirements. Questions 2-5 are NOT about your company/organization...it's what you are looking for!

Don't forget to click the **SAVE** button at the bottom of the page!

Profile Questions

MY business type: [REQUIRED]

clear selection

- Small Business (fewer than 100 employees)
- Medium Business (101-2,000 employees)
- Large Business (2,001 or more employees)
- Government
- Academic/Non Profit

Looking for companies with the following Small Business Designations [REQUIRED]

- 8(a) Certified
- Emerging Small Business

Save

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!

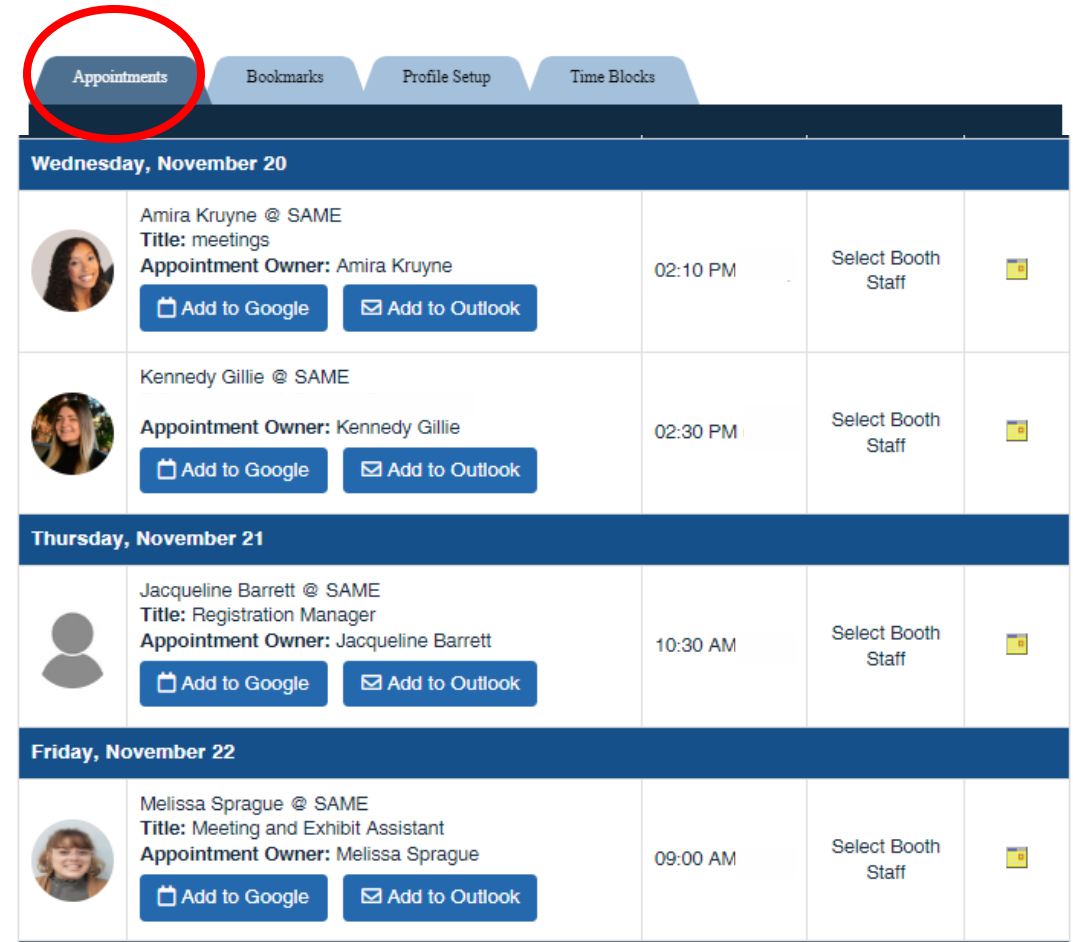
- All appointment times are listed in **Mountain Time**


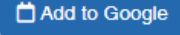
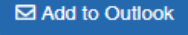

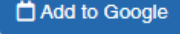
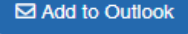

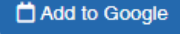
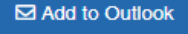

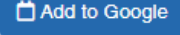
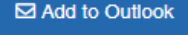
Select All Blocks	Start Time	End Time	APPT
<input type="checkbox"/>	01:30 PM	01:45 PM	<input type="checkbox"/>
<input type="checkbox"/>	01:50 PM	02:05 PM	<input type="checkbox"/>
<input type="checkbox"/>	02:10 PM	02:25 PM	<input type="checkbox"/>
<input type="checkbox"/>	02:30 PM	02:45 PM	<input type="checkbox"/>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

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

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.






Wednesday, November 20					
	Amira Kruyne @ SAME Title: meetings Appointment Owner: Amira Kruyne	02:10 PM	Select Booth Staff		
	Kennedy Gillie @ SAME Appointment Owner: Kennedy Gillie	02:30 PM	Select Booth Staff		
Thursday, November 21					
	Jacqueline Barrett @ SAME Title: Registration Manager Appointment Owner: Jacqueline Barrett	10:30 AM	Select Booth Staff		
Friday, November 22					
	Melissa Sprague @ SAME Title: Meeting and Exhibit Assistant Appointment Owner: Melissa Sprague	09:00 AM	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.

The screenshot displays a calendar interface with appointment requests. The requests are organized by day: Wednesday, November 20; Thursday, November 21; and Friday, November 22. Each request includes a profile picture, name, title, appointment owner, time, and location. A red circle highlights the name 'Kennedy Gillie @ SAME' in the Wednesday section. A red arrow points from this name to a detailed profile pop-up window for Kennedy Gillie.

Wednesday, November 20	
 Amira Kruyne @ SAME Title: meetings Appointment Owner: Amira Kruyne	02:10 PM Select Booth Staff
 Kennedy Gillie @ SAME Appointment Owner: Kennedy Gillie	02:30 PM Select Booth Staff

Thursday, November 21	
 Jacqueline Barrett @ SAME Title: Registration Manager Appointment Owner: Jacqueline Barrett	10:30 AM Select Booth Staff

Friday, November 22	
 Melissa Sprague @ SAME Title: Meeting and Exhibit Assistant Appointment Owner: Melissa Sprague	09:00 Select Booth Staff

Kennedy Gillie Profile Information

Attendee Category	Private Industry
Small Business Designations (REG)	8(a) Certified Emerging Small Business HUBZone Veteran Service Organization Woman-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)	221122 531390 221310 532412 221320 532490 236210 541211 236220 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.






The image shows a screenshot of a calendar interface for Wednesday, November 20, and Thursday, November 21. The calendar entries include details for Amira Kruyne and Kennedy Gillie, with options to 'Add to Google' and 'Add to Outlook'. A red arrow points to a calendar icon in the top right of the calendar view. Below the calendar, an 'Edit Appointment with Attendee' window is open, showing the profile of Kennedy Gillie. The appointment details are: Wednesday, November 20 @ 02:30 PM, Pending. A note field is visible with a 'COUNT' button and a 'Words remaining: 75' indicator. At the bottom of the window, three buttons are circled in red: 'Confirm Appointment', 'Decline Appointment', and 'Update Notes'. Another red arrow points from the calendar icon to the 'Edit Appointment with Attendee' window.

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	Select Booth Staff	
 Kennedy Gillie @ SAME Appointment Owner: Kennedy Gillie Add to Google Add to Outlook	02:30 PM	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	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	Select Booth Staff	

 Pending  Approved  Cancelled  Declined  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 Kruyne @ SAME Title: meetings Appointment Owner: Amira Kruyne Add to Google Add to Outlook	02:10 PM (CST)	Select Booth Staff	
Kennedy Gillie @ SAME 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	00:00 AM (CST)	Select Booth Staff	

Pending Approved Cancelled Declined Booth Staff

Documents

PDF Itinerary

Step 8: Manage Appointments

- **(NEW)** Appointment requests will open to Small Business attendees with three or fewer federal contracts executed on November 3, 2025 at 12:00 p.m. Eastern
- Appointment requests will open to Small Business attendees on November 6, 2025 at 12:00 p.m. Eastern
- Appointment requests will open to Medium and Large Business attendees on November 10, 2025 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 17.
- 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 large, 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.

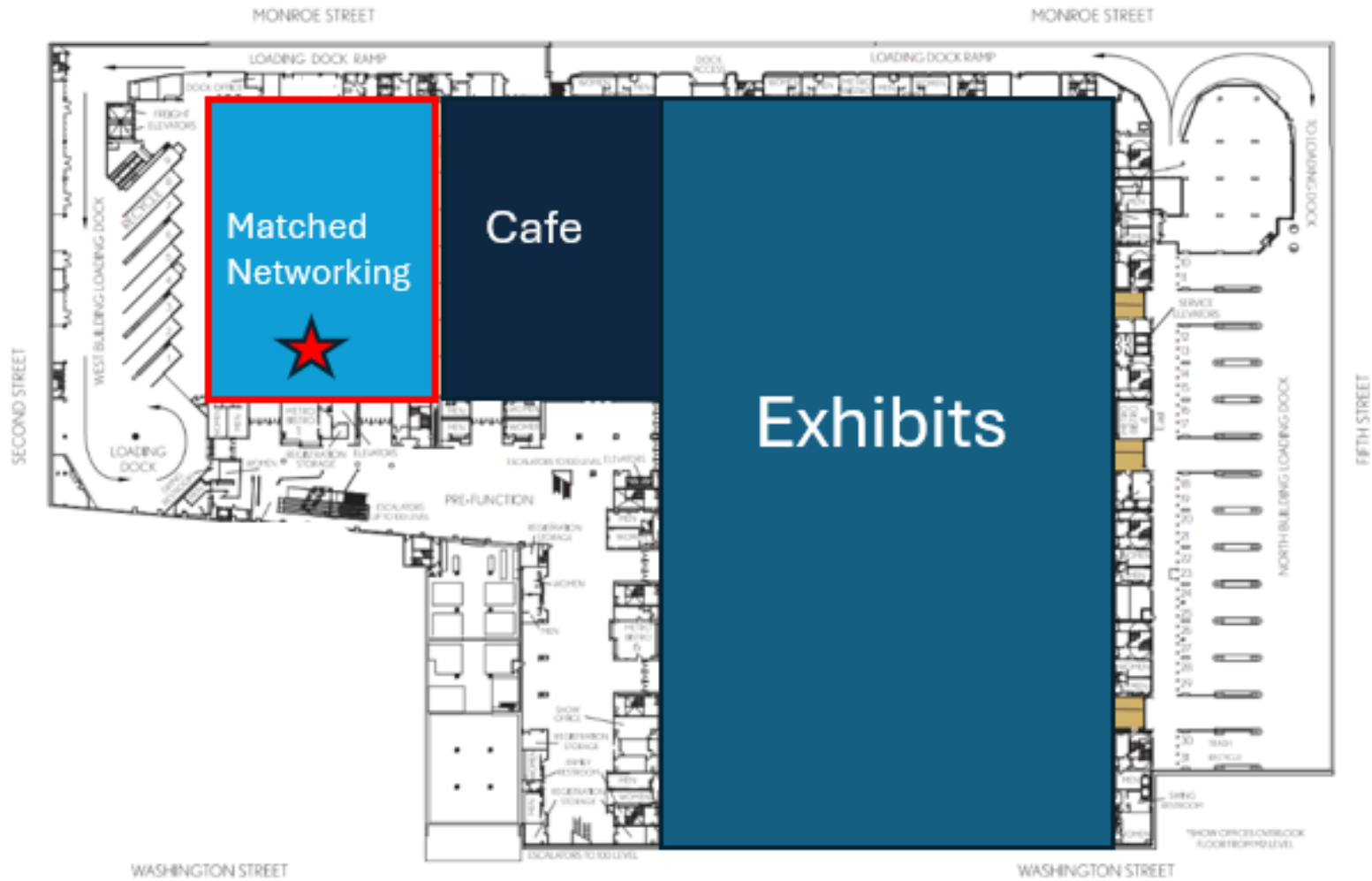


A listing of key point people in your organization – you don't have to share it with those you're meeting, but if you don't have an answer on a specific question, it's more helpful for the SB if you can refer them to a specific individual right there and then, rather than stating you'll find out and get back to them later.

Step 10: Day of Appointment

- All appointments will take place November 19-21 on site at SBC in Phoenix, AZ at the Phoenix Convention Center. The Matched Networking Area is located in the back of the Exhibit Hall. Each Host will be assigned a table. (Appointments **DO NOT** take place in your Exhibit Booth!!)
- 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.

North Building | Exhibition Hall | Lower Level



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!!

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 designated Matched Networking Area of the Exhibit Hall.

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

THANK YOU for making yourself available!!

