Matched Networking
Attendee Guide

Appointment requests will open according to the following schedule:
• Individual registrants from a small business: October 23
• All other registrants: October 30
Step 1: Login to ASC

- Login to the Attendee Service Center (ASC): https://www.samesbc.org/attendee_service_center.cfm
  - In order to access the ASC you must be registered to attend. For exhibiting companies, **no one is automatically registered**...each person from the exhibiting company must register separately via the booth staff registration form.
  - Log in information (e-mail and password) was included in your registration confirmation email.
- Click on “Attendee Matched Networking & Itinerary Builder” on the left menu
- As a reminder, you can only request Matched Networking appointments through the ASC.
Step 2: Profile Setup

- Login to the ASC and click the left menu item “Attendee Matched Networking Appointments & Itinerary Builder”
- There are 5 tabs across the top: Search, Appointments, Bookmarks, Profile Setup, and Matches
- Click on the Profile Setup tab and review the information and make updates as needed. Hosts completed correlating questions; your responses to these profile questions will be used to match with their needs.
  - This information is reviewed by Matched Networking Hosts when they decide whether to accept your appointment, so be sure it is accurate!
- SCROLL TO THE BOTTOM AND CLICK SAVE if you have made any adjustments!
Step 3: View Matches

- Click on the **Matches** tab to find the hosts (Government Agencies/Large Businesses) with whom you matched. Again…matching is based on your having the qualities they are seeking.
- The “answer match” column displays how many of the criteria they seek that you have met.
- Beneath the Host name, you’ll see a list of Tags – these are the specific criteria you have that they asked for.
- Click on the Host name to view their profile.
- Click on the calendar icon in the “Make Appointment” column to request an appointment.
- Click on the checkbox in the “Bookmark” column to remind yourself to visit their booth.
Step 4: Request Appointments

- On the Matches tab, click on the calendar Icon in the “Make Appointment” Column next to the Host with which you’d like to meet.
- A new window will open showing the list of days and times that the host is available.
- Select the radio button next to your preferred date/time, scroll to the bottom of the page, add a note to the host if desired, and click Request Appointment to submit your appointment request.
- Hosts must, in turn, accept your appointment request – not all requests are guaranteed.
- Notifications are sent from the system to alert both parties of the request.
- Once your appointment has been approved or declined, you will receive an email notification.
- Make sure you read any notes the host has sent you in case they are requesting additional information from you!
- Your appointment will show as “Pending” until the host approves it. Appointments are not guaranteed. SAME is not responsible if hosts do not respond to your requests.
- Log into the ASC to see your appointment requests, approvals, and schedule.
- Initially, you may only submit 3 appointment requests. Starting Wednesday, November 3, you may make additional requests (appointments may or may not be available).
- If you make 3 appointments and any of your requests is declined, the system will allow you to request replacement appointments so your allotment of 3 is filled.
Step 5: Managing Your Appointments & 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.

Click here to view and print a PDF of your itinerary, which includes appointments, exhibitors, and sessions that you’ve 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).
Step 6: Prepare for your Virtual Meeting

- Print out or save your Itinerary and add your meetings to your calendar so you’re organized.
- Visit your Hosts’ virtual booth space to review, download, or print any important documents that will be of value to you during your appointments.
- 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 info page
  - Download the Business to Business Supplemental Information Form from the Matched Networking info page
- Do your research and curate a list of 3-5 specific questions you have. Remember that the host may not be answer your question, but they likely can refer you to who can for your follow-up after SBC.
- Practice your “elevator speech” so you can get down to business quickly. Remember you have only 10 minutes with each Host…make them count.
- Visit the “How to Prepare” for SBC page on the website for more tips and links to helpful webinars.
Step 7: Game Day: Visit the Networking Portal for Your Appointments

- Login to the live event platform and click “Networking Portal”
  - Links to the live event platform will be on the SBC website and sent via email.
- Select “Smart Match Appointments” to view your appointments
- Enter the appointment by clicking the chat icon 🔄
- Each appointment is 10 minutes long. Hosts and attendees are asked to monitor this time limit. The appointment will not end on its own after 10 mins.
- Both the Host and attendee should respect each other’s schedules and start and end the virtual appointment on time. If someone arrives late, you must deduct time from your 10 minutes!
- Please honor all appointments in your schedule. DON’T BE A No-SHOW!
- SAME is not responsible for ensuring your schedule is accurate, accepting or denying appointments, checking your appointment schedule, or reminding you of appointments.
Step 8: Making Your Meetings A Success

- Overall, the Matched Networking is an opportunity 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.
- 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 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.
- Follow up after the conference!
NEED HELP?

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

exhibit@same.org
registration@same.org

During the live event, please use the chat widget or help desk within the platform for any assistance you need.