



# Matched Networking Host Guide

Appointment requests will open to attendees  
at 12 noon Eastern time on October 17, 2022

# 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. 2-4 at SBC at the Music City Center in the Davidson Ballroom
- 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 ESC

- ❑ Login to the Exhibitor Service Center (ESC):  
[https://www.samesbc.org/esc\\_login.cfm](https://www.samesbc.org/esc_login.cfm)
- ❑ You must be the Booth Coordinator for your company to access the ESC.
  - ❑ Log-in information (e-mail and password) was included in your Exhibitor confirmation email.
- ❑ Click on “ESC-Host Matched Networking Set-up” tab on the left side menu

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## In This Section

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- Service Centers
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- ESC - Lead Retrieval

## Exhibitor Service Center

The Exhibitor Service Center offers online features listed below to assist exhibitors in their pre-show planning. Some items may require login information for security purposes. **Some of the information is password protected because it is tied to your exhibit or sponsorship record.** To view password-protected documents, please enter the correct login information above. Login and password are sent with booth confirmation e-mail.

- Pay the balance due for your booth or sponsorship
- Register your booth personnel (Opening Mid July)
- Access the Exhibitor Service Manual (Coming Soon!)
- Update your company demographic information

**PLEASE SIGN IN**

Email: Kdawson@same.org

Password: \*\*\*\*\*

Sign In

Forgot Password?

**Thank you for choosing to exhibit at SBC!**

The Exhibitor Service Center offers online features listed below to assist exhibitors in their pre-show items may require login information for security purposes. **Some of the information is password protected because it is tied to your exhibit or sponsorship record.** To view password-protected documents, please enter the correct login information above. Login and password are sent with booth confirmation e-mail.

**You miss the Exhibitor Orientation & Training Webinar? Or need to review the information? Please [click here](#) to view the webinar recording**

- Review our Exhibitor FAQ
- Update and edit your company Demographic profile
- Pay the balance due for your booth or sponsorship
- Exhibitor Service Manual: NOW AVAILABLE. [Click here](#)
- Catering Menu & Order Form: [Click here](#)  
Please send the completed form to Jenny Brewer at [Jenny.Brewer@NashvilleMCC.com](mailto:Jenny.Brewer@NashvilleMCC.com)
- Exhibitor Monthly Newsletters
  - Newsletter #1
  - Newsletter #2
  - Newsletter #3

# Step 2: Profile Setup

- ❑ You just clicked “ESC-Host Matched Networking Set-up”
- ❑ 4 tabs should 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 questions and will be presented with a list of Hosts with whom they matched based on their own profile.
  - ❑ Attendees can then request an appointment with their matches.
- ❑ **Click SAVE at the bottom of the page!!**

## Host Matched Networking Set-up

Watch Video on How To Set-up Your Profile & Schedule

Watch Video on How To Accept & Decline Appointments

Download Matched Networking Roles & Responsibilities

Download Host How-To Guide



Update your matched networking profile below so attendees can be matched with your requirements. This is NOT your company's/organization profile...it's what you are looking for!

### Profile Questions

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

# Step 3: Manage Availability

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

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

Appointments

Bookmarks

Profile Setup

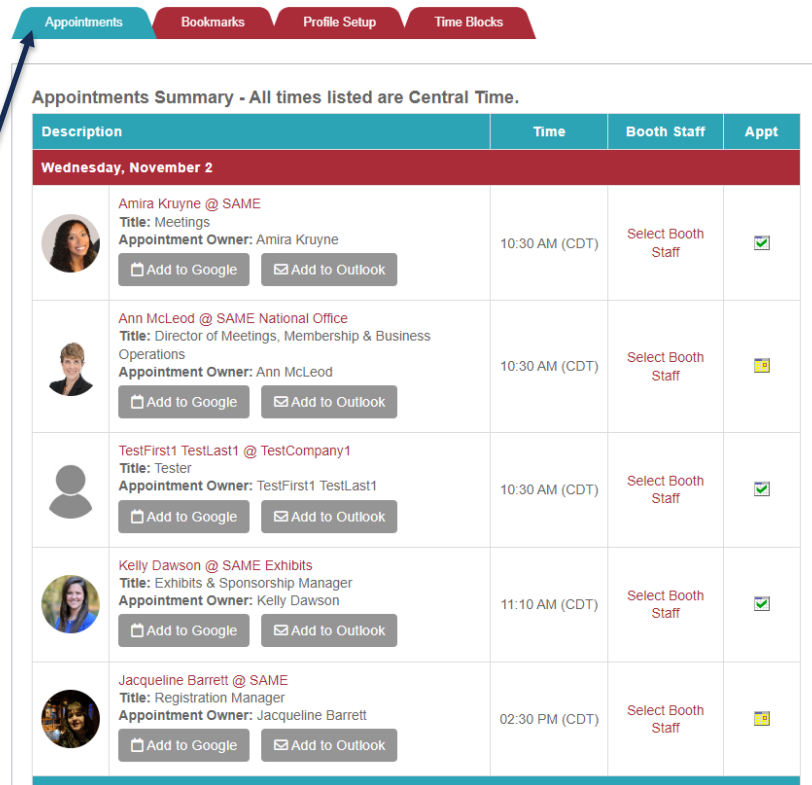
Time Blocks

Select "Block Out" next to the appointment times you are NOT AVAILABLE. Remember, all times are listed in Central Daylight Time.






Wednesday, November 2			
Select All Blocks	Start Time	End Time	APPT
<input type="checkbox"/>	10:30 AM (CDT)	10:45 AM (CDT)	<input type="checkbox"/>
<input type="checkbox"/>	10:50 AM (CDT)	11:05 AM (CDT)	<input type="checkbox"/>
<input type="checkbox"/>	11:10 AM (CDT)	11:25 AM (CDT)	<input type="checkbox"/>
<input type="checkbox"/>	11:30 AM (CDT)	11:45 AM (CDT)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	11:50 AM (CDT)	12:05 PM (CDT)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	12:10 PM (CDT)	12:25 PM (CDT)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	12:30 PM (CDT)	12:45 PM (CDT)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	12:50 PM (CDT)	01:05 PM (CDT)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	01:10 PM (CDT)	01:25 PM (CDT)	<input type="checkbox"/>
<input type="checkbox"/>	01:30 PM (CDT)	01:45 PM (CDT)	<input type="checkbox"/>
<input type="checkbox"/>	01:50 PM (CDT)	02:05 PM (CDT)	<input type="checkbox"/>
<input type="checkbox"/>	02:10 PM (CDT)	02:25 PM (CDT)	<input type="checkbox"/>

# Step 4: View Appointment Requests


- ❑ The booth coordinators will receive an email from [Exhibit@same.org](mailto:Exhibit@same.org) notifying that an appointment has been requested.
- ❑ 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.













Appointments Summary - All times listed are Central Time.

Description	Time	Booth Staff	Appt
Wednesday, November 2			
 Amira Krayne @ SAME Title: Meetings Appointment Owner: Amira Krayne <a href="#">Add to Google</a> <a href="#">Add to Outlook</a>	10:30 AM (CDT)	Select Booth Staff	<input checked="" type="checkbox"/>
 Ann McLeod @ SAME National Office Title: Director of Meetings, Membership & Business Operations Appointment Owner: Ann McLeod <a href="#">Add to Google</a> <a href="#">Add to Outlook</a>	10:30 AM (CDT)	Select Booth Staff	<input type="checkbox"/>
 TestFirst1 TestLast1 @ TestCompany1 Title: Tester Appointment Owner: TestFirst1 TestLast1 <a href="#">Add to Google</a> <a href="#">Add to Outlook</a>	10:30 AM (CDT)	Select Booth Staff	<input checked="" type="checkbox"/>
 Kelly Dawson @ SAME Exhibits Title: Exhibits & Sponsorship Manager Appointment Owner: Kelly Dawson <a href="#">Add to Google</a> <a href="#">Add to Outlook</a>	11:10 AM (CDT)	Select Booth Staff	<input checked="" type="checkbox"/>
 Jacqueline Barrett @ SAME Title: Registration Manager Appointment Owner: Jacqueline Barrett <a href="#">Add to Google</a> <a href="#">Add to Outlook</a>	02:30 PM (CDT)	Select Booth Staff	<input type="checkbox"/>


# Step 4b: Review Appointment Requests

- ❑ On the appointments tab, a table lists all the 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 DO NOT need to accept the request – save appointments for those who can fill your needs.
- ❑ For each appointment request, there is a yellow calendar button in the “Appt.” column.
- ❑ Click on the calendar icon  to generate the window to accept or decline the appointment.

Appointments Summary - All times listed are Central Daylight Time.

Description	Time	Booth Staff	Appt
Wednesday, November 2			
 <b>Amira Krayne @ SAME</b> Title: Meetings Appointment Owner: Amira Krayne <a href="#">Add to Google</a> <a href="#">Add to Outlook</a>	10:30 AM (CDT)	Select Booth Staff	
 <b>Ann McLeod @ SAME National Office</b> Title: Director of Meetings, Membership & Business Operations Appointment Owner: Ann McLeod <a href="#">Add to Google</a> <a href="#">Add to Outlook</a>	10:30 AM (CDT)	Select Booth Staff	
 <b>TestFirst1 TestLast1 @ TestCompany1</b> Title: Tester Appointment Owner: TestFirst1 TestLast1 <a href="#">Add to Google</a> <a href="#">Add to Outlook</a>	10:30 AM (CDT)	Select Booth Staff	
 <b>Kelly Dawson @ SAME Exhibits</b> Title: Exhibits & Sponsorship Manager Appointment Owner: Kelly Dawson <a href="#">Add to Google</a> <a href="#">Add to Outlook</a>	11:10 AM (CDT)	Select Booth Staff	
 <b>Jacqueline Barrett @ SAME</b> Title: Registration Manager Appointment Owner: Jacqueline Barrett <a href="#">Add to Google</a> <a href="#">Add to Outlook</a>	02:15 PM (CDT)	Select Booth Staff	

**Kelly Dawson (SAME)**



Kelly Dawson

**Profile Information**




Attendee Category	Private Industry																																										
# of Employees:	Medium, 201-5000																																										
Business is recognized as a small business under the Primary NAICS code?	Yes																																										
Small Business Designations (REG)	SBC Certified Emerging Small Business HUBzone Minority Owned Native American Owned																																										
NAICS Codes (REG)	<table> <tr><td>221210</td><td>332999</td></tr> <tr><td>221310</td><td>341211</td></tr> <tr><td>221410</td><td>341219</td></tr> <tr><td>222110</td><td>341310</td></tr> <tr><td>222210</td><td>341320</td></tr> <tr><td>222310</td><td>341330</td></tr> <tr><td>222410</td><td>341340</td></tr> <tr><td>222510</td><td>341350</td></tr> <tr><td>222610</td><td>341360</td></tr> <tr><td>222710</td><td>341370</td></tr> <tr><td>222810</td><td>341380</td></tr> <tr><td>222910</td><td>341390</td></tr> <tr><td>223110</td><td>341410</td></tr> <tr><td>223210</td><td>341420</td></tr> <tr><td>223310</td><td>341430</td></tr> <tr><td>223410</td><td>341440</td></tr> <tr><td>223510</td><td>341450</td></tr> <tr><td>223610</td><td>341460</td></tr> <tr><td>223710</td><td>341470</td></tr> <tr><td>223810</td><td>341480</td></tr> <tr><td>223910</td><td>341490</td></tr> </table>	221210	332999	221310	341211	221410	341219	222110	341310	222210	341320	222310	341330	222410	341340	222510	341350	222610	341360	222710	341370	222810	341380	222910	341390	223110	341410	223210	341420	223310	341430	223410	341440	223510	341450	223610	341460	223710	341470	223810	341480	223910	341490
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223910	341490																																										

# Step 5: Accept or Decline Appointment Requests

- ❑ Once you've reviewed the requester's profile, take action by clicking on the calendar icon.
- ❑ A new window opens
- ❑ 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.
- ❑ At the bottom of the window, click the appropriate button to Accept (Confirm) or Decline the appointment.
- ❑ Once you've confirmed or declined the appointment, the individual will receive a notice of your action.

Appointments Bookmarks Profile Setup Time Blocks


Appointments Summary - All times listed are Central Daylight Time.

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 <b>Amira Krayne @ SAME</b> Title: Meetings Appointment Owner: Amira Krayne <a href="#">Add to Google</a> <a href="#">Add to Outlook</a>	10:30 AM (CDT)	Select Booth Staff	<input checked="" type="checkbox"/>
 <b>Ann McLeod @ SAME National Office</b> Title: Director of Meetings, Membership & Business Operations Appointment Owner: Ann McLeod <a href="#">Add to Google</a> <a href="#">Add to Outlook</a>	10:30 AM (CDT)	Select Booth Staff	

https://www.samesbc.org/networking\_planner\_appointment.cfm?template=16...

samesbc.org/networking\_planner\_appointment.cfm?template=16&actor\_key=970008...

Edit Appointment with Attendee

  
Ann McLeod  
Director of Meetings, Membership & Business Operations  
SAME National Office

Appointment

Wednesday, November 2 @ 10:30 AM (CDT)  
Pending

Notes are visible to the attendee.

Words remaining 250 [Cancel](#)

Hi Ann, I look forward to meeting with you. Please bring your capabilities statement and supplemental information form





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



# Step 6: Assign Staff to Appointments

- ❑ Each approved appointment must be assigned to a registered booth staff of your organization. This can be you or someone else.
- ❑ 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.

Appointments Summary - All times listed are Central Daylight Time.

Description	Time	Booth Staff	Appt
Wednesday, November 2			
 Amira Krayne @ SAME Title: Meetings Appointment Owner: Amira Krayne <a href="#">Add to Google</a> <a href="#">Add to Outlook</a>	10:30 AM (CDT)	Select Booth Staff	✓
 Ann McLeod @ SAME National Office Title: Director of Meetings, Membership & Business Operations Appointment Owner: Ann McLeod <a href="#">Add to Google</a> <a href="#">Add to Outlook</a>	10:30 AM (CDT)	Select Booth Staff	✓
 TestFirst1 TestLast1 @ TestCompany1 Title: Tester Appointment Owner: TestFirst1 TestLast1 <a href="#">Add to Google</a> <a href="#">Add to Outlook</a>	10:30 AM (CDT)	Select Booth Staff	✓
 TestFirst1 TestLast1 @ TestCompany1 Title: Tester Appointment Owner: Kelly Dawson <a href="#">Add to Google</a> <a href="#">Add to Outlook</a>	10:50 AM (CDT)	Kelly Dawson	✓
	11:10 AM (CDT)	Kelly Dawson	✓

Appointment  
Ann McLeod @ SAME National Office  
Wednesday, November 2 @ 10:30 AM --- Confirmed

Booth Staff List		
#	Staff Name	Task
1	Kelly Dawson	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
- ❑ Once you decline or cancel an appointment, it will be removed from your appointments list
- ❑ The PDF itinerary lists your appointments and their status (Pending, Approved, etc.).

Matched Networking PDF itinerary is sponsored by:

**amentum**<sup>®</sup>

Appointments Summary - All times listed are Central Daylight Time.

Description	Time	Booth Staff	Appt
Wednesday, November 2			
Amira Kuyne @ SAME Title: Meetings Appointment Owner: Amira Kuyne <a href="#">Add to Google</a> <a href="#">Add to Outlook</a>	10:30 AM (CDT)	Select Booth Staff	✓
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TestFirst1 TestLast1 @ TestCompany1 Title: Tester Appointment Owner: TestFirst1 TestLast1 <a href="#">Add to Google</a> <a href="#">Add to Outlook</a>	10:30 AM (CDT)	Select Booth Staff	✓
TestFirst1 TestLast1 @ TestCompany1 Title: Tester Appointment Owner: Kelly Dawson <a href="#">Add to Google</a> <a href="#">Add to Outlook</a>	10:50 AM (CDT)	Kelly Dawson	⚠
SAME Appointment Owner: Kelly Dawson <a href="#">Add to Google</a> <a href="#">Add to Outlook</a>	11:10 AM (CDT)	Kelly Dawson	✓
Kelly Dawson @ SAME Exhibits Title: Exhibits & Sponsorship Manager Appointment Owner: Kelly Dawson <a href="#">Add to Google</a> <a href="#">Add to Outlook</a>	11:10 AM (CDT)	Select Booth Staff	✓
Jacqueline Barnett @ SAME Title: Registration Manager Appointment Owner: Jacqueline Barnett <a href="#">Add to Google</a> <a href="#">Add to Outlook</a>	02:30 PM (CDT)	Select Booth Staff	⚠

⚠ Pending ✓ Approved ✗ Cancelled ✗ Declined 🧑 Booth Staff

[PDF Itinerary](#)

# Step 8: Manage Appointments

- ❑ Appointment requests will open to Small Business attendees on October 17, 2022, at noon EST.
- ❑ Appointment requests will open to Medium and Large Business attendees on Monday, October 24<sup>th</sup> at noon EST.
- ❑ Individuals are limited to requesting 3 appointments prior to the conference.
- ❑ Individuals may request additional appointments beyond the initial 3 starting on October 31, 2022
- ❑ Your Matched Networking point of contact will receive an e-mail when an attendee has requested an appointment with your organization.
- ❑ 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, tell the organization what they should bring, if anything, such as their capabilities statement, DUNS number, 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 approved.
  - ❑ 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 get in touch with.
  - ❑ 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.
  - ❑ Your 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 Nov. 2-4 on site at SBC in Nashville, TN at the Music City Center in the Davidson Ballroom.
- ❑ Each appointment is 15 minutes long with a 5 min 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.

# 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 meetings between your organization and one business.
  - ❑ Give the businesses tips on how to best 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 stepping stone – follow up after your meetings!

THANK YOU for making yourself available!!



# 2022 SAME FEDERAL SMALL BUSINESS CONFERENCE

NOVEMBER 2-4 • 2022 • NASHVILLE, TENNESSEE

[WWW.SAMESBC.ORG](http://WWW.SAMESBC.ORG)