

WELCOME TO THE

Federal

# SBC

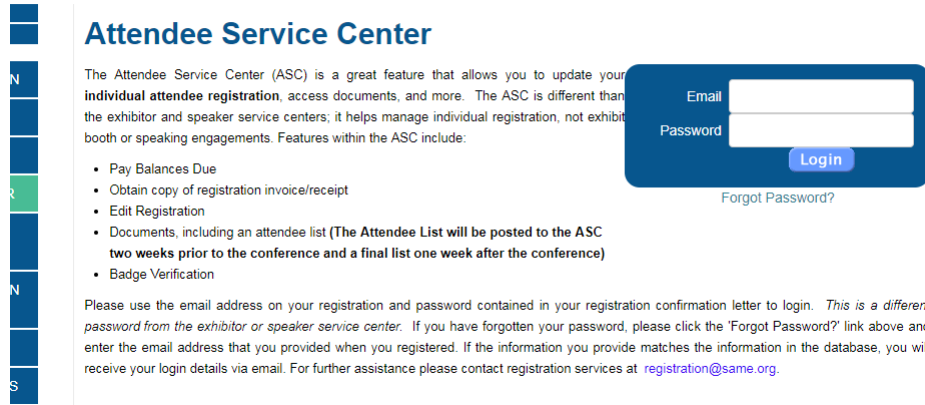
Small Business Conference  
for the A/E/C Industry

NOVEMBER 15-17, 2017 • PITTSBURGH, PA

*Networking  
Roundtable  
Attendee Guide*

# Step 1: Login to ASC

- At this point, attendees should be familiar with the Attendee Service Center (ASC): [https://s3.goeshow.com/same/business/2017/attendee\\_service\\_center.cfm](https://s3.goeshow.com/same/business/2017/attendee_service_center.cfm)
- Your log in information (e-mail and password) were included in the registration confirmation that was sent after you registered for SBC.



## 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 exhibitor and speaker service centers; it helps manage individual registration, not exhibit booth or speaking engagements. Features within the ASC include:

- Pay Balances Due
- Obtain copy of registration invoice/receipt
- Edit Registration
- Documents, including an attendee list (**The Attendee List will be posted to the ASC two weeks prior to the conference and a final list one week after the conference**)
- Badge Verification

Please use the email address on your registration and password contained in your registration confirmation letter to login. *This is a different password from the exhibitor or speaker service center.* If you have forgotten your password, please click the 'Forgot Password?' link above and enter the email address that you provided when you registered. If the information you provide matches the information in the database, you will receive your login details via email. For further assistance please contact registration services at [registration@same.org](mailto:registration@same.org).



# Step 2: Profile Setup

- Once you have logged in to the ASC: click on the left menu item “Attendee Networking.”
- You will see three tabs across the top: Search, Itinerary and Profile Setup.
- Click on “Profile Setup” and ensure that all of the information is correct. Keep in mind, this information may be used in a search by Table Hosts. It is also the info that is reviewed by table hosts when they decide whether to accept your appointment.

## Attendee Networking

Update your profile below so exhibitors can find you easily!

**Contact Information**

User Name:	TestFirst TestLast
Email:	katllyn.lynch@goeshow.com
Company:	TestCompany

**Profile Questions**

**Attendee Category** [REQUIRED]

Please select the category that describes you best. For example, contractors should select "Private Industry", USACE employees should select "Army", etc.

When selecting military branch, you certify you are active duty or are in current civil service.

<input checked="" type="radio"/> Private Industry	<input type="radio"/> Public Health Serv.
<input type="radio"/> Army/USACE	<input type="radio"/> Dept of Veteran's Affairs (VA)
<input type="radio"/> Air Force/AFCEC/AFIMC	<input type="radio"/> Other Govt Agency (ex GSA)
<input type="radio"/> Navy/NAVFAC	<input type="radio"/> Non-Profit/Academia
<input type="radio"/> Marines	<input type="radio"/> Fully Retired
<input type="radio"/> Coast Guard	

**Most of this information will be prepopulated from the registration form.**



# Step 3: Search

- Click on the tab “Search” to find table hosts (Large Businesses and Government Agencies) with whom you would like to meet.
- Make appointments with your desired table hosts (you may make 3 per company).
  - Click on the question mark next to the table host to request an appointment.
  - *Add information about one employee per company is allowed to sit at the table\*\*\**
  - **If you do not see a particular large business or govt. agency that you plan to meet with, it could be because they have not entered their information into the Exhibitor Networking page yet. You may need to check back.**

## Attendee Networking

Search

Appointments

Profile Setup

Build your itinerary and make appointments with exhibitors!

To build your itinerary, search for sessions and exhibitors and select the bookmark option. Download the PDF Itinerary under the "Appointments" tab.

If you'd like to make an appointment with an exhibitor, search for the exhibitor and then click on the Calendar Icon under the "Make Appointment Column".

This will open up a new window and present you with the available appointment times for that exhibitor. In this window, you select an appointment time that works for you, and then scroll down to click on "Request Appointment". You are also able to include a note to the exhibitor on this page such as, a specific topic or product you would like to discuss.

Once you have sent the appointment request, you can view your Pending and Approved Appointments under the "Appointments" tab above. Finally, once your appointment request has been confirmed by the exhibitor, an email notification will be sent to the email address you used to register for the show.

Exhibitors

Session

### Exhibitor Search

Exhibitor/Sponsor:

Business Type:

NAICS Codes:

Search

Click on the bookmark option to list exhibitors in your itinerary that you wish to visit in the hall.

Click here to make an appointment.

Booth	Exhibitor/Sponsor	Make Appointment	Bookmark
308	National 8(a) Association		
644	NAVFAC Office of Small Business Programs		
544	US Small Business Administration		

Request Appt. Appt. Pending Appt. Approved Bookmarked

## Step 4: Manage Appointments

- Once you have chosen a table host and clicked on the question mark, a new page will pop-up.
- You must choose an appointment time and then click on “Request Appointment.”
- Your appointment will show as “Pending” until the table host approves it. Appointments are not guaranteed. SAME is not responsible for table hosts that fail to approve appointments.

**Open appointment time.**

**Blocked times (you cannot schedule).**

<input checked="" type="radio"/>	10:30 AM	10:50 AM
<input type="radio"/>	11:00 AM	11:20 AM
<input type="radio"/>	11:30 AM	11:50 AM
<input type="radio"/>	12:00 PM	12:20 PM

Notes

Notes are visible to Recipient.

Add a note to the table host here.

Request Appointment

**Click here to finalize your request.**

# Step 5: Itinerary

- Click on the Itinerary Tab to see your appointments (Pending, Approved, and Bookmarked).
- You must choose an appointment time and then click on “Request Appointment.”

## Attendee Networking

Search Appointments Profile Setup

Manage your bookmarks and appointments below!

### Appointments

Time	Description	Appt
Thursday, November 16		
11:45 AM	SAME Booth #: 1130 Tags: Aerial Photography	<input checked="" type="checkbox"/>

Pending  Approved  Cancelled  Declined  Updated

### Session Bookmarks

Title	Bookmark
Construction Management Business Opportunities	<input checked="" type="checkbox"/>
Energy Programs Business Opportunities	<input checked="" type="checkbox"/>
Environmental & Remediation Business Opportunities	<input checked="" type="checkbox"/>
Opening Plenary Session	<input checked="" type="checkbox"/>
Vertical Construction Business Opportunities <\$50M (continued)	<input checked="" type="checkbox"/>

### Exhibitors Bookmarks

Title	Bookmark
AECOM Booth: 723	<input checked="" type="checkbox"/>
National 8(a) Association Booth: 308	<input checked="" type="checkbox"/>

Documents

PDF Itinerary

Pending  Approved  Cancelled  Declined  Updated

Your appointment is not officially scheduled until you see the “Approved” check here. You should 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).

Click here to view and print a PDF of your itinerary.



## Step 6: On Site

- There is no deadline for small businesses to request appointments for time slots that are open. SAME will have a roundtable concierge desk at the SAME Booth in the Exhibit Hall on Wednesday & Thursday. There will also be a concierge roundtable desk in Hall B on Thursday & Friday.
- Networking Roundtables will take place in Hall B:
  - Thursday, Nov 16, 10:45 am - 4:30 pm
  - Friday, Nov 17, 8:30 am – 11:00 pm
- Please honor all appointments in your schedule. SAME is not responsible for ensuring your schedule is accurate, accepting or denying appointments, checking your appointment schedule, or reminding you of appointments and does not guarantee that appointments will be approved by table hosts.





# 2017 SAME Small Business Conference

