



VENDOR/MANUFACTURER

CONFIRM ACCOUNT, CREATE PROFILE & SET MEETING AVAILABILITY

Using MeetMax Scheduling Website

STEP 1



TITLE SPONSOR

OCT. 31-NOV. 3, 2021 LAS VEGAS

Confirm Your Acccount 2021 AWDA Conference

Test Vendor

Thank you for your participation in the 2021 AWDA Conference taking place Oct 31st to Nov 3rd, 2021.

Below is the registration link to access the MeetMax Online Scheduling

Please click here for a Quick Guide on the needed steps at this time and complete the following:

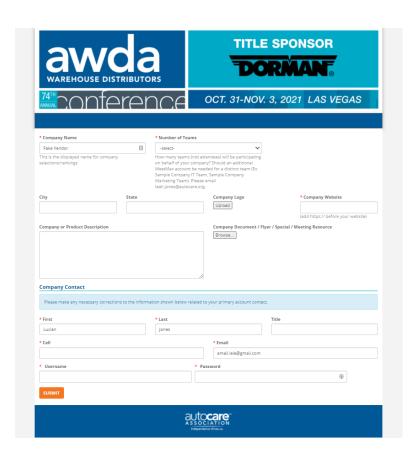
- 1. Access MeetMax: Click the "Confirm Account" button below to access the MeetMax Online Scheduling Software.
- 2. Confirm Account and Add Company Profile: In the "Account Details" tab, confirm company information, add a profile/ logo and create your own user generated username and password. Complete the profile by Aug. 20, 2021.
- 3. Rank Distributor Companies Between Sept. 1 10: After an account has been confirmed here, a confirmation email will be sent with a link to re-access this MeetMax scheduling site. On Sept. 1, click on that link to view the distributor companies that selected your company and then you may also begin to select/rank the distributors that are of interest to your company Be sure to select the distributors that requested your company, if interested, to increase the creation of a meeting between the

Confirm Account

Company designated contact should have received an invitation email to access the MeetMax scheduling site. Email leah.jones@autocare.org if that needs to be resent.

STEP 2

After clicking "Confirm Account" you will enter the MeetMax scheduling site to enter company and individual details:



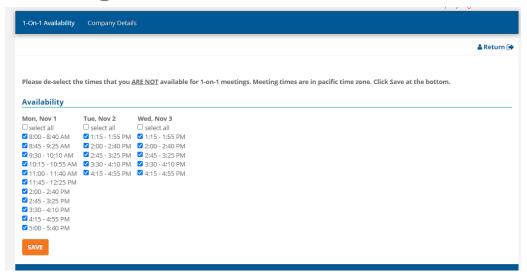
- Confirm your company information
- Confirm # of meeting teams (<u>not</u> the # of attendees). If an additional team is needed with a specific business function which requires its own schedule (Ex. Sample Company Team Marketing, Sample Company Team IT), please contact <u>leah.jones@autocare.org</u>
- Enter Company/Product Description/Logo
- Create User Generated username & password
- Confirm contact information
- Click "Submit"

STEP 3

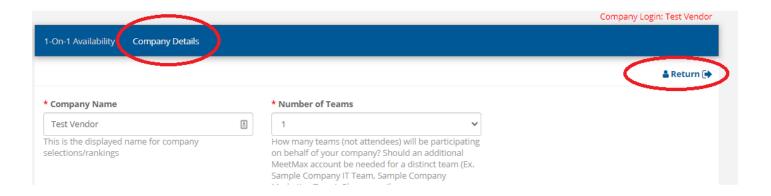
Navigate to the drop down under "Coordinator":



If needed, de-select any time slots in which you do not want a meeting scheduled and then click "Save"



Visit "Company Details" to make company changes. Click "Return" to navigate back to the main menu.



"Your Details" vs "Company Details"

"Your Details" relates to the individual contact's information and log-in information.

"Company Details" notes the company information that will be public to the other users of the AWDA MeetMax scheduling site

process & key dates

WD Dates	Action	Vendor Dates
By Aug. 20, 2021	Register Primary Delegate/Company	By Aug. 20, 2021
n/a	Vendors: Confirm Account in MeetMax & create profile. Promote company to registered WDs to ensure selection in order to meet required minimum.	By Aug. 20, 2021
Link will be sent Aug. 23, 2021	Begin selecting/ranking preferred companies. *Vendors will be able to view list of WDs that selected them.	Link will be sent Sept. 1, 2021
By Aug. 31, 2021	Deadline to finish selecting/ranking.	By Sept. 10, 2032
By Aug. 31, 2021	(Required: Vendors Only): Reserve One-on-One meeting suite for each team being sent. (Suite may also be used as a sleeping suite)	By Aug. 31, 2021
	(Optional for All) Reserve Venetian Hotel sleeping only guest suite at AWDA discounted rate.	
By Sept. 17, 2021	Schedules Sent to Companies	By Sept. 17, 2021
Sept. 20, 2021 through Oct. 15, 2021	Companies may manually edit schedule or request new meetings in the MeetMax scheduling site	Sept. 20, 2021 through Oct. 15, 2021
Begins Oct. 1, 2021	Additional Delegates Registration Fee Increases by \$100	Begins Oct. 1, 2021
n/a	Vendors Only: One-on-one suite F&B hospitality orders now subject to 20% increase	Begins Oct. 4, 2021
By Oct. 29, 2021	Vendors Suite Assignments are shared	By Oct. 29, 2021

FAQs

What is the use/purpose of multiple teams?

- Some companies choose to utilize multiple teams to maximize the number of one-on-one meetings their company could potentially have.
- "Generic" multiple teams mean that your company's goal is to increase the number of meetings.
- "Function Specific" multiple team means that your company
 has multiple teams based on a specific job function of that
 team and all meetings created for that team are focused on
 that job function. A separate MeetMax account is needed to
 handle this type of multiple team. Please contact
 leah.jones@autocare.org to ensure it is handled properly.

How should I complete the request and ranking process if my multiple teams have specific functions?

• If bringing function specific teams (such as IT Team, Marketing Team), each team should have a different log in and make their requests separately.

How should rankings be done if bringing more than 1 team?

- If bringing one team, request and rank 30 companies
- If bringing two teams, request and rank 60 companies

How are the schedules created?

- The One-on-One meetings are organized through the MeetMax online scheduling software.
- The system scheduling process weighs mutual requests first factoring in the ranking from each company. The system has also been directed to favor the distributors' selections more heavily than the vendor/manufacturers.
- And lastly the date the requests and rankings were made also plays a factor.