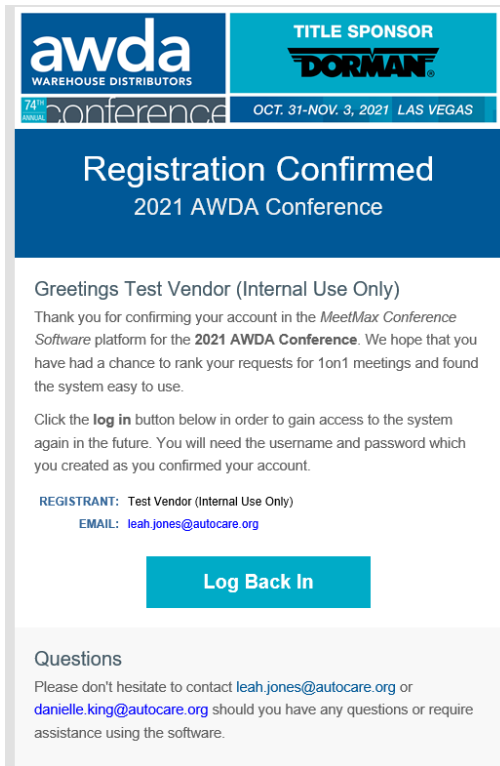




2021 **VENDOR/MANUFACTURER**
SELECT & RANKING INSTRUCTIONS
Using MeetMax Scheduling Website

STEP 1



Log Back Into AWDA's Event Specific MeetMax site
HERE

(Hit "Ctrl" button on keyboard and mouse click the word "Here" to open the link)

Do not log in at www.meetmax.com

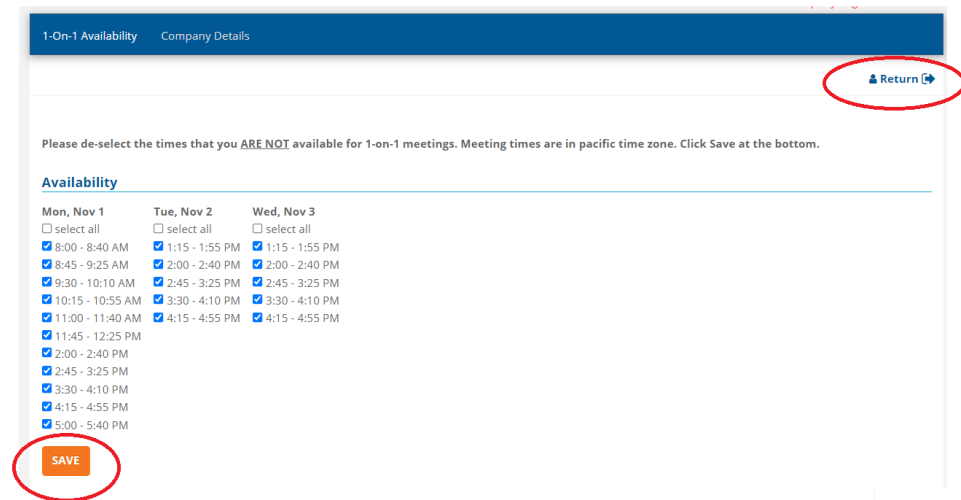
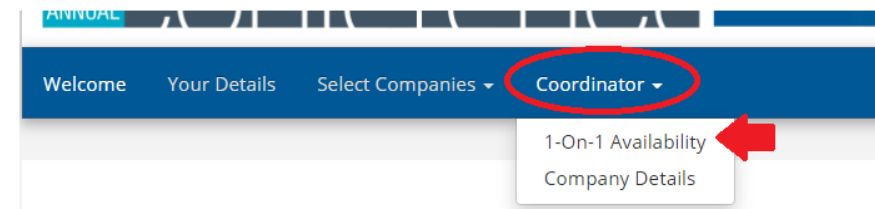
STEP 2

One-on-One Meeting Availability

If needed, visit the “1-on-1 Availability” page to indicate which timeslots your company will be available for meetings.

By default, your company is set to be available for all time slots.

If any edits are made, be sure to click “Save” at the bottom and then “Return” in the top right to access the Select/Rank areas.



STEP 3

Selecting Companies for Meetings

Visit “Welcome” tab to view the WD companies that selected your company then click the “Select Companies” tab. Be sure to select back the companies that selected yours if you’d like to meet with them. The system favors *mutual* requests for meeting creation.

At the top of the page, there are a set of instructions to help guide you through the process.

The screenshot displays the top navigation bar of the MeetMax website for the 74th Annual Conference, held from October 31 to November 3, 2021, in Las Vegas. The navigation tabs include "Welcome", "Your Details", "Select Companies" (highlighted with a red circle), and "Coordinator". The user is identified as Leah Jones with a "Logout" option.

Below the navigation bar, there are two instructional panels:

- COMPANY REQUESTS** (Green background):
 - To select a company with whom your company would like to meet, click **"Request"** in the "Action" column next to that company name.
 - In the dialog box that appears, click **"Meeting Request"** from the drop-down under the inquiry "Would you like make a "meeting opt-out" or "meeting request" with this company.
 - Once requests have been made, click on the newly appeared **"Rank Requests"** button above the list of companies.
 - Request and rank at least **30 Companies** for each team your company has participating.
 - You **currently have 0** outbound request(s). Less than 30 requests may result in a sparsely filled schedule.
- OPT-OUT REQUESTS** (Pink background):
 - An "Opt-Out" request is an anonymous feature in which your company is indicating that you do not want to hold a meeting with that company.
 - The MeetMax system will prevent a meeting being scheduled between the two of you.
 - To opt-out of meetings with a particular company, please click **Request**. In the dialog box that appears and select **"Meeting Opt-Out"** in the drop-down.
 - On the "Rank" tab a label of **"Opted-Out"** will then appear next to the company's name and a list of Opt-Out's will also be on your "Welcome" tab.

STEP 5

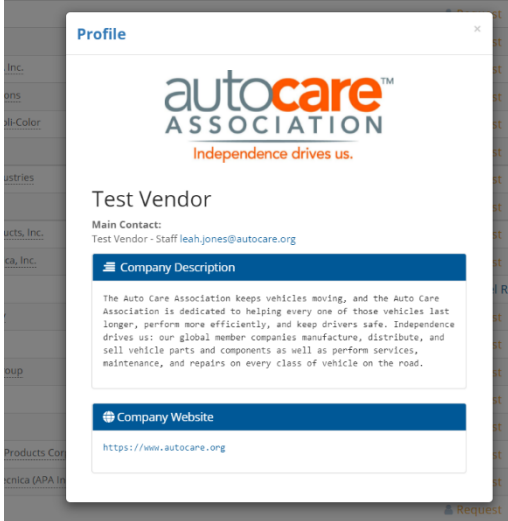
Beneath the instructions, review the list of companies.

Company Name	Action
 AMS Automotive	 Request
 AP Emissions Technologies, LLC.	 Request
 Autel Intelligent Technology Co.,Ltd.	 Request
 Autologue Computer Systems, Inc.	 Request
 Baldwin Filters	 Request
 BBB Industries	 Request

Click on a company name to view profile and their additional information (if applicable).

There is also a filter option at the top of the list to quickly find a company:

+ Company search for.. 



The screenshot shows a 'Profile' modal window for the 'autocare ASSOCIATION'. The modal includes the logo with the tagline 'Independence drives us.' and identifies the user as a 'Test Vendor'. It lists the 'Main Contact' as 'Test Vendor - Staff feah.jones@autocare.org'. There are two expandable sections: 'Company Description' and 'Company Website'. The description states that the association helps vehicles last longer, perform more efficiently, and keep drivers safe. The website URL is 'https://www.autocare.org'. A 'Request' button is visible at the bottom right of the modal.

STEP 6

Click on “Request” next to the company that is of interest to you.

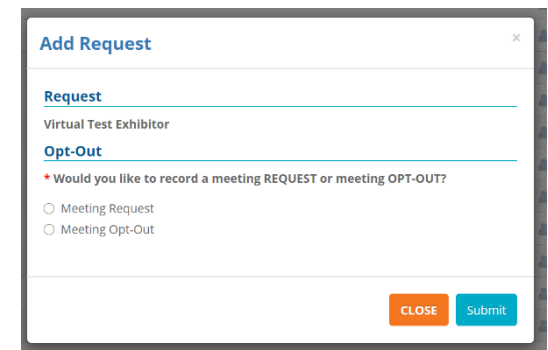


A new window will pop up asking if this selection is for a “Meeting Request” or “Meeting Opt-Out”. Select your preference and click “Submit”.

Identifying “Meeting Request” or “Opt-Out” only needs to be done for the companies that you specifically targeted.

It does not need to be done for each company.

**Meeting Opt-Outs block the program from creating a meeting with that designated company.*

A screenshot of a dialog box titled 'Add Request'. It contains a 'Request' section with a 'Virtual Test Exhibitor' label and an 'Opt-Out' section with a question: '* Would you like to record a meeting REQUEST or meeting OPT-OUT?'. Below the question are two radio button options: 'Meeting Request' and 'Meeting Opt-Out'. At the bottom right, there are 'CLOSE' and 'Submit' buttons.

STEP 7

Once Requests/Opt-Outs have been added, a “Rank Requests” button will appear at the top and bottom of the list of company names.



★ Rank Requests

Company Name

Click on that “Rank Requests” button to begin arranging your selections in the preferred ranking order.

Step 8

On the “Rank” tab:

To change the rank of a company, either:

- Click in the ranking box and type in the new number
or
- Simply drag and drop the company name to its preferred order.

Pending/Unscheduled

Rank	Name	Action
1	Virtual Test Exhibitor	✕ Cancel Request ▾
2 <small>TOP ▲</small>	Virtual Exhibitor Opted-Out	✕ Cancel Request ▾

Note: For a company designated “Opt-Out”, it will be labeled as such and that company cannot be dragged nor can you type in the ranking box.

Rankings Saved Automatically

After your selections are ordered to your preference, please note there is no “submit” button. Rankings are saved automatically.

Rankings may also be printed or downloaded to an excel file as well.

Leah Jones Logout

 Print or Download Requests List

RANK SELECTIONS

- Below is a list of the companies selected for either a meeting request or an opt out.
 - To **rank** the companies, click in the window displaying the current number and type in the preferred ranking OR drag and drop the company to the preferred order.
 - **Opt-outs** will be noted appropriately and those companies cannot be moved nor can the ranking number be changed.
 - To **undo** (or cancel) any of the selections, click "Cancel Request" next to that company name. *Note: For Opt-outs, return to the "Select Companies" tab to click "Cancel Request" and undo the Opt-out status.*

THERE IS NO "SUBMIT" BUTTON.

- The system will automatically save the rankings.
- The list may be printed or exported to excel via the button at the top "Print or Download Requests List"

Sent Requests

SELECTION CHANGE

To change the status of a selected company

(ex. “meeting request” should now be an “opt-out”)

Return to “Select Companies/Select Companies”

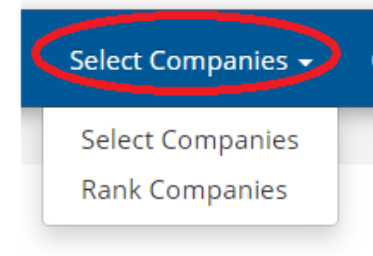
Locate the specific company and click “Cancel Request” next to its name:

Virtual Exhibitor

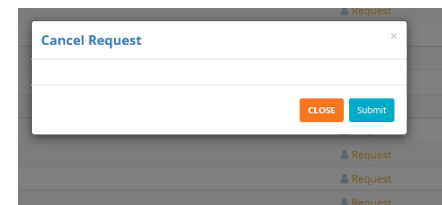
✕ Cancel Request ▾

Virtual Test Exhibitor

✕ Cancel Request ▾



Click “Submit” and proceed with your change.



Vendor select/rank deadline is Aug 31.
Schedules will be sent by Sept. 17, 2021.

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, 2021
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) (Optional for All) Reserve Venetian Hotel sleeping only guest suite at AWDA discounted rate.	By Aug. 31, 2021
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

