

## 2025 AWDA One-on-One Meetings Checklist

Thanks so much for participating in the 2025 AWDA Annual Business Conference. One-on-one meetings will be held Nov. 2 – 3, 2025. Please see below for your one-on-one checklist.

### Supplier Checklist:

- ☒ Confirm your company has met the eligibility requirements.
- ☒ Register your company for the AWDA Conference
  - Deadline: August 15, 2025
- ☒ Reserve a one-on-one meeting space per team participating.
  - Deadline: August 15, 2025
- ☒ Create company profile in MeetMax.
  - Deadline: August 15, 2025
- ☒ Sept. 2 – 12: Select and rank WDs.
- ☒ Oct. 1: Additional registrant fee increases \$100.
- ☒ Sept. 27 – Oct. 24: Manually edit schedules or request new meetings.

### WD Checklist:

- ☒ Register your company for the AWDA Conference
  - Deadline: August 15, 2025
- ☒ Aug. 18 – 29: Select and rank Suppliers.
- ☒ Oct. 1: Additional registrant fee increases \$100.
- ☒ Sept. 27 – Oct. 24: Manually edit schedules or request new meetings.