# VENDOR/MANUFACTURER

CONFIRM ACCOUNT, CREATE PROFILE & SET MEETING AVAILABILITY

Using MeetMax Scheduling Website

Company designated contact should have received an invitation email to access the MeetMax scheduling site. Email ashlie.vesper@autocare.org if the email 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 (not 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 ashlie.vesper@autocare.org

- Enter any missing company details

- Create User Generated username

  You will no longer need to create a password for login.

- Confirm contact information

- Click "Submit"

## CONFIRMATION EMAIL

After clicking "Submit" you will receive a confirmation email with your username and confirmation code.



2023 AWDA Conference

**awda** WAREHOUSE DISTRIBUTORS

76TH ANNUAL **conference**

TITLE SPONSOR **DAYCO®**

OCT. 29-30, 2023  LAS VEGAS

USERNAME          autocare

CONFIRMATION CODE    VXYNQTNRRP4

LOG BACK IN

Add to Calendar

- Please save this email to log back in to the MeetMax scheduling site

- After selecting "Log Back In", you will be brought to the MeetMax scheduling site with your username and Confirmation Code pre-filled

  If Confirmation Code is not pre-filled, select "Email Confirmation Number" to re-send the code

**Login**

* Username
autocare

* Confirmation Number
VXYNQTNRRP4

Login

➥ Email confirmation number

For login assistance, please contact
ashlie.vesper@autocare.org

- ***You will no longer need a password to log in***

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# STEP 3

Under "Company Availability", de-select any time slots in which you **do not** want a meeting scheduled.

Visit "Company Details" to make company changes. Click "Submit" to save changes.
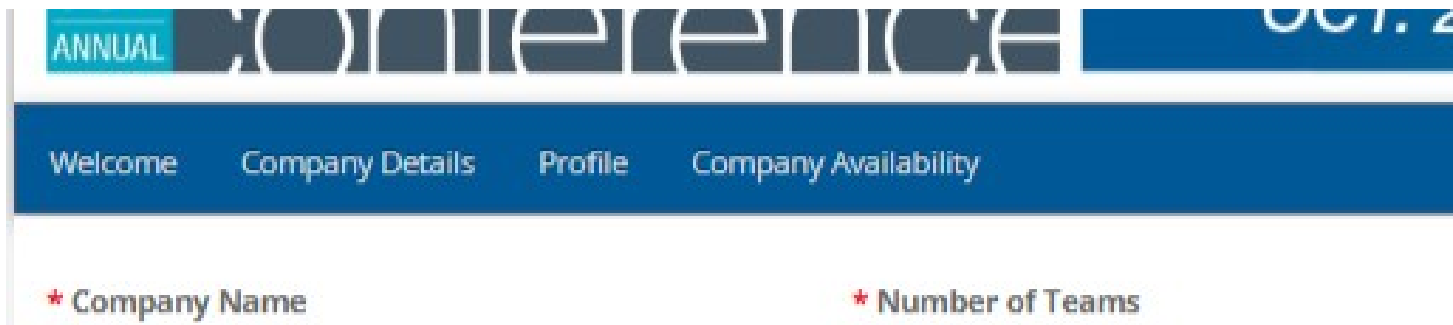


Visit "Profile" to make company changes to the public profile that WDs/Distributors may view. For preview, click "View Profile"

| | Distributer/WD Deadlines | Vendor Deadlines |
|---|---|---|

| Deadlines | Action |
|---|---|
| By Aug. 25, 2023 | Register Company (includes one attendee and cost of first four meetings) |
| By Aug. 25, 2023 | Create profile in scheduling platform (*MeetMax*) and promote your company's participation. |
| Link will be sent Sept. 11, 2023 | Select & rank the companies you'd like to meet. (A list of WDs that selected your company will be shared with you) |
| By Sept. 22, 2023 | Deadline to finish selecting/ranking. |
| By Aug. 31, 2023 | Reserve One-on-One meeting suite for each team being sent. (Suite may also be used as a sleeping suite) |
| | (Optional  Reserve Venetian Hotel sleeping only guest suite at AWDA discounted rate. |
| By Sept. 29, 2023 | Schedules Sent to Companies |
| Sept. 29, 2023 through Oct. 13, 2023 | Companies may manually edit schedule or request new meetings in MeetMax |
| Begins Oct. 1, 2023 | Additional Delegates Registration Fee Increases by $100 |
| Begins Oct. 2, 2023 | One-on-one suite F&B hospitality orders now subject to 20% increase |
| By Oct. 20, 2023 | Vendors Suite Assignments are shared |
| Oct. 29 - 30, 2023 | One-on-One Meetings Occur |
| By Nov. 30, 2023 | Invoices for one-on-one meetings will be sent ($125 per meeting after first four) |

# FAQs    (Additional details at [www.autocare.org/awdaconference](www.autocare.org/awdaconference))

**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 accommodate this additional team. Please contact [ashlie.vesper@autocare.org](ashlie.vesper@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.