



2024 **SUPPLIER** ONE-ON-ONE
SELECTING & RANKING DISTRIBUTOR GUIDE
Using MeetMax Scheduling Website

STEP 1



Heavy Duty Aftermarket Week 2024
Gaylord Texan, Grapevine
Meeting Requests for Test Supplier - Internal Use Only

Thank you for participating in the one-on-one meetings program at HDAW '24.

Please see below for a list of distributors that have requested to meet with your company thus far. Please note that distributors will continue to make selections until December 5.

If you would like to increase the chances of a meeting being created between your company and any of the companies listed below, please be sure to select and rank that distributor (in addition to any other distributors of interest to you). **Vendors may begin selections on December 6.**

For questions or assistance, please reach out to ashlie.vesper@autocare.org.

Requests Received

> Test Distributor - Internal Use Only

LOG BACK IN

Company designated contact should have received an email on 12/6/23 with current distributor requests. You may click on “Log Back In” to re-access the MeetMax scheduling site.

STEP 2

Review the list of distributor companies that selected you.

The system prioritizes creating meetings between companies that have mutually selected each other so, if it is of interest to your company, be sure to select & rank in return those companies that selected you if you would like to meet with them.

Please email Ashlie.vesper@autocare.org if the list needs to be resent.

STEP 3

On the “**Select Companies**” tab under “**Manage Meetings**”, there are a set of instructions noted at the top to help guide you through the process of selecting/ranking your preferred distributor companies.

Review the list of distributor companies.

(Clicking on a company name will display profile information)



The screenshot shows a web interface for managing requests. On the left, there is a 'Product Category' sidebar with a list of categories: Battery/Electrical, Brake/Wheel, Computer Software, Engine & Engine Management, Fluids, Hard Parts, and Tool & Equipment. The main area is titled 'Rank Requests' and contains a table with two columns: 'Company Name' and 'Action'. The table lists six companies, each with a 'Request' button.

| Company Name | Action |
|--------------------------------|---------|
| ADD USA INC(PRT) | Request |
| ALFDEX AB | Request |
| ANDAC OTOMOTIV SAN.TIC.LTD.STI | Request |
| APA ENGINEERING PVT. LTD. | Request |
| ATRO ENGINEERED SYSTEMS, INC. | Request |
| AUTOLOGUE | Request |

There is a filter at the top of the company list if needed.

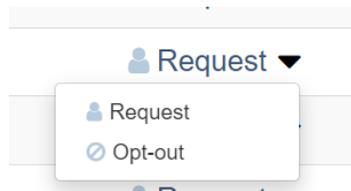


The screenshot shows a search filter interface. It includes a plus sign (+), a dropdown menu with 'Company' selected, a 'contains' dropdown menu, a text input field with 'search for..' placeholder, and a search button with a magnifying glass icon.

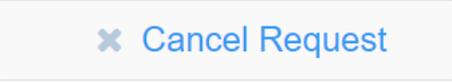
STEP 4

Click on “Request” next to the distributor you are interested in.

| | |
|--|---|
| Virtual Exhibitor |  |
| Virtual Test Exhibitor |  |
| WAL (Wetherill Associates, Inc.) |  |



Once a company is selected, the action column will change language to “Cancel Request”.

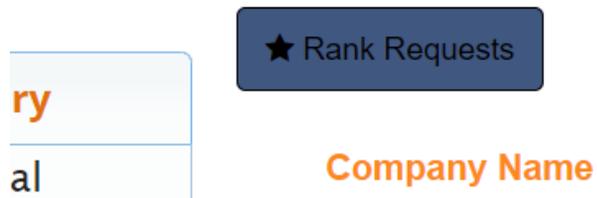


If you'd like to Opt-Out of meeting with a company, click on the drop-down next to “Request” and select “Opt-Out”.

Opt-Out is an anonymous feature that instructs MeetMax to block a meeting being created between those two companies. Limit of 3 opt-out's.

STEP 5

Once Requests/Opt-Outs have been added, a “Rank Requests” button will appear at the top of the list of distributor company names. Click “Rank Requests” to begin arranging your selected distributors in numerical order.



Step 6

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.

Sent Requests

| Rank | Name | Date | Action |
|---|-----------------------------------|-------------|----------------------------------|
| <input type="text" value="1"/> | Test Supplier - Internal Use Only | 10 days ago | x Cancel Request |
| <input type="text" value="2"/> <small>TOP ▲</small> | Supplier Test | 10 days ago | x Cancel Request |

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

ONCE FINISHED, THERE IS NO “SUBMIT” BUTTON.
SELECTIONS ARE AUTOMATICALLY SAVED.
YOU MAY TAKE A SCREEN SHOT OF YOUR SELECTIONS.

EDIT RANKINGS

To remove a company from your rankings, click “Cancel Request” next to their name in the **Action** column.

Action

✕ Cancel Request ▾

HDAW '24 One-on-One Process

More details at www.hdaw.org/1-on-1-meetings.

One-on-One Support: Ashlie.vesper@autocare.org or leah.jones@autocare.org

HDAW '24 Registration Support: 708-226-1300 or email info@hdaw.org.

| Supplier Deadlines | | Distributor Deadlines |
|--|---|--|
| By Tuesday, November 21, 2023 | Deadline to Sign Up For the One-on-One Business Meetings (Suppliers Must Also Request Meeting Rooms) | By Tuesday, November 28, 2023 |
| By Tuesday, November 28, 2023 | Access Scheduling Software (<i>MeetMax</i>) to Create Profile | n/a |
| Dec. 6 – 11, 2023 | Select/Rank Companies | November 29 – December 5, 2023 |
| By Friday Dec. 8, 2023 | Vendors Receive Meeting Room Assignments | n/a |
| December 15, 2023 | Receive Schedule With Meeting Rooms Noted | Afternoon of December 12, 2023 (<i>1st right of refusal until December 14, 2023</i>) |
| December 15, 2023 – January 12, 2024 | Self-Scheduling (request / edit / cancel) | December 15, 2023 – January 12, 2024 |
| January 15 – 19, 2024 | All Changes/Edits Now Sent to HDAW Staff | January 15 – 19, 2024 |
| Tuesday, January 23 Wednesday, January 24 Thursday, January 25 | One-on-One Dates | Tuesday, January 23 Wednesday, January 24 Thursday, January 25 |