

ABOUT ONE-ON-ONE MATCHMAKING SESSIONS
OHIO AEROSPACE INSTITUTE
HUBZONE INDUSTRY DAY, JUNE 19, 2012
SUN ROOM (ROOM 185)

DURATION: 15 MINUTE SESSIONS

Session 1, 9:30am-11:30am: NASA Small Business Specialists and GRC Upcoming Major Procurements
Session 2, 11:30am-1:30pm: GRC contractors

SIGNING UP FOR AVAILABLE SLOTS AND WAITLIST

We will have a board outside the Sun Room with one-on-one appointments listed by time. Determine which buyers you are interested in meeting.

Go to the check-in station outside the Sun Room. Available slots and waitlist will be allocated in the following order:

1. HUBZone businesses who have not received confirmed appointments for at least two one-on-one matchmaking sessions
2. Small businesses who have not received confirmed appointments for at least two one-on-one matchmaking sessions
3. Other than Small Business companies who have not received confirmed appointments for at least two one-on-one matchmaking sessions
4. Companies who have already received confirmed appointments for at least two one-on-one matchmaking sessions

APPOINTMENTS

Please arrive 15 minutes before the appointed time in the hallway outside the Sun Room. Go to the check-in station and provide your name and company (they can also verify it to your badge). If you have back to back appointments, let them know at the check-in station so that they do not give up your second appointment, and will note accordingly. Go to the waiting area to the left of the check-in station. There will be 4 lines and signs with the buyers' names in alphabetical order; please wait in line in that same alphabetical order.

At 10 minutes before the appointed time, we will be announcing a countdown both outside and inside the Sun Room. You will hear and see signs for a 5-minute warning, then 2 minute, 1 minute, then STOP. At that time, it will be 5 minutes before the appointed time. If the company with the confirmed appointment has not checked-in, and the representative is not waiting in line (except for a back-to-back appointment), the appointment will be cancelled and given to the company on the waiting list.

All sellers in the Sun Room will be escorted out, even if the seller has an appointment for the next time slot. (If that is the case, once you are escorted out, go to the waiting area and stand in the appropriate line). Once the room is completely cleared of the sellers, you will then be escorted to the buyers table in alphabetical order.