

ATTENDEE SPEED MEETINGS GUIDE

Hyatt Regency Chicago | Grand Ballroom

Chicago, IL Friday, April 25, 2024

9:30 a.m. – 11:45 a.m. CT

WELCOME to Speed Meetings!

Again, this year, YOU and our exhibitors will be requesting, accepting, updating, and declining meetings, so it will be **very important** to be active in the Attendee Service Center for the best experience.

You will need to log into the Attendee Service Center and then select the Speed Meetings tab on the left menu.

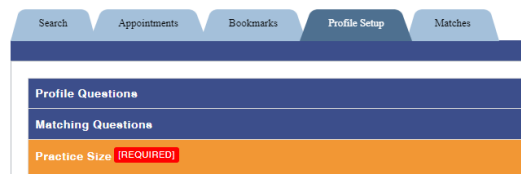
Once in the Speed Meetings section, the recommended order of navigating the tabs is:

1. Profile Setup
2. Matches
3. Search
4. Bookmarks
5. Appointments

PROFILE SETUP

- Ensure questions marked **“Required”** are answered to match with prospective exhibitors.
- Once answered, **click SAVE** at the bottom of the page

Speed Meetings



MATCHES

- After you have answered the questions on the Profile Setup tab you will be able to view your matches with exhibitors on the Matches tab.
- You will see your matches listed by vendor, most matches to least. The tags that matched are shown in the box under the name and location of the exhibitor.
- You can make an appointment with a exhibitor by selecting the calendar icon with a question mark in the “Make Appointment” column.
- You may decline a request from any exhibitor (keep in mind you need to complete 15 appointments (this may change as we have more attendees than we need to be sure we

have great exhibitor matches. If the number of required appointments changes, we will update you).

Request Appointment with Attendee

Cheryl Boyles
 CEO
 Orthopaedic Assoc of Albany GA

Please scroll to the bottom and click "Request Appointment" to confirm this request

Friday, April 29

Select	Start Time	End Time
<input type="radio"/>	08:05 AM (CDT)	08:11 AM (CDT)
<input type="radio"/>	08:12 AM (CDT)	08:18 AM (CDT)

Notes
 (visible to recipient)

- If you wish to bookmark an exhibitor, click the box in the row of the exhibitor in the Bookmark column. It will show up on your PDF Itinerary.

Photo	Attendee Name	Answer Match	Make Appointment	Bookmark
	Samantha Flock @ Orlando Orthopaedic Center Title: Chief Financial Officer Location: Orlando, Florida Tags: , 20+, PE – Patient Engagement, RCM – Revenue Cycle Management, DA - Data Analytics,	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Jim Kidd @ Advanced Bone & Joint Title: CEO Location: St. Peters, Missouri Tags: , 10-19, PE – Patient Engagement, , DA - Data Analytics,	6	Attendee Limit Reached	<input type="checkbox"/>
	Cheryl Boyles @ Orthopaedic Assoc of Albany GA Title: CEO Location: Albany, Georgia Tags: , PE – Patient Engagement, RCM – Revenue Cycle Management, ,	5	<input type="checkbox"/>	<input type="checkbox"/>
	Mitchell Brie @ Kayal Ortho Title: Chief Compliance Officer Location: Cresskill, New Jersey	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

SEARCH

Speed Meetings

Search Appointments Bookmarks Profile Setup Matches

Exhibitor Search







Exhibitor/Sponsor

Booth Number

Search List All

- If you wish to search for a specific exhibitor, click in the Exhibitor/Sponsor dropdown box and the list of exhibitors will open. You can also search by booth number if you know it.

- Select “List All” for a list of all exhibitors. Select the vendor for more information. You can also request to make an appointment if the exhibitor has not reached its limit, and bookmark if you’d like.
- You may request an appointment from any exhibitor whether they have matches with you or not.

Logo	Booth	Exhibitor/Sponsor	Make Appointment	Bookmark
		Allscripts	<input checked="" type="checkbox"/>	
	824	Bioventus	Limit Reached	
	1130	Call Box	Limit Reached	

BOOKMARKS

- Find the list of exhibitors that you bookmarked here.
- You can add appointments to your calendar, if desired, by selecting “Add to Google”/ “Add to Outlook” buttons.

APPOINTMENTS

- This page can be utilized to view your appointments. You will see number required, approved, pending, and number left to make.
- You can add appointments to your calendar, if desired, by selecting “Add to Google”/ “Add to Outlook” buttons.
- To view your itinerary in PDF format, scroll to the bottom of the page.

Simply search for the exhibitors you'd like to visit with by booth number or by company name. Click on the checkbox to add the exhibitor to your list of appointments. The PDF will auto-generate an appointment list for you.

Individual Appointments
 Number of Required Appointments: 15
 Approved Appointments Made: 13
 Pending Appointments Made: 0
 Appointments Left to Make: 2

#	Description	Time	Appt
Friday, April 29			
1	MEDSTRAT Booth #: 902 Appointment Owner: MEDSTRAT Appointment Contact: Jim Mulvanny	08:05 AM (CDT)	<input checked="" type="checkbox"/>