

Thank you for registering to participate in Speed Meetings at the AAOE 2024 Annual Conference!

April 26-29, 2024 in Chicago, IL

Hyatt Regency Chicago

Grand Ballroom

9:30 am – 11:45 amCT

What are Speed Meetings?

Speed Meetings are pre-scheduled one-on-one appointments between qualifying Annual Conference attendees and relevant industry supplier representatives. Each exhibiting company is allowed **two** representative to participate **at the table** in speed meetings. Exhibitors may bring as many representatives as they would like to connect with different attendees, however you are only allowed two representatives at the speed meetings table at a time.

Next Steps


- Log in to the [Exhibitor Service Center](#) and go to the Speed Meetings page.
- Make sure your company profile is complete in the **Profile Setup** tab, including headshots and that will be attending.

How do I make an appointment with an Attendee?

There are two ways to find attendees to make an appointment with.

1. **Search** - The search tab allows you to search for a specific attendee by last name or select the **List All** button to see a full list of all participating attendees.
2. **Matches** - Based off your answers to the 'Matching' questions in your profile, your company will be matched with attendees based on similar responses. By going to the **Matches** tab you will be able to see your top matches. You can explore information about each attendee including their location and product/service code. If you click on the attendee's name, a more detailed profile will open.


You can 'bookmark' an attendee that you're interested in potentially scheduling an appointment with by selecting the **Bookmark** button next to their name. A full listing of all attendees you've bookmarked is available under the **Bookmarks** tab.

When you are ready to schedule your appointment click the  icon. Select the time slot for your appointment and scroll down to the bottom of the window to **request appointment**.

The attendee will receive an email notification letting them know an appointment has been requested. Once they accept or decline the request, you will receive an email notification.

Someone requested an appointment with me, now what?

If an attendee requests an appointment with your company, you will receive an email notification letting you know to log in to the Exhibitor Service Center to review the appointment request.

In the **Appointments** tab you will be able to review all pending and confirmed appointments for your company. To accept or decline a pending appointment request, click on the  icon.

The attendee who requested the appointment will receive an email notification of your response.

Assign Representative to Appointment

As an exhibiting company, you will need to designate who from your organization will be representing your company during the Speed Meeting. For each confirmed appointment, you must assign a registered Booth Staff personnel.

From the Appointments tab, click on **Select Booth Staff**. This will open a window that displays all registered booth staff for your company. Click **Assign** next to the personnel you want to assign to the appointment.

How do I see a listing of all my appointments?

As the sales contact for the Exhibit booth, you can see a listing of all confirmed appointments for the company by logging in to the Exhibitor Service Center - going to the Speed Meetings page - and clicking on the **Appointments** tab. At the very bottom of that page is an option to export a PDF itinerary.

Any assigned booth staff can see their itinerary for any appointments you've assigned them to by logging in to their individual [Attendee Service Center](#).

If you have any questions regarding this process, please contact us at info@aaoe.net. [Please check for appointments on a weekly basis to ensure all appointments are scheduled.](#)

We are excited to have you participate in this exciting opportunity!

AAOE Management Team