


Thank you for registering to participate in Speed Meetings at the AAOE 2025 Annual Conference!

May 2-4, 2025 in Atlanta, GA

Hyatt Regency Atlanta

10:30 am – 12:45 am ET

Speed Meetings are pre-scheduled one-on-one appointments between qualifying Annual Conference attendees and relevant industry supplier representatives. 

Next Steps


- Log in to the [Attendee Service Center](#) and go to the Speed Meetings page.
- Make sure your profile is complete in the **Profile Setup** tab including your headshot.

How do I make an appointment with an Exhibitor?

There are two ways to find exhibitors to make an appointment.

1. **Search** - The search tab allows you to search for a specific company by name, booth number, or geographic location. You may also select the **List All** button to see a full list of all participating exhibitors.
2. **Matches** - Based off your answers to the 'Matching' questions in your profile, you will be matched with exhibitors 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 company including their location and product/service codes. If you click on the company name, a more detailed profile will open.

You can 'bookmark' an exhibitor that you're interested in potentially scheduling an appointment with by selecting the **Bookmark** button next to their name. A full listing of all exhibitors 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 main contact from the exhibiting company 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.

An Exhibitor requested an appointment with me, now what?

If an exhibitor requests an appointment with you, you will receive an email notification letting you know to log in to the Attendee Service Center to review the appointment request.

In the **Appointments** tab you will be able to review all your pending and confirmed

appointments. To accept or decline a pending appointment request, click on the  icon.

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

How do I see a listing of all my appointments?

You can see a listing of all your pending and confirmed appointments by logging in to the Attendee 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.

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