

2018

NMSDC CONFERENCE

& BUSINESS OPPORTUNITY EXCHANGE

AUSTIN, TEXAS • OCTOBER 14-17

BIZCONNECT MATCHMAKER

HOW IT WORKS

Step 1: Sign Up Today	
Thru September 28	<p>Eligible Buyers: NMSDC National/Local Corporate Members, Corporate Plus Members, Government Agencies, and NMSDC-Certified Minority Business Enterprises (MBEs) acting as buyers may create a profile and post opportunities. There is a fee to sign up.</p> <p>Eligible Suppliers: NMSDC-Certified MBEs, registered for full conference for Matchmaker day(s) may participate. There is no additional fee to sign up.</p>
Step 2: Search For Matches & Schedule Appointments	
September 17 – October 7	<p>Beginning September 17, Buyers and Suppliers log in to search for matches based on selected criteria. Criteria categories include keywords, NAICS codes, geographic markets and more.</p> <p>Appointments are not guaranteed. Buyers request appointments with Suppliers, and accept/decline Supplier appointment requests. Suppliers may request up to three appointments. Appointment scheduling closes October 7, 2018. If by then, none of your appointment requests were accepted, you will have no matchmaker appointments.</p>
Step 3: Meet Your Match	
October 15 & 17	<p>Check-in for the Conference to retrieve your conference badge. Present your Conference badge to check-in for your matchmaking appointments. Plan to arrive at least 15 minutes prior to the matchmaking appointments.</p>

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Frequently Asked Questions

Who can participate?

Buyers Eligible Buyers must be either a National Corporate Member, Corporate Plus[®] Member Local Corporate Member or Government Agency. NMSDC-Certified MBEs seeking to procure goods and/or services from other MBEs may also participate as a Buyer. A limited number of matchmaking tables are available to Buyers on a first-come, first-served basis

Suppliers NMSDC-Certified Minority Business Enterprises (MBEs) whose certification expires on or after October 18, 2018 are eligible to participate as a Supplier.

Participating suppliers must also [register](#) for the conference (Full Conference, Monday or Wednesday) in advance of their matchmaking appointment. (Your Conference badge will be required to check-in for your matchmaking appointment.) You may wait until appointment scheduling closes on October 7th. However, rates at the time you register will apply. (Advanced/Standard fees apply until September 28th. After September 28th, higher fees apply.)

Two (2) representatives per company are allowed to attend each session.

What is the sign up and appointment scheduling timeline?

To maximize your successful participation in the BizConnect Matchmaker, please adhere to the following timeline:

- Buyers and Suppliers Sign Up – Beginning September 5. The deadline to submit your profile is September 28, 2018.
- Appointment Scheduling Begins – September 17
Suppliers are urged to sign up immediately to maximize potential Buyers' ability to find you during their searches.
- Appointment Scheduling Ends/Schedules Final - October 7

How do I request a Matchmaker table?

A limited number of Buyer matchmaking tables are available on a first-come, first-served basis. Buyers can visit NMSDCConference.com/Matchmaker to reserve a matchmaking table.

What is the cost to participate?

Buyers There is no cost for Conference sponsors and exhibitors to reserve one table for one session, subject to availability. Applicable fees must be paid before a table assignment can be confirmed. Tables will fill up fast. So, don't delay signing up.

If you wish to add a second table/session or if you are a Buyer that is neither a sponsor nor an exhibitor the fees for a matchmaker table is as follows:

National Corporate Members, Corporate Plus Members, \$1,750
Government Agency or NMSDC-Certified MBEs

Local Corporate Member

\$2,000

Suppliers There is no charge for eligible Suppliers.

How are the meetings scheduled? How do Suppliers get selected?

NMSDC-Certified Minority Business Enterprises (MBEs) will be required to complete the BizConnect profile form, selecting one primary and one secondary Industry Group, and identifying commodities and services they provide from a list of those being sourced by the participating National and Local Corporate Members.

The MBE profiles will be searchable by the participating Buyers. Based on those profiles, the participating Buyers will select the Suppliers they would like to meet. Suppliers will also have the opportunity to request appointments with up to three Buyers. Buyers have the option to accept or decline the MBE’s request. NMSDC is not responsible for scheduling appointments and does not guarantee that Suppliers who complete a matchmaker profile will obtain a meeting(s).

To have greater matchmaking opportunities, we recommend being as thorough as possible when it comes to filling out profile/company information (product/service description, URL for up to date website, etc.). We also suggest also including a link (e.g. youtube, instagram) to a 30-90 second video pitch.

Appointment scheduling will close on October 7, 2018. If a Supplier has not received any appointment requests from Buyers by that date and none of the appointment requests were accepted, the Supplier will have no matchmaker appointments.

What is the schedule for matchmaking appointments?

Matchmaking appointments are 15-minute meetings with 5 minutes each for transition on Monday, October 15, 2018, between 10:15 a.m. and 12:30 p.m. (Session A), and on Wednesday, October 17, between 9:45 a.m. - 12 p.m. (Session B).

Matchmaker Session A		Matchmaker Session B	
1	10:30 – 10:45 a.m.	1	10 – 10:15 a.m.
2	10:50 – 11:05 a.m.	2	10:20 – 10:35 a.m.
3	11:10 – 11:25 a.m.	3	10:40 – 10:55 a.m.
4	11:30 – 11:45 a.m.	4	11:00 – 11:15 a.m.
5	11:50 a.m. – 12:05 p.m.	5	11:20 – 11:35 a.m.
6	12:10 – 12:25 p.m.	6	11:40 – 11:55 a.m.

It is important that your representatives plan to arrive at least 15 minutes **prior** to the Matchmaking appointments, and stay the entire scheduled time period of each event. This will provide an opportunity to make on-site additions and changes and to manage any cancellations or no-shows.

How many meetings should I expect?

Up to 6 appointments may be scheduled during each matchmaking session. The number of meetings scheduled will be determined by the Buyers’ needs and the number of NMSDC-Certified MBEs with whom they choose to meet.

We encourage Buyers to engage all representatives within your company who have needs to use every one of your available appointments to meet with qualified NMSDC-Certified suppliers.

You can schedule different buyers throughout the scheduled time frames to accommodate your needs.

When will I receive my appointment schedule?

Since Buyers and Suppliers have access to their schedules via the matchmaker portal, their schedules can be accessed in real time via web portal or mobile app. Appointments are scheduled by Buyers, appointments will appear on both the Buyer and Supplier schedules in the portal.

Are there any other requirements of Participants?

Complete the Surveys

Your immediate response to our request for feedback at the conclusion of your scheduled appointments is greatly appreciated. It is only with your insights that NMSDC can provide the metrics Buyers and Suppliers need to assess the value of participation in these matchmaker events and improve outcomes in the future. We will also follow up at later dates to learn of any outcomes from these connections. Your timely feedback is essential to NMSDC delivering the information you and your stakeholders ask for.

Share Your Success Stories

We encourage you to share their matchmaker success stories with us. Success stories are a great opportunity for Buyers to showcase their supplier diversity efforts, for the Suppliers to promote their businesses and for NMSDC to illustrate the impact of the matchmaker. Submit your success story to Matchmaker@NMSDC.org or contact NMSDC.

What should I do if I need to cancel my participation?

You may schedule, modify or cancel individual appointment in the matchmaker portal until October 7th. After October 7th, or if you are no longer able to participate in the matchmaker, contact Possible Missions (Email: NMSDCMatchmaker@PossibleMissions.com; Phone: 713-271-3746)

Who do I contact regarding questions and/or additional information?

For questions or assistance regarding matchmaker registration and logistics, contact:

Possible Missions

Phone: 713-271-3746

Hours of Operation: 8 am – 5 pm Central Time

Email: NMSDCMatchmaker@PossibleMissions.com

For technical support, contact:

My Business Matches

Phone: 210-858-7379

Hours of Operation: 9 am – 5 pm Central Time

Email: info@mybusinessmatches.com