



NOVEMBER 20-22 • 2024  
NEW ORLEANS • LA

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# 2024 FEDERAL SMALL BUSINESS CONFERENCE

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**STRENGTH** in Partnership

November 20, 2024, 1:30 p.m.

# Attendee Orientation & Priority Building

- ❖ Ann McLeod, CEM, CAE, SAME National Office
- ❖ Belle Febbraro, SAME National Office
- ❖ Lori Revely, SAME Small Business COI Incoming Chair & Managing Partner/CEO, Cavalry Consulting

October 29, 2024, 3:00 p.m. ET



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# Thank you, Gold Sponsors!



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This webinar is being recorded.



Download a copy of the presentation from the “handouts” tab on your control panel.



Use the Q&A tab to submit a question at any time during this presentation.



Use the Chat tab to engage with others.



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## SPEAKER



**Ann McLeod, CEM, CAE**

SAME National Office

Director of Meetings & Membership

## FUN FACTS:

### Halloween Edition

- Favorite Candy: Reese's PB Cup
- Favorite Costume I ever wore: Jeannie from I Dream of Jeannie
- Favorite Scary Movie: The Exorcist



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## SPEAKER



# Belle Febbraro

SAME National Office

Associate Director of Education

## FUN FACTS:

## Halloween Edition

- Favorite Candy: Milky Way
- Favorite Costume I ever wore: 80s all the way
- Favorite Scary Movie: Mommie Dearest...NO MORE WIRE HANGERS



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## SPEAKER



# Lori Revely

Cavalry Consulting LLC  
Managing Partner/CEO

## FUN FACTS:

### Halloween Edition

- Favorite Candy: Almond Joy
- Favorite Costume I ever wore: Unicorn Onesie
- Favorite Scary Movie: Silence of the Lambs



# Have you been to SBC?

- a) Nope, I'm a newbie!
- b) Once
- c) Twice
- d) Three or more times
- e) Been so often I don't need this webinar!



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# What type of organization do you represent?

- a) Small Business (100 or fewer employees)
- b) Medium Business (101-2,000 employees)
- c) Large Business (2,001 employees)
- d) Uniformed Service / Government Agency
- e) Non-Profit / Academic Institution
- f) None, I'm retired!



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# Strength in Partnership... A LOT of Strength!

**4,763 registrants currently**

Large Business – 27%

Medium Business – 23%

Small Business – 24%

Government – 22%

Non-Profit / Academia / Retired – 4%

Exhibiting / Sponsoring Orgs - 630



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# Acronym Guide!

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ASC = Attendee Service Center

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SSC = Speaker Service Center

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ESC = Exhibitor Service Center

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COI = Community of Interest

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AOF = Academy of Fellows

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PDH = Professional Development Hour

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SRR = Speaker Ready Room



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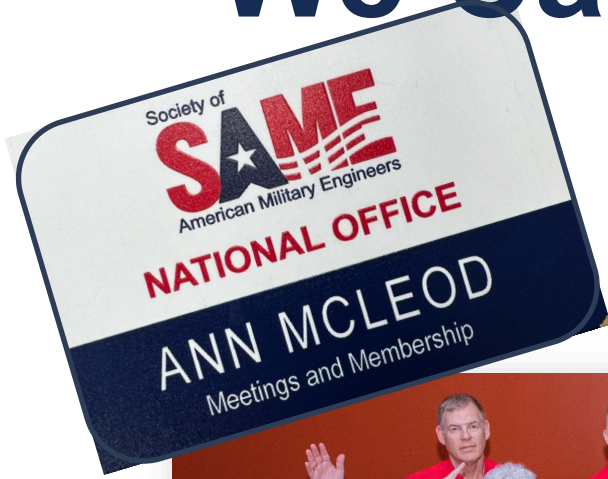


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# We Care about Your Experience!



- SAME Staff...look for us in our “daily SAME uniform” or red fleece/sweater
- Volunteers red t-shirts
- Help Desk
- SAME Booth
- SRR
- Post Conference Survey

# QUESTIONS ON YOUR MIND

## Where can I get the attendee list?

- Download from online Attendee Service Center (ASC) starting next week

## Are sessions being recorded?

- YES! So you can decide which sessions to attend in person and which to watch later

## Is there free WIFI? What is the password?

- YES! Network name: SAMESBC24
- Password: Partnership

## How can I search for other attendees and exhibitors?

- Use the Itinerary Builder...we will demonstrate this later!



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# QUESTIONS ON YOUR MIND

## Is there a SBC Mobile App?

- YES! It provides the full conference information

## How should I pack for SBC?

- We will address shortly

## How do I get from the Airport to my Hotel?

- No shuttles provided so use Uber, Lyft or Taxi



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# PREPARE NOW: It all Starts with Your Priorities



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# Strategy: Identify Your Goal and Prepare Effectively



Why am I attending?



What is our ideal outcome/ROI goal?



Collaborate with your team and make a plan.



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# Maximize Your Time



Attendee List (Attendee Service Center)



Schedule your week/Invitations



Meals/Sessions/Priorities

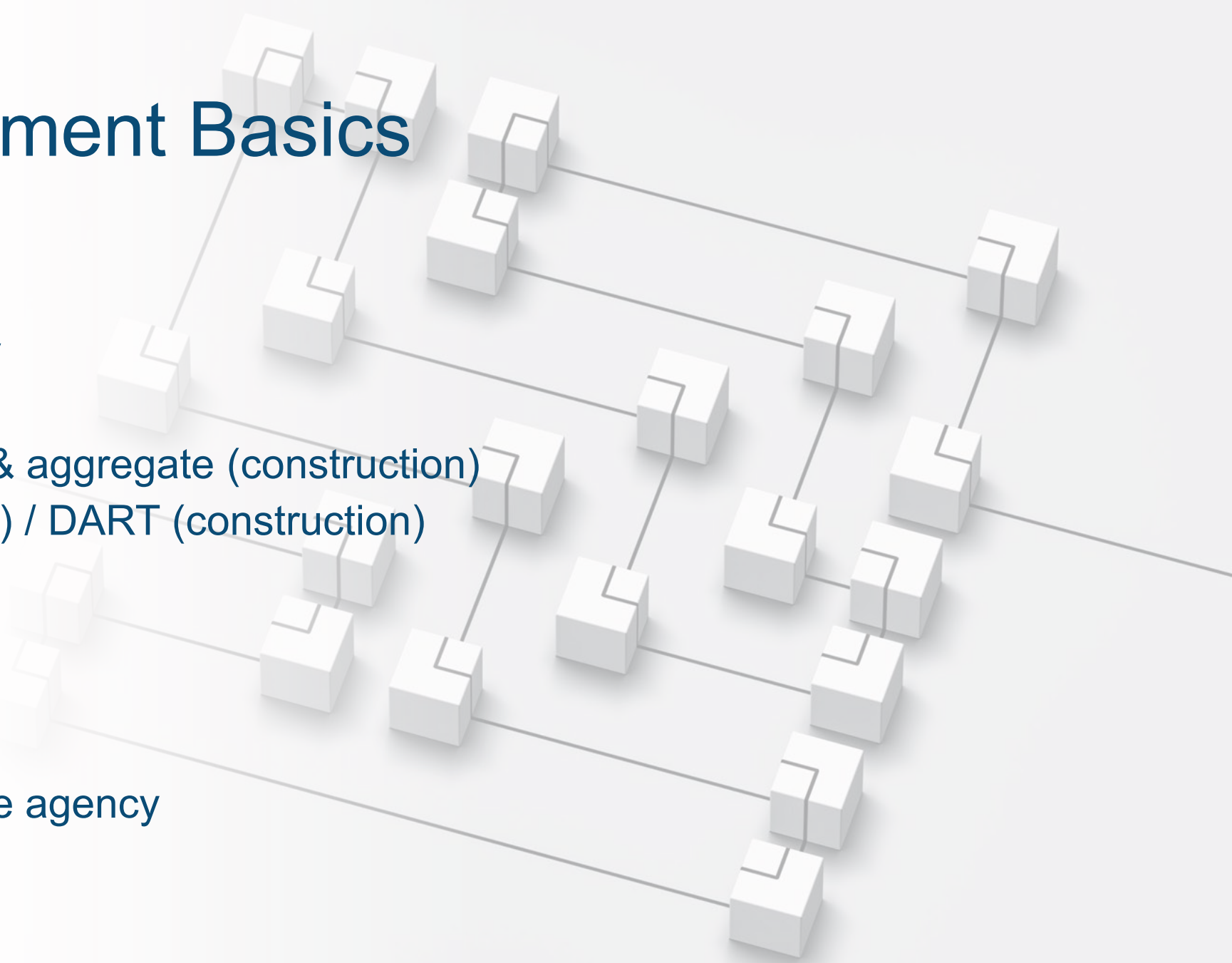


Divide and Conquer



# Capability Statement Basics

- ✓ 1-page, dual-sided
- ✓ Contact Information
- ✓ NAICS, bold your primary
- ✓ UEI/Cage Code
- ✓ Bonding capacity, single & aggregate (construction)
- ✓ EMR rating (if it's under 1) / DART (construction)
- ✓ Geographical reach/map
- ✓ Office locations
- ✓ Set-Asides/certifications
- ✓ Differentiators
- ✓ Past performance: include agency
- ✓ Contact/references
- ✓ Clients



# Did You Know?

A team of volunteers is available to review your capability statement!

Sign up via the Matched Networking portal and search for “Capability Statement Review” in the list of companies!



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# Key Tips

Mobile App / Social media opportunities

SBC Program and Schedule at-a-Glance

Connect Instantly w/ LinkedIn QR Code

Daily Data Dump

Session Recordings

Follow Up



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# SBC Content: Helping You Get Closer to Building Partnerships



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# Pre-Conference Webinars

Nail Your Capability Briefings: An Inside Look with Experts

*\*recording available now\**

Examining the Final CMMC Rule and Its Impact on the A/E/C Industry

Nov. 5, 3 pm ET

*\*recording available Nov. 6\**

Maximizing Government Contracts with APEX Accelerators

Nov. 14, 3pm ET

*\*recording available Nov. 15\**



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# Pre-conference Activities – Nov. 19

Unlocking Government Opportunities: Finding Free Insights into Federal Budgets & Contracts – **SOLD OUT**



Building Bridges: Partnering with Indigenous Communities – **Limited Space Still Available**





# Get The Big Picture

## Wednesday General Session

- Wednesday, November 20 | 9:00 – 10:30 a.m.
- Service Engineering Chiefs

## Thursday General Session

- Thursday, November 21 | 9:00 – 10:30 a.m.
- Carlos Del Toro, Secretary of the Navy
- Kyle Scheele, Innovation Expert
- Small Business Awards



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# New! Mega-Sessions



Army | Wednesday @ 1:30 p.m.



Navy | Wednesday @ 3:00 p.m.



SBA | Wednesday @ 4:30 p.m.



VA | Thursday @ 11:00 a.m.



Air Force | Thursday @ 2 p.m.



Other Federal Agencies | Thursday @ 3:30 p.m.

# Education Session Tracks – PDH & AIA Credits

Advanced Business  
& Procurement  
Strategies

Entering the  
Federal  
Marketplace

Government  
Perspectives

Marketing &  
Business  
Development

Regulations, Rules  
& the Government  
Framework

IGE Roundtables

# PDH & AIA Credit

- Only Education Sessions & IGE Roundtables carry PDH credit. To have credits included on the post-event conference PDH transcript, attendees MUST be scanned into the session.
  - ❖ Credits attainable in-person: 8 PDHs
  - ❖ Credits available: 48 PDHs
- 41 sessions carry AIA credit. Of those, 4 have the HSW designation.
  - ❖ Complete the AIA Editable Form to include your AIA membership # & signature
  - ❖ Submit form to [sessions@same.org](mailto:sessions@same.org)
- Audio recordings of sessions are available post-conference in the ASC. You may view and claim credits for these sessions.

Business Opportunities, Mega Sessions, and Micro Sessions do not have PDH credit



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# Business Opportunity Sessions – Business Lines

Architecture & Engineering

Construction Management

Emergency Management

Energy Programs

Environment & Environmental Compliance

Healthcare A&E | Healthcare Construction

Horizontal Construction

Civil Works Initiatives

OCONUS

Vertical Construction

# Business Opportunity Sessions – By Agency



Department of Energy



Department of State



GSA



NASA



VA Cemeteries, VA Leasing, VHA



EPA

# Micro Session Theater

- Located in the Exhibit Hall
- 20-minute quick learning
- Sorry, no PDH credit for micro sessions
- View schedule here:  
[https://www.samesbc.org/Micro\\_Theater.cfm](https://www.samesbc.org/Micro_Theater.cfm)



# Strengthening the Partnership between Government and Industry: **IGE Roundtables**

SB-LB Partnering Opps  
on Remote Projects

• Wed. 12:30 – 2:30 p.m.

Mitigating Cyber  
Security Risk

• Wed. 3:00 – 5:00 p.m.

Federal Facility  
Innovations

• Thur. 11a.m. – 1:00 p.m.

State of AI in the AEC  
Industry

• Thur. 1:30 – 3:30 p.m.



# Strengthening the Partnership between Government and Industry: **Listening Sessions**

*These sessions enable industry leaders to give feedback to, and dialog directly with, the senior leader of participating agencies & build shared understanding of issues most effecting project execution.*

By application only – space is limited.

Open to industry senior execs...CEO, COO, VP, etc.

Agencies participating are :

- Office of the Secretary of Defense | Wed. 11:00 a.m. – 12:30 p.m.
- Department of Veterans Affairs | Wed. 1:00 – 2:30 p.m.
- U.S. Army Corps of Engineers | Wed. 3:00 – 4:30 p.m.
- Naval Facilities Engineering Systems Command | Thurs. 11:00 a.m. – 12:30 p.m.
- U.S. Air Force | Thurs. 11:00 a.m. – 12:30 p.m.

Application deadline: November 6 at Midnight ET

# Sessions

## ANSWERS to YOUR TOP QUESTIONS

### Are sessions being recorded?

- YES, except for micro sessions. Watch/listen from ASC

### Where can I find the presentations for sessions?

- After the conference visit the SBC website and login to ASC to access

### What about PDH credit for my participation?

- Get badge scanned upon entering session room
- 2 weeks after the conference, view recordings and download a transcript in the ASC
- Self-tracking PDH form available for download from the ASC
- 1 PDH/ AIA credit per education session
- Credit is NOT available for business ops or micro sessions

# Let's pause for your content-related questions!

Next, we'll talk about:

1. Networking Opportunities
2. SBC website tools



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# How Can I Identify People On-Site?

Different colored strips on the badge holder indicate the “registration type”

- **Green** = industry attendee
- **Orange or Gold** = government
- **Blue** = exhibiting personnel
- **Gray** = attendee; one-day only
- **Red** = personal guest

Look for ribbons to further identify people!



# How can I find other SBC participants in advance?

## Exhibitors:

1. On-line floor plan –[https://www.samesbc.org/exhibit\\_map.cfm](https://www.samesbc.org/exhibit_map.cfm)
2. Itinerary builder in ASC (demo coming shortly)
3. SAME Events App

## Registrants:

1. Attendee list; downloadable from ASC
2. Itinerary builder in ASC (demo coming shortly)
3. SAME Events App



# Daily Meals and Networking

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Breakfast      Wednesday – 8:00 a.m. – 9:00 a.m. | Great Hall Lobby

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Thursday – 8:00 a.m. – 9:00 a.m. | Great Hall Lobby

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Friday – 8:30 a.m. – 9:00 a.m. | Exhibit Hall

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Lunch      Wednesday – 11:30 a.m. – 1:00 p.m. | Exhibit Hall

---

Thursday – 12:00 p.m. – 1:30 p.m. | Exhibit Hall

---

Friday – 11:30 a.m. – 12:30 p.m. | Exhibit Hall

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Networking      Wednesday – 5:30 p.m. – 7:00 p.m. | Exhibit Hall

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Thursday – 4:30 p.m. – 6:00 p.m. | Exhibit Hall

# Specialized Networking Opportunities

## Louisiana Post Golf Outing

- Tuesday, November 19 | 11:00 a.m. – 5:30 p.m.

## Young Professionals / Fellows Reception

- Tuesday, November 19 | 8:00 p.m. – 10:00 p.m.

## Academy of Fellows / Young Professionals Luncheon

- Wednesday, November 20 | 11:30 a.m. – 1:00 p.m.



# Exhibit Hall Highlights

Beverage stations throughout the hall

Relaxation Station

The Playground

Headshot Lounge

Micro Session Theater

SAME Booth



SAME Staff

SAME National Volunteer Leadership

Selfie Station

**Hundreds of solutions to help deliver your mission!**



# New Interactive Floorplan Maps in the Exhibit Hall

- View the floorplan
- Search for exhibitors

Also: Mobile device charging lockers will be placed throughout the Exhibit Hall, mostly in lounge spaces



# Up these escalators to Biz Ops Sessions



ENTRANCE



ENTRANCE

159	202-265 203-264 206-262 201-200 250-258	302-304 303-302 301-300 350-358	403-404 401-400 459-458	501-504 501-502 501-500 559-558	601-604 603-602 601-600 659-658	701-704 703-702 701-700 759-758	801-804 803-802 801-800 859-858	901-904 903-902 901-900 959-958	1001-1004 1003-1002 1001-1000 1059-1058	1101-1104 1103-1102 1101-1100 1159-1158	1201-1204 1203-1202 1201-1200 1259-1258
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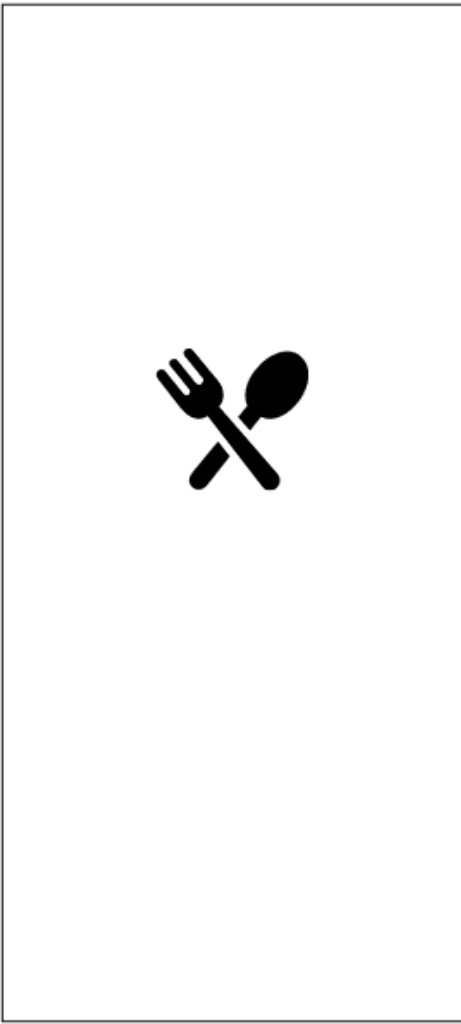
ENTRANCE TO GENERAL SESSION

149	243-244 245-244 243-242 241-240	343-342 341-340	443-442 441-440	543-542 541-540	643-642 641-640	743-742 741-740	843-842 841-840	943-942 941-940	1043-1042 1041-1040	1143-1142 1141-1140	1243-1242 1241-1240
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ENTRANCE TO GENERAL SESSION

127	227-228 226-228 224-224 221-220 219-218	327-328 326-328 324-324 321-320 319-318	427-428 426-428 424-424 421-420 419-418	527-528 526-528 524-524 521-520 519-518	627-628 626-628 624-624 621-620 619-618	727-728 726-728 724-724 721-720 719-718	827-828 826-828 824-824 821-820 819-818	927-928 926-928 924-924 921-920 919-918	1027-1028 1026-1028 1024-1024 1021-1020 1019-1018	1127-1128 1126-1128 1124-1124 1121-1120 1119-1118	1227-1228 1226-1228 1224-1224 1221-1220 1219-1218
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131	231-232 231-230 229-228 227-226 225-224 223-222 221-220 219-218	331-332 331-330 329-328 327-326 325-324 323-322 321-320 319-318	431-432 431-430 429-428 427-426 425-424 423-422 421-420 419-418	531-532 531-530 529-528 527-526 525-524 523-522 521-520 519-518	631-632 631-630 629-628 627-626 625-624 623-622 621-620 619-618	731-732 731-730 729-728 727-726 725-724 723-722 721-720 719-718	831-832 831-830 829-828 827-826 825-824 823-822 821-820 819-818	931-932 931-930 929-928 927-926 925-924 923-922 921-920 919-918	1031-1032 1031-1030 1029-1028 1027-1026 1025-1024 1023-1022 1021-1020 1019-1018	1131-1132 1131-1130 1129-1128 1127-1126 1125-1124 1123-1122 1121-1120 1119-1118	1231-1232 1231-1230 1229-1228 1227-1226 1225-1224 1223-1222 1221-1220 1219-1218
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Micro Session Theater Lounge

701

MICRO SESSION THEATER

701

121

SBA Clinic

MATCHED NETWORKING

Halls B1, B2, C, and D



ENTRANCE

MATRIAMATAI

# SBA Clinic – NEW!

- SBA team members will be available to meet one-on-one with small businesses to discuss their certification programs
  - 8(a) Business Development
  - Woman-Owned / Economically Disadvantaged Woman-Owned Small Business
  - HUBZone
  - Veteran-Owned / Service-Disabled Veteran-Owned Small Business
  - Mentor Protégé
- 15-minute meetings by appointment – limited number available
- Appointment-making now open ([click here!](#)); walk-in appts may be available

# Matched Networking Appointments

Hosts are representatives from uniformed services and government agencies OR businesses

Matching system – find who is looking for YOU based on the qualities they want and those you entered

Matches are based on your attendee profile

One-on-One meetings between you and the Host | 15 minutes long



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# Matched Networking: The Fine Print

Available to full conference registrants ONLY

First-come, first-served

Limited to 3 appointment requests initially

Appointments open to small business on Monday, November 4

Appointments open to others on Tuesday, November 12

Appointments are managed via the:

- ASC for attendees
- ESC for hosts



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Confirmations for Matched  
Networking appointments will  
come from the email address

[noreply@same.org](mailto:noreply@same.org)

Be sure to whitelist this address!



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# Matched Networking Best Practices

- Review the Roles & Responsibilities
- Review the “How-to Guides”
- Complete the “Supplemental Information Form” & send, along with your Capabilities Statement, to the host (ask for an email address ... attachments cannot be sent thru the system)
- DO.YOUR.HOMEWORK!
- Be on time.
- Appointments are for the pre-arranged time only...if you're late, you eat into your time.
- Be prepared. Be open. Be respectful. Make it a win-win!
- Follow-up afterwards!



# Our Tools Help You Do Your Homework

- Review the conference schedule
- Determine sessions you want to attend + bookmark them
- Determine exhibitors you need to see + bookmark them
- Search attendee list and identify those you want to meet
- Make Matched Networking Appointments



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# And now a Website + ASC Demo

Please see the appendix of the presentation for instructions/screenshots



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# Let's pause for your questions!



**Next, we'll talk about logistics:**

1. What to pack
2. What to do when you arrive
3. Overview of the convention center



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# Let's Talk Logistics



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 ["SOCIETY OF AMERICAN MILITARY ENGINEERS"](https://www.linkedin.com/company/society-of-american-military-engineers/)

# Get Packing: Attire!

## Conference daytime:

- Business casual for attendees
- Uniformed...check the [dress code page!](#)
- Comfortable shoes ALWAYS
- Cardigan, blazer, scarf...meeting rooms are often cold!

## Receptions:

- Casual for all



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# Get Packing: Business Essentials



Lots of business cards



3x3 post-it notes



Fine tip sharpies, they  
write on any surface!



A few capability statements



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# You've Arrived!

Now your to-do list:


Head to Badge Pickup to scan your bar code and pick up your conference materials:

- Name badge and holder
- Conference tote containing a printed program, TME magazine...

## Registration Hours:

Date	Open	Close
Tuesday, Nov 19	8:00 a.m.	8:00 p.m.
Wednesday, Nov 20	7:30 a.m.	6:30 p.m.
Thursday, Nov 21	7:30 a.m.	5:30 p.m.
Friday, Nov 22	8:30 a.m.	12:30 p.m.



Registration Barcode	Registration Information
 * 2 4 9 1 5 7 *	Ann McLeod Director of Meetings, Membership & Business Development SAME 1420 King St Ste 100 Alexandria, VA 22314 E-mail: amcleod@same.org
<a href="#">If you are having trouble viewing the above barcode image, click here to print your barcode.</a>	

Dear Ann:

Thank you for registering and welcome! This notice will serve as OFFICIAL CONFIRMATION of your registration for **SAME's 2024 Federal Small Business Conference (SBC)**, to be held **November 20-22, 2024**, at the Ernest N. Morial Convention Center in New Orleans, LA. We are excited that you will be a part of this event.

**2023** JOINT ENGINEER TRAINING CONFERENCE & EXPO  
MAY 2-4 2023 TEXAS SAME

## Kennedy

Kennedy Gillie

SAME



241393

Full Conference: Green

---

**DRINK TICKET - Valid TUESDAY Only**  
\*Good for One Free Alcoholic Drink\*

**Opening Reception**  
Tuesday, May 10 - 6:00pm-8:00pm

Sponsored by: Jacobs

---

**Mobile Application**  
Sponsored by: Leidos

Smartphone users can download the 2022 JETC App to their iPhone or Android device and gain easy access to useful event information such as session times, locations, and descriptions. You can also find out more about the session speakers and view exhibiting companies through the app's interactive floor plan. Everything you need, right at your fingertips! Search for "SAME Events" in your app store to find the app!

---

Wifi (Sponsor is Prime AE Group, Inc.)

**Network Name: SAMEJETC**  
**Password: PrimeAE**

Free WiFi is available throughout the meeting rooms and lobbies in the Gaylord Rockies Convention Center

**2023** JOINT ENGINEER TRAINING CONFERENCE & EXPO  
MAY 2-4 2023 TEXAS SAME

**DRINK TICKET - Valid TUESDAY Only**  
\*Good for One Free Alcoholic Drink\*

**Opening Reception**  
Tuesday, May 10 - 6:00pm-8:00pm

Sponsored by: Jacobs

---

**DRINK TICKET - Valid WEDNESDAY Only**  
\*Good for One Free Alcoholic Drink\*

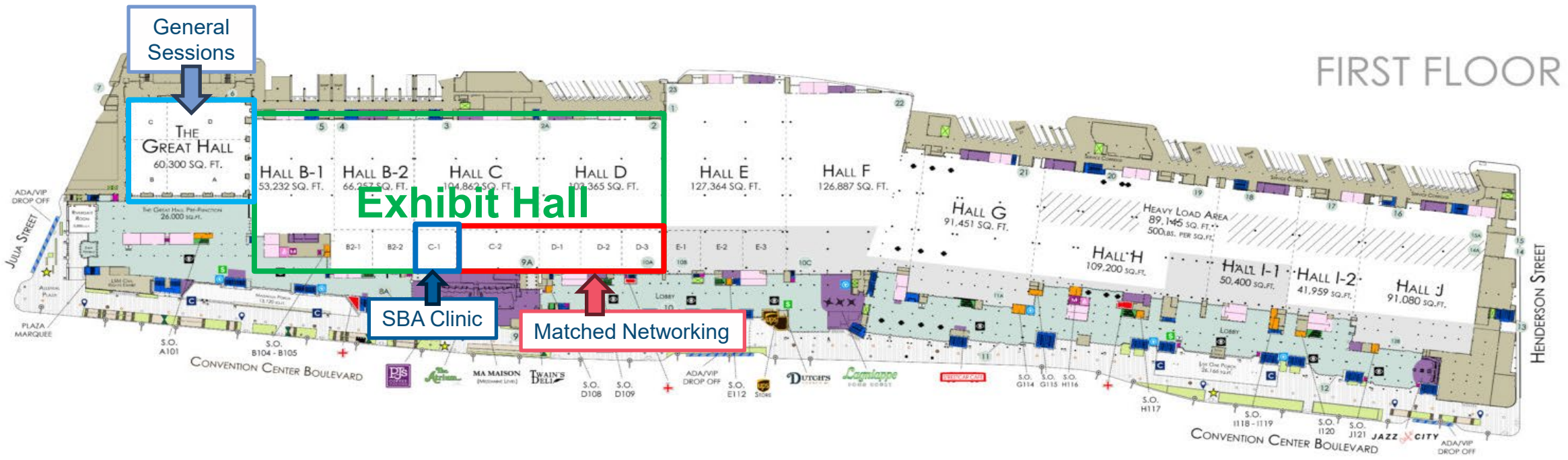
**Networking Reception in Exhibit Hall**  
Wednesday, May 11 - 5:15pm-6:30pm  
Location: Aurora Exhibit Hall 1-3

Sponsored by: Advanced Mobile Filtration Services, LLC, Half Associates, Inc., Koman Family of Companies, Parsons, & Woolpert

---

JOINT ENGINEER TRAINING CONFERENCE 2023		
Date	Description	Amount
02/21/2023	Full Conference Academia, Non-Profit, Fully Retired (from Govt. & Industry) Member	\$0.00
03/22/2023	Opening Reception (RSVP required)	\$0.00
	Paid in Full	\$0.00

Don't lose these tickets!!!

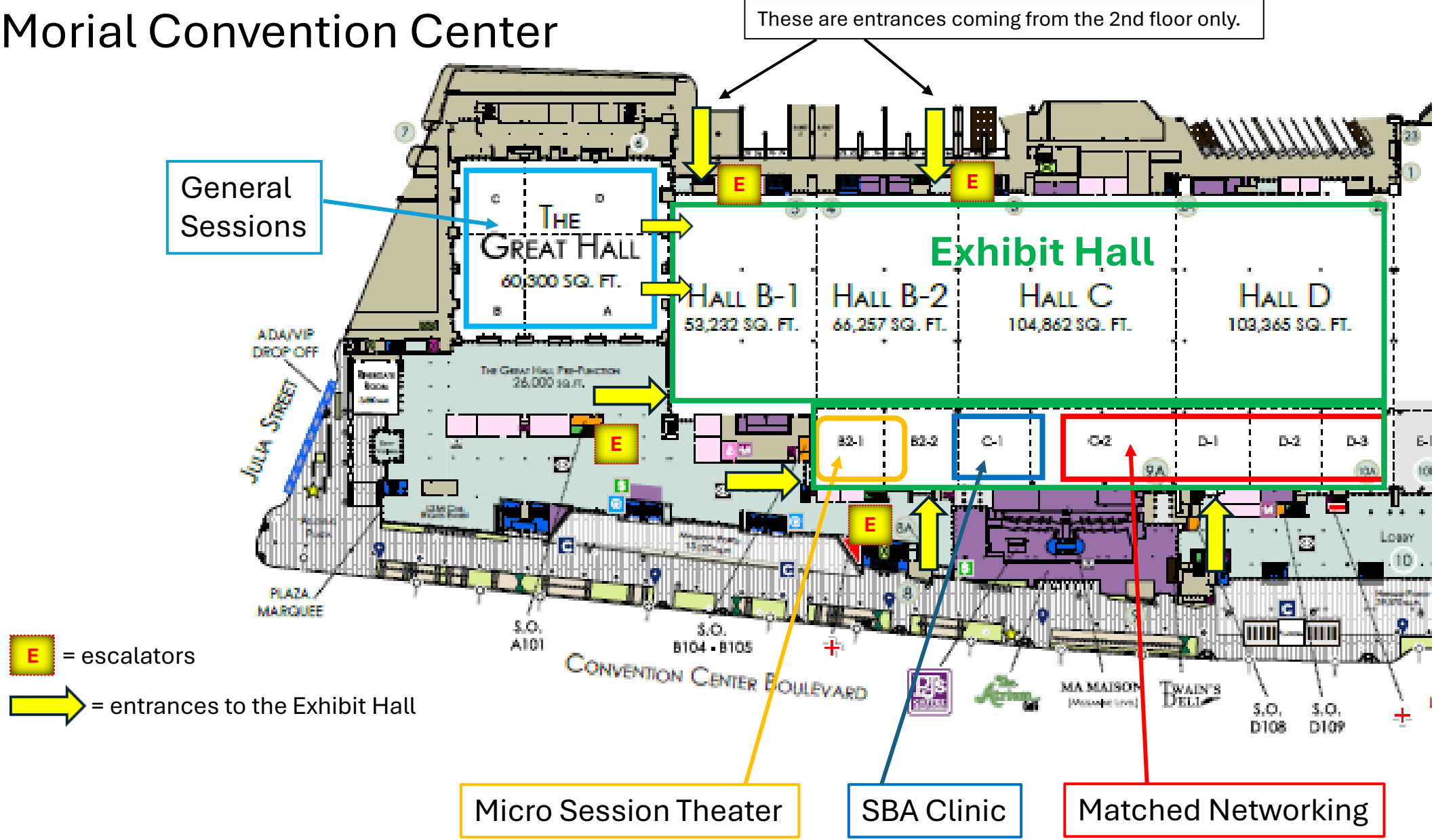


FIRST FLOOR

# Map of Convention Center



# First Floor - Morial Convention Center



**E** = escalators  
**→** = entrances to the Exhibit Hall

Micro Session Theater      SBA Clinic      Matched Networking

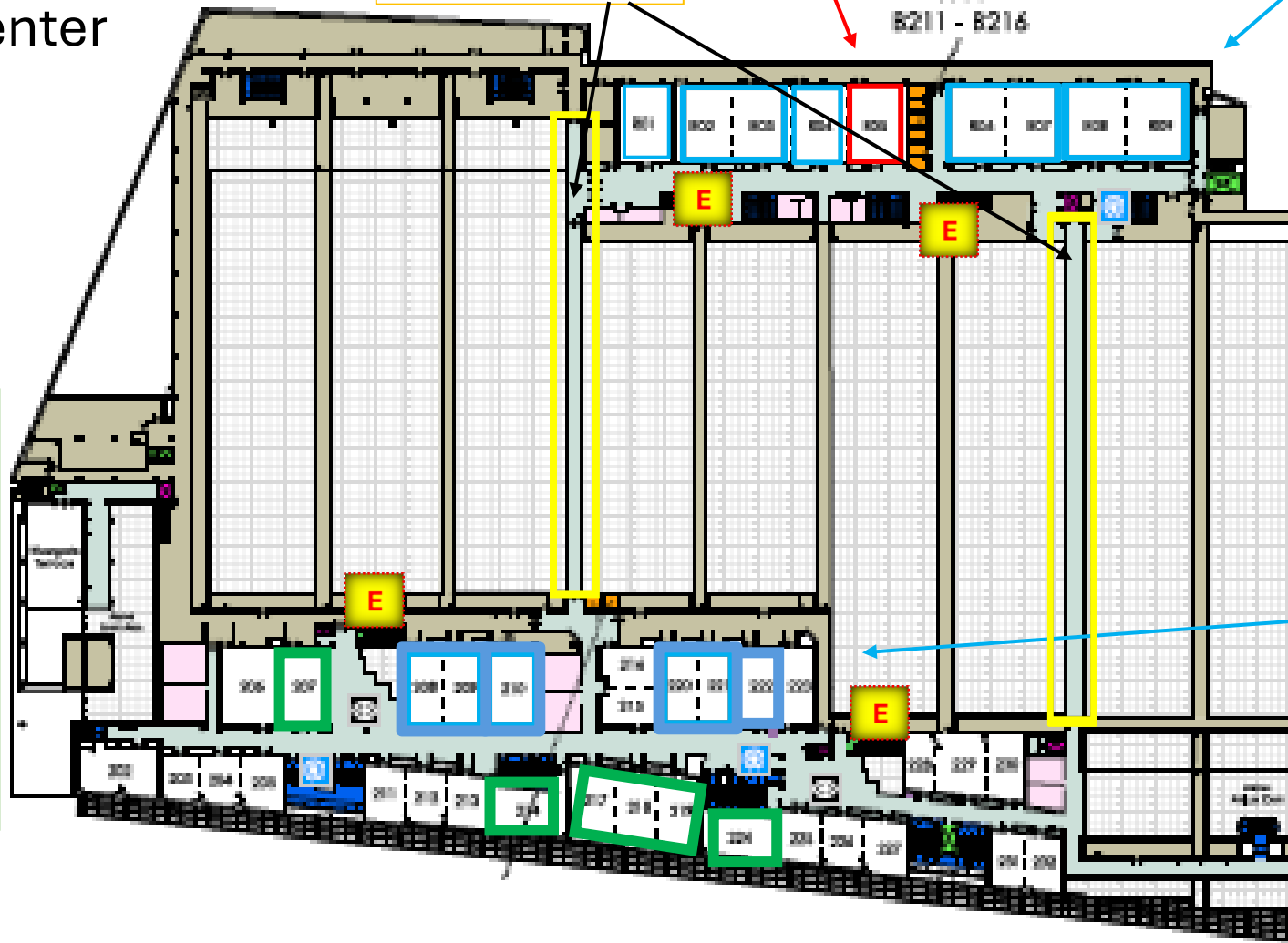
# Second Floor – Morial Convention Center

corridors connecting  
two sides of 2nd floor

R-05 = Speaker Ready Room

- R-01 = Govt Perspectives
- R-02 & R-03 = Preconf Workshop (Tu)  
Biz Ops
- R-04 = Biz Ops
- R-06 & R-07 = Biz Ops
- R-08 & R-09 = Mega Sessions

- 207 = B. Bridges(tu)  
NAVFAC Listening Session (Th)
- 214 = IGE Roundtables
- 217-219 = 1<sup>st</sup> Timer Meet & Greet  
(Tu); Fellows & YP Lunch (W)
- 224 = Listening Sessions



- 208-209 = Advanced Biz & Procurement
- 210 = Entering the Federal Marketplace
- 220-221 = Building Bridges General Session;  
Mktg & Biz Development
- 222 = Regulations, Rules & Govt Framework

**E** = escalators

# Additional Question?



[registration@same.org](mailto:registration@same.org)



[exhibit@same.org](mailto:exhibit@same.org)



[sessions@same.org](mailto:sessions@same.org)



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# After SBC...

## Remember to Visit the ASC

- Final Attendee List
- All session presentations and audio recordings
- PDH transcript of your participation
- Downloadable PDH and AIA Forms
- Link to Photos taken at SBC
- Registration Receipt



**WELCOME  
BACK**

# Who's Ready for SBC?

- a) I'm all set...just need to action my itinerary builder
- b) I need to do some more homework to get prepared
- c) I'll be going shopping
- d) **YIKES, I still need to REGISTER!**



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# Thank you, Gold Sponsors!





# 2025 JOINT ENGINEER TRAINING CONFERENCE & EXPO

IGNITING IDEAS!

MAY 13-15  
Louisville, KY

SAME

- Over 2,500 attendees expected
- Call for Presentations closes January 8th
- Booth Sales after SBC...wanna exhibit?
- Registration and Housing Open in January

**Visit** [www.samejetc.org](http://www.samejetc.org)

See you in New Orleans!

FEDERATION  
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# APPENDIX A:

Search Attendees, Exhibitors, Sessions & Build Itinerary



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# Step 1: Log in to the ASC

Log in to the SBC Attendee Service Center (ASC) [https://www.samesbc.org/asc\\_login.cfm](https://www.samesbc.org/asc_login.cfm)

To access the ASC, you must be registered to attend. No one is automatically registered!

Log-in information (e-mail and password) was included in your registration confirmation email.

## Attendee Service Center

The Attendee Service Center (ASC) is a great feature that allows you to update your individual attendee registration, access documents, and more. The ASC is different than the ESC (Exhibitor) and the SSC (Speaker) Service Centers; it helps manage individual registration, not exhibit booth or speaking engagements. Features within the ASC include:

- Update/correct information in your registration record, such as your badge name, prefix, RSVP items, etc.
- Pay a registration balance due
- Obtain copy of registration invoice or receipt
- Documents, including the Attendee list (Attendee Lists will be posted to the ASC two weeks prior to the conference and a final list within one week after the conference)

### PLEASE SIGN IN

Email:

Password:

Sign In

Forgot Password?

Once logged in, click on “ASC - Attendee Matched Networking & Itinerary Builder” located in the left menu.



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# Step 2: Itinerary Tools

- The Attendee Matched Networking & Itinerary Builder page is your toolkit for making connections and managing appointments.
- Note the 5 tabs across the top
  - **Search**: to find exhibitors, attendees, sessions + more
  - **Appointments**: to manage your appointments
  - **Bookmarks**: to view your bookmarks
  - **Profile Setup**: to view and update your profile
  - **Matches**: to view the list of networking hosts with whom you matched

The screenshot shows the 'Appointments' tab selected in a navigation bar with five tabs: Search, Appointments, Bookmarks, Profile Setup, and Matches. Below the navigation bar, the main content area is titled 'APPOINTMENTS SUMMARY - ALL TIMES ARE LISTED IN CENTRAL TIME.' It includes a link to a 'HOW-TO GUIDE' and instructions on downloading appointments to Outlook. A list of three links is provided for downloading supplemental information forms. At the bottom, there is a section for 'Individual Appointments' with a table that currently shows 'No Appointments Created'.

**APPOINTMENTS SUMMARY - ALL TIMES ARE LISTED IN CENTRAL TIME.**

READ OUR HOW-TO GUIDE so you understand how to manage your participation in One-on-One Appointments.

When downloading your appointment to Outlook using the "Add to Outlook" button, please check the time noted in the Outlook item - The times shown below are Central Time so when you download and save to your calendar, be sure that the time adjusts to YOUR time zone (and daylight vs standard time) correctly.

All Small Business Attendees will be able to request a max of 3 appointments starting Oct 16, 12:00 p.m. Eastern. All Medium and Large Business Attendees can start requesting a max of 3 appointments on October 23, 12:00 p.m. Eastern. The 3-appointment limit will be removed at 12:00 p.m. Eastern on Monday, October 30.

- Click [HERE](#) to download the Attendee How-to Guide
- Click [HERE](#) to download the Business to Government Supplemental Info Form
- Click [HERE](#) to download the Business to Business Supplemental Info Form

Individual Appointments

Description	Time	Appt
No Appointments Created		

# Step 3: Search Tools

- Click the “Search” tab to search for attendees, exhibitors, and sessions.
- Each search allows you to create bookmarks that generates lists to help you plan your time.
- Click on the appropriate button to search that group.

The screenshot shows a navigation bar with tabs for Search, Appointments, Bookmarks, Profile Setup, and Matches. The 'Search' tab is active. Below the navigation bar, there is a section titled 'Make connections with exhibitors and matched networking hosts:' with a detailed instruction paragraph. Below this, there are three buttons: 'Attendees' (highlighted in orange), 'Exhibitors', and 'Session'. Underneath is a 'Networking Search' form with the following fields:

Networking Search	
Attendee Last Name	<input type="text"/>
Attendee Category	<input type="text" value="v"/>
Main Job Responsibility	<input type="text" value="v"/>
Business is recognized as a small business under its Primary NAICS code?	<input type="text" value="v"/>
Small Business Designations (REG)	<input type="text" value="v"/>
NAICS Codes (REG)	<input type="text" value="Please Select..."/> <input type="text" value="v Select"/>
Average revenue over the past 3 years (REG)	<input type="text" value="v"/>
Number of federal contracts executed (REG):	<input type="text" value="v"/>

# Step 4: Search Attendees

- Click the “Attendees” button to search attendees
- Use dropdowns to see search criteria and select those you want to find.
- **CLICK SEARCH TO GENERATE THE SEARCH**

Attendees Exhibitors Session

Networking Search

Attendee Last Name

Attendee Category

Main Job Responsibility

Business is recognized as a small business under its Primary NAICS code?

Small Business Designations (REG)

NAICS Codes (REG)  Please Select  Select

Average revenue over the past 2 years (REG)

Number of federal contracts executed (REG)

Government contracts held (REG)

States in which company has bona fide offices (REG)  Please Select  Select





States where business is conducted (REG)  Please Select  Select

Aggregate Bonding Capacity (REG)

Single-Project Bonding Capacity (REG)

Search List All

These are the search results

Photo	Attendee Name	Answer Match	Bookmark
 Image processing Please Refresh	<b>Joshua Graham @ HDR</b> <b>Title:</b> Project Manager <b>Location:</b> Bulverde, Texas <b>Tags:</b> Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, District of Columbia, , Private Industry, 541310, 541330, 541990, 561210, Army, Air Force / AFCEC, NAVFAC, Navy, Defense Health Agency, Department of Agriculture, NASA, NOAA, Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma	116	
	<b>Ryan Sauter @ ENVIRONMENTAL ASSESSMENT SERVICES LLC</b> <b>Title:</b> Senior Project Manager <b>Location:</b> La Crosse, Wisconsin <b>Tags:</b> Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, Alaska, Arizona, California, Florida, Georgia, Idaho, Louisiana, Maine, Maryland, Massachusetts, Mississippi, Nevada, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, South Carolina, Texas, Virginia, Washington, Wisconsin, , Private Industry, 8(a) Certified, 541620, Small: 1-100, \$0 to \$10 million, Army, Air Force / AFCEC, NAVFAC, Navy, Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma	87	

# Step 4: Search Attendees cont.

- Click on person's name to open their profile
- Click on "bookmark" in the bookmark column to add them to your bookmarks list
- NOTE: if an attendee indicated they do not want to be included in the attendee list – you WILL NOT find them here!

The screenshot displays the SAMESBC website interface. On the left, a browser window shows the profile of Ann McLeod, Director of Meetings & Membership. The profile includes a photo and a table of profile information:

Profile Information	
Small Business Designations (REG)	Woman-Owned
Attendee Category	Private Industry
# of Employees:	Small: 1-100
SAM UEI (replaced the DUNS #)	YNHHKMM1MCF5
CAGE Code (REG)	1E104

On the right, a search filter panel is visible with the following options:

- States in which company has bona fide offices (REG): Please Select... Select
- States where business is conducted: (REG): Please Select... Select
- Aggregate Bonding Capacity (REG): [Dropdown]
- Single-Project Bonding Capacity (REG): [Dropdown]

Below the filters is a search bar and a table of search results:

Photo	Attendee Name	Answer Match	Bookmark
	Ann McLeod @ SAME Title: Director of Meetings & Membership Location: Alexandria, Virginia Tags: Virginia, Alaska, North Dakota, Virginia, Private Industry, 236220, Woman-Owned, Small: 1-100, \$0 to \$10 million, 4-10, Alaska, North Dakota	13	<input checked="" type="checkbox"/>

At the bottom of the search results, it says "Showing 1 to 1 of 1 entries" with "Previous" and "Next" navigation buttons.

# Step 5: Search Exhibitors

These are the search results

- Click the “Exhibitors” button to search attendees
- Use dropdowns to see search criteria and select those you want to find.
- **CLICK SEARCH TO GENERATE THE SEARCH**

Attendees **Exhibitors** Session

**Exhibitor Search**

Exhibiting Company:

Booth Number:

Business Type:

NAICS Code (EXH)  Please Select...

Business small Pri

Small Busi

Average past th

Number c

Gov currently (

States

States with bona fide offices (EXH)  Please Select...

NAICS Code (EXH)

Select	Title
<input type="radio"/>	Clear Selection
<input type="radio"/>	221114
<input type="radio"/>	236210
<input type="radio"/>	236220
<input type="radio"/>	237110
<input type="radio"/>	237120
<input type="radio"/>	237130

Search

Logo	Booth	Exhibitor/Sponsor	Make Appointment	Bookmark
	892	24HRC	Restricted	<input type="checkbox"/>
	754	ACHUTI LLC.	Restricted	<input type="checkbox"/>
	1000	Acuity International	<input type="checkbox"/>	<input type="checkbox"/>
	663	Advon Corporation	<input type="checkbox"/>	<input type="checkbox"/>
	882	Ahtna Design-Build, Inc.	Restricted	<input type="checkbox"/>
	376	Ahtna Solutions, LLC	Restricted	<input type="checkbox"/>
	586	AMES 1, LLC	Restricted	<input type="checkbox"/>
	931	Aptim Federal Services, LLC	<input type="checkbox"/>	<input type="checkbox"/>
	1156	AR6 Construction & Engineering, LLC	Restricted	<input type="checkbox"/>
	956	Aztec Contractors, Inc.	Restricted	<input type="checkbox"/>
	603	Benham Design, LLC	Restricted	<input type="checkbox"/>

# Step 5: Search Exhibitors cont.

- Click on exhibitor's name to open their profile
- Click on "bookmark" in the bookmark column to add them to your bookmarks list
- In the "Make Appointment" column:
  - Restricted means they are not accepting appointments, or their calendar is full

Logo	Booth	Exhibitor/Sponsor	Make Appointment	Bookmark
	802	24HRC	Restricted	<input type="checkbox"/>
		ACHUTI LLC.	Restricted	<input type="checkbox"/>
		Acuity International	<input type="checkbox"/>	<input type="checkbox"/>
		Advon Corporation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		Ahtna Design-Build, Inc.	Restricted	<input type="checkbox"/>
		Ahtna Solutions, LLC	Restricted	<input type="checkbox"/>
		AMES 1, LLC	Restricted	<input type="checkbox"/>
		Aptim Federal Services, LLC	<input type="checkbox"/>	<input type="checkbox"/>
	1156	AR6 Construction & Engineering, LLC	Restricted	<input type="checkbox"/>
	956	Aztec Contractors, Inc.	Restricted	<input type="checkbox"/>

**Advon Corporation** Booth 663

Advon Corporation  
2882 Remington Green Lane  
Tallahassee, FL 32308  
United States

**Sales Contact**  
Taylor Marshall  
Business Development Coordinator

[Email](#) [Website](#)

**Description**  
Business Type: Small Business (fewer than 100 employees)



# Step 6: Search Sessions

- Click the “Sessions” button to search sessions
- Use dropdowns to see search criteria and select those you want to find.
- **CLICK SEARCH TO GENERATE THE SEARCH**

Attendees Exhibitors **Session**

**Session Search**

Session Title

Description/Keyword

Session Date

Speaker

Track

**Search** **List All**

These are the search results

Session Date	11/02/2023	
Speaker		
Track	Business Opportunities	
<b>Search</b> <b>List All</b>		
Time	Session Title	Bookmark
<b>November 02nd 2023</b>		
11:00 AM - 12:00 PM	Vertical Construction Business Opportunities Session Code: <b>9009</b>	<input type="checkbox"/>
11:00 AM - 12:00 PM	GSA Business Opportunities Session Code: <b>9010</b>	<input type="checkbox"/>
11:00 AM - 12:00 PM	Veterans Affairs Regional Procurement Office East Business Opportunities Session Code: <b>9020</b>	<input type="checkbox"/>
02:00 PM - 03:00 PM	Outside the Continental US Business Opportunities Session Code: <b>9007</b>	<input type="checkbox"/>
02:00 PM - 03:00 PM	Healthcare Construction Business Opportunities Session Code: <b>9015</b>	<input type="checkbox"/>
03:30 PM - 04:30 PM	Department of Transportation Business Opportunities Session Code: <b>9002</b>	<input type="checkbox"/>
03:30 PM - 04:30 PM	Horizontal Construction Business Opportunities Session Code: <b>9011</b>	<input type="checkbox"/>
03:30 PM - 04:30 PM	Department of State, Bureau of Overseas Buildings Operations Business Opportunities Session Code: <b>9014</b>	<input type="checkbox"/>

# Step 6: Search Sessions cont.

- Click on the session name to see more info on the session:
  - Location
  - Speakers
  - Description
- Click on “bookmark” in the bookmark column to add it to your bookmarks list and schedule

The screenshot displays a web browser window with the URL `samesbc.org/2023/session_profile_v2.cfm?master_key=DAA0FBFA-F04D-A206-2B64-9EC8...`. The session profile for Session Code 9007 is shown, including the title "Outside the Continental US Business Opportunities", date "Thursday, November 02nd", time "02:00 PM - 03:00 PM", location "Henry B. Gonzalez Convention Center", and room "217 BC". The speakers listed are Daniel Hibner, William Hannan, John Lloyd, and Christopher Cray. The abstract describes U.S. federal agencies' design, construction, and maintenance programs outside the continental United States.

Below the profile is a table of search results with columns for "Session Title" and "Bookmark".

Session Title	Bookmark
Vertical Construction Business Opportunities Session Code: 9009	<input type="checkbox"/>
GSA Business Opportunities Session Code: 9010	<input type="checkbox"/>
Veterans Affairs Regional Procurement Office East Business Opportunities Session Code: 9020	<input type="checkbox"/>
Outside the Continental US Business Opportunities Session Code: 9007	<input type="checkbox"/>
Healthcare Construction Business Opportunities Session Code: 9015	<input type="checkbox"/>
Department of Transportation Business Opportunities Session Code: 9002	<input type="checkbox"/>
Horizontal Construction Business Opportunities Session Code: 9011	<input type="checkbox"/>
Department of State, Bureau of Overseas Buildings Operations Business Opportunities Session Code: 9014	<input type="checkbox"/>

# Step 7: View Bookmarks & Itinerary

- Click the Bookmarks tab to see all your bookmarks
- Click “PDF Itinerary” to download an itinerary that lists all your bookmarks, a color-coded floorplan showing your bookmarked exhibitors, and a session and appointment list!

Search Appointments **Bookmarks** Profile Setup Matches

Sessions and exhibitors you've bookmarked are listed in the table below. If no table appears, you haven't bookmarked anything!

#	Title	Bookmark
<b>Session</b>		
1	General Session (Government Outlook from Agencies) & SAME Small Business Awards	<input checked="" type="checkbox"/>
2	New Member & First Time Attendee Meet & Greet	<input checked="" type="checkbox"/>
3	Webinar Recording: Exhibitor Orientation & Training	<input checked="" type="checkbox"/>
<b>Exhibitors</b>		
1	Advon Corporation <b>Booth:</b> 663	<input checked="" type="checkbox"/>
2	AshBritt, Inc. <b>Booth:</b> 291	<input checked="" type="checkbox"/>
<b>Attendee</b>		
1	Ann McLeod <b>Title:</b> Director of Meetings & Membership <b>Company:</b> SAME	<input checked="" type="checkbox"/>

**Whatever you do on the website's itinerary builder is carried over to the event app, and vice versa.**



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# APPENDIX B: SAME Events App



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# App Demo



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