

One-to-One Introduction Meetings Frequently Asked Questions (FAQs)

What is a One-To-One Introduction Meeting?

A One-to-One Introduction Meeting is a face-to-face meeting with a small business owner and a government agency and/or prime contractor who will meet to discuss the small business owner's company privately for five (5) minutes. Each meeting opens up endless business opportunities by providing small business owners with one-to-one exposure to potential procurement officials/buyers. No contracts are guaranteed on the day of meeting. So that we keep our scheduled one-to-one meetings on time we ask that all small business owners arrive a few moments earlier for their scheduled meeting. If you are late arriving to your meeting unfortunately we may have to replace you with another company.

How Do I Schedule a One-to-One Introduction Meeting for the Meet the Primes event on 10/15/14?

PLEASE NOTE – In order to schedule One-to-One Introduction Meetings, you should first officially register as a Meet the Primes event attendee. If you have not registered as an event attendee, please take a moment and complete this step first. [Select here to register as a Meet the Prime event attendee](#). Then, let us know what companies you want to meet with at the One-to-One Introduction Meetings. Thank you!

View the [One-to-One Introduction Meetings schedule](#) here. The host companies that have the term, "Services/Products Needed - Submitted," hyperlinked, under their company name can be selected to learn about the host company's current projects and/or procurement needs. Once you have explored the list, email **four (4) selections in preferential order** to events@mwmca.org. **Please note that your third and fourth selections will serve as back-up in case one or both of your first two selections are unavailable.** Upon receipt of your registration we will send you a confirmation email within one (1) business day to confirm your scheduled One-to-One Introduction Meetings. We want to give all participants an opportunity to take advantage of the one-to-one introduction meetings, so you will be only registered to meet with **no more than two (2) companies**. If you are unable to set a One-to-One Introductory Meeting with your preferred company, you are still able to visit their booth in the Exhibit Hall. **See Complete Listing of Exhibitors. The One-to-One Introduction Meeting schedule is updated daily. We strongly suggest you revisit it regularly for any additions/updates.** Registration for One to One Introduction Meetings ends Friday, 10/10/14 at 5:00pm.

How do I prepare for my One-to-One Introduction Meetings prior to arriving at my scheduled time(s)?

Do a little research; visit the companies' that you are scheduled to meet with website, before you arrive. If the company you are meeting with has told us what services/products they are looking for we have listed them on the [One to One Introduction Meetings Participating Companies Schedule](#) on our website.

What can I expect from a One-to-One Introduction Meeting?

Expect to get your questions answered. Expect to discover if your product or service is of value to the government agency and/or prime company. Expect to find out whom to talk to.

Each meeting will be approximately 5 minutes; this is long enough to SELL YOURSELF! Present any information you brought with you. Quickly give an overview of your company. Mention an accomplishment. Find out about immediate opportunities. Ask to follow up at a later date to find out about additional opportunities. Ask what the next step will be for you? **Please arrive at least five (5) minutes prior to your scheduled meeting(s).**

During the One-to-One Introduction Meeting the small business owner should:

- Introduce themselves/company
- Explain what their company does
- Highlight services and/or products
- Provide a Capability Statement or Line Card (optional but suggested)
- Most of all make an IMPRESSION

What do I bring to the One-to-One Introduction Meetings?

You are not required to bring anything. However, it is suggested at a minimum to bring at least one of the following:

- Your business card.
- Capability Statement, a line card or a brochure. The format should be easy to read, bullet point format is great. Keep it streamlined and to the point. The information you bring should highlight your company's qualifications and unique product or service. Emphasize your niche. Show a track record of outstanding service. List any certifications such as 8(a), MDOT, Baltimore City, Service and Disabled Veteran, etc).

What do I do after my One-to-One Introduction Meeting and the show is over?

- Follow-up. Work will not fall in your lap. We can only lead you to the work that is available.
- Build a relationship. Make the connection with the right person. Remind them of who you are and your track record, solutions you have to issues they face, the prices you charge, etc.
- Be patient and be persistent.
- Send a thank you note, whether it is a physical snail mailed note or an e-mail.

We have heard many companies tell us after attending events that they did not obtain any promising leads/business from it. Understand that we are leading you to the business but it's up to you to sell yourself and close the deal. We have identified companies that want to do business with you. According to the Governor's Office of Minority Affairs' (GOMA) Fiscal Year 2013 Minority Business Enterprise Program Statistical Report, "Maryland awarded \$1.7 billion in prime and subcontracting awards to small minority- and women-owned businesses in FY2013."