

# **Business to Business Matchmaking Meetings Frequently Asked Questions (FAQs) for Prime Businesses/Agencies**

## **What is a Matchmaking Meeting?**

Business-to-business Matchmaking Meeting Sessions have become a strategic and effective way of networking and communicating between small firms and prime companies. These meetings allow prime businesses to privately meet with and learn more about the capabilities of small businesses, while affording small businesses the opportunity to receive an introduction on how to do business with specific prime firms and to determine potential business opportunities. A small business owner and a government agency and/or prime company representative, will meet privately for five (5) minutes, to discuss current or future procurement opportunities. No contracts are guaranteed on the day of meeting. Participating in Matchmaking Meetings does not obligate any of the participating parties to do business, instead it is a way to introduce yourself and share information about your company so that all involved become more familiar with each other.

## **How can a Prime Business/Agency participate as a Matchmaking Meeting Host?**

Matchmaking Meeting participation is included in each sponsorship package. Platinum, Diamond, and Gold level sponsors can participate in both sessions and Silver and Bronze level sponsors can participate in one of the two sessions. However, if you are prime business/agency that is not participating as a sponsor and would like to host Matchmaking Meetings, you are still eligible to participate as a Matchmaking host company. If interested, please contact us at 443-759-8580 or [events@mwmca.org](mailto:events@mwmca.org).

## **How Are Matchmaking Meetings at the 16<sup>th</sup> Annual 2019 Spring Breakfast Meeting/Business Showcase Expo scheduled?**

Meetings will occur, in five (5) minute increments, within 2 (two) sessions. Prime business/agency representatives will participate in one or both sessions as agreed. Small Businesses will be pre-registered and scheduled to meet with prime business/agency representatives, in five-minute increments, based on your submitted product/service and construction/project needs. Submitting this information in advance helps us to properly match your meetings with the type of small businesses that can potentially meet your needs.

## **How do I prepare for my Matchmaking Meetings prior to arriving to my scheduled session(s)?**

To ensure that participating small businesses are a good fit, we are asking all confirmed matchmaking hosts to provide your company or agency's current/future procurement needs as it relates to supplies, professional services, construction, and other related projects. Email this information to [events@mwmca.org](mailto:events@mwmca.org). Again, submitting this information in advance helps us to properly match your meetings with the type of small businesses that can potentially meet your needs.

## **What do I bring to the Matchmaking Meetings and what should I discuss/cover during the Matchmaking Meetings?**

**You will conduct approximately 5-10 matchmaking meetings, per session, with approximately 1-2 small business representatives at a time, during the event.** Please make sure you bring a sufficient amount of materials (12-24 items) to distribute for these meetings.

**On event day, please keep in mind that small businesses should leave this event knowing, “How to Do Business with Your Company/and or Agency,” or “How Your Company/Agency Assists Small Businesses,” and who the appropriate contact(s) are.** This information can be disseminated through a referenced website, a one-page directional sheet, brochure, etc. Please be prepared to have this information readily available during your matchmaking meeting session(s).

## **Will I receive anything to document my participation in Matchmaking Meetings?**

A Minority Matchmaking Outreach Certificate will be provided to you to document your participation and outreach to Minority and Women-Owned Businesses.