

## 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 between a small business representative and a government agency and/or prime company to discuss the small business' product and services offerings privately for five (5) minutes. Each meeting has the potential to open business opportunities by providing small business representatives with one-to-one exposure to procurement officials/buyers/decision makers. No contracts are guaranteed on the day of your meetings.

### How do I pre-register for a One-to-One Introduction Meeting during the Meet the Primes event occurring on 10/16/19?

Before scheduling One-to-One Introduction Meetings, you must first [register to attend Meet the Primes](#). Pre-registration to meet with participating exhibitors privately at the One-to-One Introduction Meeting Café will begin on **Monday, September 30, 2019**. The deadline to pre-register to meet with companies participating in One-to-One Introduction Meetings is **Monday, October 14, 2019 at 4:00pm**. Please contact MWMCA at 443-759-8580 for any questions.

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

Do a little research on the companies/agencies you're scheduled to meet with by visiting their website before you arrive. If the company/agency you are meeting with has told us their current and/or future service/product needs, we have listed this information on the **One-to-One Meetings Schedule (coming soon – all registered attendees will receive an email notification when the schedule is released)**. Select here to view the One-to-One Introduction Meeting Schedule (**Schedule will be posted on Monday, September 30, 2019.**)

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

Expect to get your questions answered. Also, expect to discover if your product or service is of value to the government agency and/or prime company. Expect to also find out the appropriate prime company/agency contact to communicate with based on the service/product your business provides.

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 later to find out about additional opportunities. Ask what the next step will be for you? **Please arrive at least fifteen (15) minutes prior to your scheduled meeting(s).**

### During One-to-One Introduction Meetings a small business representative 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 the issues they face, the prices you charge, etc.
- Be patient and be persistent.
- Send an emailed thank you note.

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 Small, Minority & Women Business Affairs' [Fiscal Year 2017 Annual Report](#)***, "Maryland awarded \$1.5 billion in prime and subcontracting awards to small minority- and women-owned businesses in FY2017."