

Phone-based/Direct call 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 phone-based/direct call event between a small business representative and a prime business representative to discuss the small business' product and services offerings privately for five (5) minutes. All phone calls will be initiated by the prime business representative during their scheduled meeting hour (9:00am – 10:00am and/or 10:00am – 11:00am).

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 10/28/20?

Before scheduling One-to-One Introduction Meetings, you must first **register to attend Meet the Primes**. Pre-registration to meet with participating prime businesses via phone call during the One-to-One Introduction Meeting event will begin on **Wednesday, October 14, 2020 or soon thereafter**. The deadline to pre-register to meet with companies participating in One-to-One Introduction Meetings is **Friday, October 23, 2020 at 4:00pm**. Please contact MWMCA at 443-759-8580 for any questions.

How do I prepare for my One-to-One Introduction Meetings?

Do some research on the companies/agencies you're scheduled to speak with by visiting their website before your phone call. If the company/agency you are speaking with has told us their current and/or future service/product needs, we have listed this information on the **One-to-One Introduction Meeting Schedule (coming soon – all registered attendees will receive an email notification when the schedule is released)**. The One-to-One Introduction Meeting Schedule will be posted on **Wednesday, October 14, 2020**

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

Expect to get some of your questions answered. Also, expect to discover if your product or service is of value to the 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! 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 be sure to have access to your phone during your allotted meeting time, as the participating prime business representative will contact you directly via phone.**

During One-to-One Introduction Meetings a small business representative should:

- Introduce themselves/company
- Explain what their company does
- Highlight services and/or products
- Most of all make an IMPRESSION

What do I do after my One-to-One Introduction Meeting?

- 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 participating in similar 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.