

## Marketplace 2015 Attendee One on One Meeting Process

Thank you for your interest in the One on One Meetings at Marketplace 2015 that will take place on October 30, 2015.

The schedule is as follows (one on one meetings in red):

### Agenda for Friday - October 30 2015

- 7:15am Registration
- 7:45am Breakfast of Champions
- **9:00am Exhibit Hall Opens and One on One Meetings begin**
- 11:30am Lunch, Keynote and Awards
- **1:00pm Exhibit Hall Opens and One on One Meetings continue**
- **3:00pm End of Meetings**

### Instructions

Please register in order to meet with buyers. You will have the opportunity to register for the one on one meetings the afternoon of October 29<sup>th</sup> at the free workshops as well as the morning of the 30<sup>th</sup> near general registration. Additionally, you have the opportunity to register outside the One on One meetings. You will not be able to enter the One on One area without signing in. However, a business card will be needed for registration purposes. If you would like to bypass the registration line and pre-enter your information please [click here](#). Please note signing in is still required at the One on One registration area.

After you have registered, a Wisconsin Procurement Institute (WPI) staff member will assist with the meetings. When the Buyers table is open, they will direct you to your table. Please note, you are required to sign in with each buyer with which you meet. Please note each meeting with a buyer is limited to 10 minutes per session. The One on One area will close for lunch and reopen until 3:00 pm after lunch.

WPI has a Marketplace 2015 marketing checklist that can be found by [clicking here](#). The checklist will help you prepare for the buyer meetings.

If you have any questions please contact WPI at 414-270-3600 or [jacobh@wispro.org](mailto:jacobh@wispro.org)