

Marketplace 2017 Attendee One on One Meeting Process

Thank you for your interest in the One on One Meetings at Marketplace!

Times listed in **Red** are the times available for One-one-Meetings. Pre-registration entry into the One-on-One Buyer Meeting area is required (**individual meetings are not pre-scheduled**)!

Agenda for Wednesday – December 14 2017

- 7:00am Registration
- 7:30am Breakfast of Champions
- **9:00am Exhibit Hall Opens and One on One Meetings begin**
- 11:45am Lunch, Keynote and Awards
- **1:00pm Exhibit Hall Opens and One on One Meetings continue**
- **4:00pm End of Meetings**

Instructions

You will not be able to enter the One-on-One Meeting area without signing in and showing the provided Entry Card that you will receive at the Pre-Registration area.

After you have registered, a Wisconsin Procurement Institute (WPI) staff member will assist you in determining potential opportunities. **Buyer Meetings are not pre-scheduled**, so when the identified Buyers table becomes available, our staff will direct you to that table. You are required to sign in with each buyer with whom you meet. Please note each meeting with a buyer is limited to no more than 10 minutes per session. The One-on-One area will close for lunch and reopen until 4:00 pm after lunch.

PREFERRED BUYER MEETINGS:

Agency/Company Name	Contact Name	Telephone/email