

One-on-One Planning

TechHome SUMMIT
Builder SPRING

TechHome SUMMIT
Builder FALL

Meeting Selection Process

5 Weeks Prior - All sponsors receive guest list information including name, title, company, annual revenue and two additional data fields for review and analysis. Sponsors with boardroom presentations receive boardroom group rosters.

5 Weeks Prior - Sponsors with boardroom presentations complete and return boardroom group preference forms, ranking top preferences for boardroom presentation(s).

4 Weeks Prior - Boardroom assignments are made and communicated to sponsors.

3 Weeks Prior - Sponsors complete and submit one-on-one meeting rankings within portal.

2 Weeks Prior - One-on-one meeting assignments are made and communicated to sponsors. Sponsors can view and download meeting schedule and guest profile information.



Basic One-on-One Operation

One-on-one meetings are 15 minutes in duration and take place at the sponsor's booth space.

The physical environment for booths is at each sponsor's discretion, however we suggest highboy tables with stool height chairs for a comfortable and inviting setting. We also suggest branded pop-banners and tablecloths along with small product kiosks to support meeting efforts and attract stop-by traffic

Meeting Outline

Discovery (5-7 min.)

- Reveal business needs and pain points
- Explore strengths, weaknesses and uncover "loose bricks" you can address

Flyer/Product Showcase (5-7 min.)

- Present most relevant products and service information

Close Next Steps (final 1-2 min.)

- Identify time, place, purpose, agenda and additional stakeholders who will be involved

Download Next Steps Forms

[Click Here](#)



Sponsors with Executive registrations can attend any general sessions belonging to the segment with which are aligned, other networking opportunities, boardrooms/exhibits and After Hours.

All other sponsors with Exhibits-only passes may only attend the Connections Reception, boardrooms/exhibits and After Hours.