

MdQI Minority-Owned Meet & Greet Event

Frequently Asked Questions and Tips

▶ Will this session run for the full two hours?

Yes. The session will begin promptly at 9:30 AM. Please plan to arrive a couple of minutes early so that you can sign in and obtain your rotation schedule and receive directions for the session. We will have a short break at the one-hour mark.

▶ How long will I be allowed to meet with each Prime company?

Each meeting will be approximately 5 minutes. A signal will be made by the room moderator when your time is up and you will have approximately 1 minute to transition to the next Prime company on your rotation list.

▶ Will I be allowed to select which Prime companies I wish to meet with at the event?

No. Each Minority-Owned firm will rotate through the entire room – allowing you the opportunity to meet with all Prime companies. Upon arrival, you will be provided with a rotation schedule for the entire session. Each meeting will be approximately 5 minutes with each company. A signal will be made by the room moderator when your time is up and you will have approximately 1 minute to transition to the next Prime company on your rotation list.

▶ What if there is a company within my rotation schedule that I do not wish to meet with?

If there is a company within your rotation schedule that you do not wish to meet with – you will simply stand quietly within the room during that five-minute period or walk out of the room. Keep in mind, that you will need to fall back into rotation when the transition signal is given if you plan to continue with the next company in your rotation schedule.

▶ What should I expect at the meet and greet event?

You should expect face-to-face meetings with each of the Prime companies on-site. This is an opportunity to meet with the Prime company one-to-one for 5 minutes each. This is an opportunity for you to present yourself and your firm's services.

▶ How do I prepare for my one-to-one introduction meetings prior to the event?

Do a little research on the Prime companies – visit their websites.

▶ What should a minority-owned firm bring to the one-to-one introduction meeting?

You are not required to bring anything. However, it is suggested that you bring, at a minimum, the following:

- Your business card

▶ During a one-to-one introduction meeting, a minority-owned firm representative may wish to do the following:

- Introduce yourself/company
- Explain what your company does – what services your firm offers
- Provide a capability statement/brochure
- Leave an SF 330 Part I / Resumes of Key Staff / Sample Projects
- Provide a list of upcoming projects that you are interested in pursuing with that specific firm
- Leave a business card

▶ What should I do after the meet and greet event?

You are not required to do anything after the event. However, you may wish to do some or all of the following:

- Follow-up with some or all of the Prime companies that you met.
- Build a relationship from this point of contact.
- Send a thank you note.

