



OCTOBER 22-25 - DETROIT, MICHIGAN

**MBE2MBE  
BIZCONNECT – MATCHMAKER  
Wednesday, October 25, 2017  
Room 330AB**

***NEW THIS YEAR***

<b>NMSDC-Certified MBE FAQs</b>
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**This is a Unique Opportunity to engage with other MBEs for potential  
Joint Ventures or Strategic Partnerships**

The event will feature NMSDC - certified Minority Business Enterprise (MBE) businesses with buyers, sourcing managers and procurement experts participating in up-close One-on-One Matchmaker Sessions with NMSDC - certified MBEs willing and ready to fulfil the needs of upcoming opportunities. Each session is 15 minutes. Each MBE member can schedule up to 7 potential pre-screened suppliers. **Appointments are required.**

**Who can participate?**

NMSDC-Certified Minority Business Enterprises (MBEs). **Certification will be verified.** MBE participants must also be pre-registered to attend the 2017 NMSDC Conference + Business Opportunity Exchange in Detroit, Michigan. Pre-registered is defined as **Full Registration or One Day Wednesday registrant - ONLY.**

**What is the cost to participate?**

Other than the cost of a Full Conference registration or a One Day Wednesday registration, there is no fee for MBEs to participate in this **MBE2MBE BIZCONNECT – MATCHMAKER.**

**Online conference registration is required to participate.**



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### What is the schedule for matchmaking appointments?

Matchmaking appointments are 15-minute meetings with 5 minutes each for transition on **Wednesday, October 25, 2017**. These appointments will be scheduled between **10:15 a.m. - 12:30 p.m. ONLY**.

It is important that your representatives plan to arrive at least 15 minutes **prior** to the Matchmaking appointments, and stay the entire scheduled time period of each event. This will provide an opportunity to make on-site additions and changes and to manage any cancellations or no-shows. Be sure to identify as an **MBE BUYER** member.

### How do I request a BizConnect table?

You may request a table by emailing [BizConnect@NMSDC.org](mailto:BizConnect@NMSDC.org).

**Each BizConnect table will seat four (4) – to accommodate one - two MBE BUYERS and two (2) MBE SELLERS.**

### How are suppliers selected?

NMSDC-Certified Minority Business Enterprises (MBEs) acting in the capacity of a **BUYER** will be required to complete our **BizConnect Profile Form**, selecting one primary and one secondary Industry Group. The identifying commodities and services you provide will be algorithmically matched with the MBE profiles retrieved from **NMSDC CENTRAL®**.

Based on the results, the participating MBE **BUYER** will select the NMSDC-Certified MBEs they would like to meet during one-to-one 15 minute sessions.

Once you have been identified as a MatchMaker participant (**SELLER**) a copy of your profile will be sent to you for review.

**It is imperative that MBE suppliers contact their local council to ensure the profile data are correct and your certification is current.**

**Your profile information will be retrieved from NMSDC CENTRAL®.**



### **How do I register as a “Buyer”?**

Click here to sign up: <https://www.nmsdcforms.org/nmsdc/form118/index.html>

### **When will I receive my appointment schedule?**

NMSDC will coordinate the requested appointments and provide schedules to the participating MBEs selected at least 2 weeks prior to the Conference. Please be aware that schedules can have changes up to the morning of the event.

If scheduled, you should plan to arrive at least 15 minutes prior to your first appointment so you are ready to be seated on time. The MBE - MBE Matchmaking session is **Wednesday, October 25, 2017 between 10:15 a.m. to 12:30 p.m.**

If an NMSDC-Certified MBE has **not** received any requests, that company will be notified at least two (2) weeks prior to the Conference so his or her representatives can plan to attend other conference activities during that time.

### **Can I see a list of the MBE Buyers who are participating?**

Yes – a list will be provided on the NMSDC website. Information will be provided when available.

### **What information is required from participating NMSDC-Certified MBEs?**

- **Review and Complete BizConnect Profile and Select NMSDC-Certified MBEs – By Wednesday, 9/29/2017.** Applicable to MBEs identified as a **BUYER.**
- **Review and Approval of Matchmaking Schedule – By Monday, 10/2/17.**

**Your profile information will be retrieved from NMSDC CENTRAL®.**

**It is imperative that MBE suppliers contact their local council to ensure the profile data are correct and your certification is current.**



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### How many meetings should I expect?

The number of meetings scheduled will be determined by **MBE BUYER** needs for the goods and services you provide. Only those goods and services requested will be selected from the MBE Profile Form.

You must be selected for at least one Matchmaking appointment to attend.

If I have no prescheduled appointments can I still attend the MBE – MBE Matchmaker session?

No.

You must be selected for at least one Matchmaking appointment to attend.

### Who do I contact for questions and/or additional information?

Please contact Nettie Seaberry directly with any inquiries as she will have the most current information at [BizConnect@NMSDC.org](mailto:BizConnect@NMSDC.org) or 212-944-2430, ext. 145.

### Pertinent Points

- Only pre-registered (Full Registration or One Day Wednesday registration) and verified certified - MBEs will be able to participate in the **MBE2MBE Matchmaker**.
- You can only register for this event online.
- Annual sales and major customer information will be removed from the profile form.
- Your certification must be current on the date of the event Wednesday, October 25, 2017.
- You must be selected for at least one Matchmaking appointment to attend this session.
- Take a moment to review your profile and contact your local council for updates or corrections.



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### **Are there any other requirements of MBE Participants?**

NMSDC can only provide the metrics and results. MBEs need to assess the value of participation in the MBE2MBE Matchmaking BizConnect and to improve outcomes in the future. Your immediate response to our request for feedback at the conclusion of your scheduled appointments) is greatly appreciated. We will also follow up at later dates to learn of any outcomes from these connections. Your timely feedback is essential to NMSDC delivering the information you and your stakeholders ask for.

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