

## NAHMA Business Exchange 2016 Event Logistics

### The Business Exchange

Management company executives will be seated, individually, at tables around the room. There will be a place card holder on each table identifying the executive and the management company they represent. Each table will have a vacant seat for an “Engaged” Affiliate and a seat, off to the side, for a “Queued” Affiliate (Please note: Affiliates do not have to sit in the queued seat, they can save their place in the queued seat by placing a name tag or business card in the chair). Prior to the start of the event, a room map will be provided to all Affiliates to assist in locating executives they would like to meet with.

Affiliate’s will be broken into 3 groups, A, B and C. Affiliate’s with two participants in the Business Exchange, will have their representatives split into different groups. Groupings have no advantage and play no role in whom you will meet with, they are just a logical way to break the large group into sub groups to facilitate meetings. Each group will have the same opportunity to meet with Executives. It is very important that all Affiliates obey the 5 MINUTE MEETING RULE and are ready to leave the table at the 5 minute mark. An Affiliate can only meet with an executive one time during the Business Exchange. If an Affiliate has two representatives participating, each representative can meet one time with an executive. One minute will be provided between sessions to allow for the rotation of Affiliates to different tables. When locating a table, the first representative to sit in the Engaged chair is the one who secures that table for the session. Queued Affiliates always have first access to the Engaged chair for the table they are queued.

At 6:30pm, the event will begin. Affiliate’s in Group A and B will find available executives and begin their 5 minute meeting. Affiliates in Group C will find available “Queued” chairs that they can occupy (reserve with a name tag or business card), guaranteeing them the next meeting with the executive at that table. At the 4 minute mark, Affiliates will be given their 1 minute warning. This warning signals that they have 1 minute left to wrap up their discussion with the executive before they must leave that table. At the 5 minute mark, a notice will be given and Affiliates engaged with executives, **MUST** leave the table.

The second round will be for Group’s B and C to engage with executives and Group A to queue up for the next round of meetings. This session will now operate like the first session with 5 minute meetings and a notice at minute 4 that only 1 minute remains.

At the end of this session, Group A Affiliates will move from the Queued chair to the Engaged chair. Group C Affiliates will find an available executive to meet with and

Group B will find a Queued chair. The same 5 minute meeting time will apply to this and all remaining sessions.

A tentative list of the session's and the rotations follows:

Time	Engaged Chair	Queued Chair
6:30-6:35	A,B	C
6:36-6:41	B,C	A
6:42-6:47	C,A	B
6:48-6:53	A,B	C
6:54-6:59	B,C	A
7PM – 15 Minute Break		
7:15-7:20	C,A	B
7:21-7:26	A,B	C
7:27-7:32	B,C	A
7:33-7:38	C,A	B