



VIITSEC

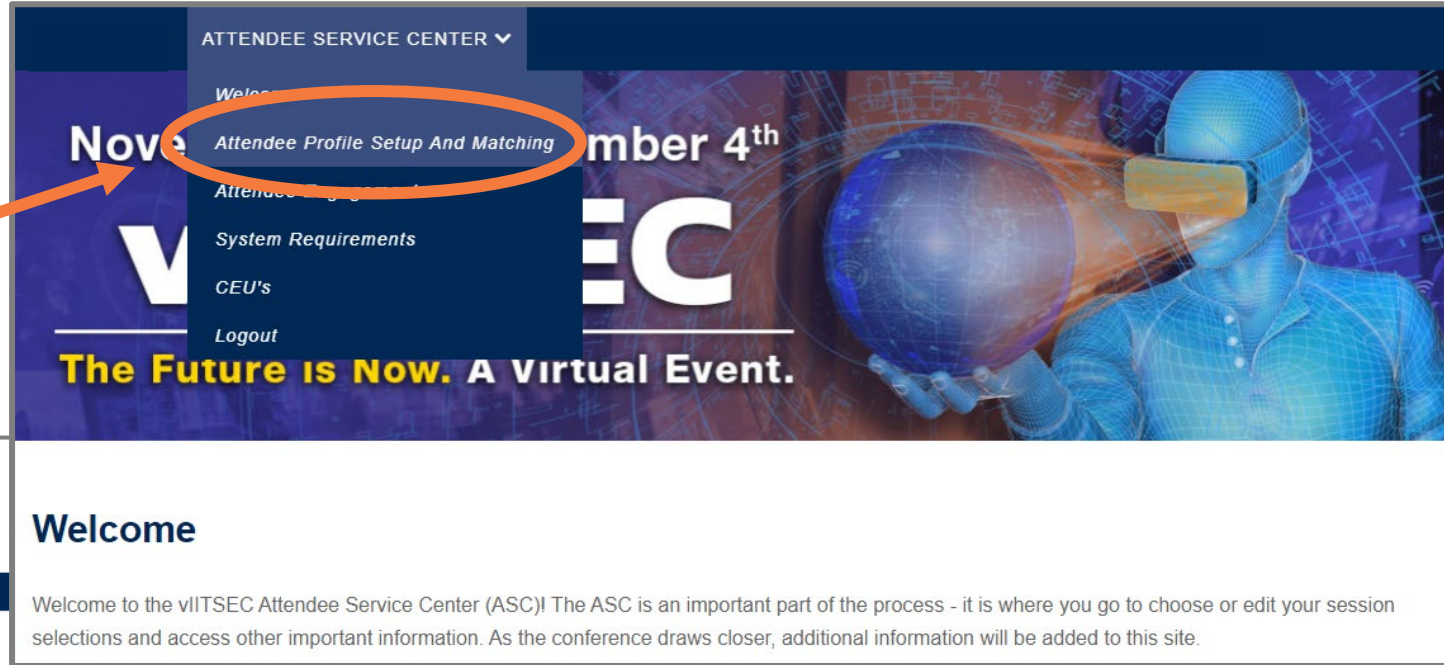


SmartMatch Appointments

A step-by-step process on how to connect with attendees and companies at VIITSEC 2020.

1. Complete Your Profile

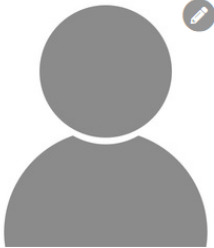
Login to your Attendee Service Center and select the **Attendee Profile Setup and Matching** from the top navigation dropdown.



Attendee Profile Setup and Matching

[RETURN TO WELCOME PAGE](#)

Photo on Record



Contact Information

Appointment Matching Questions

Product Categories **REQUIRED**

- | | |
|--|---|
| <input type="checkbox"/> Aerospace Simulation & Training | <input type="checkbox"/> Mission Planning/Mission Rehearsal |
| <input type="checkbox"/> Aircrew Trainers | <input type="checkbox"/> Modeling Services |
| <input type="checkbox"/> Applied R&D | <input type="checkbox"/> Oil, Gas, Energy |
| <input type="checkbox"/> Applied Systems Engineering | <input type="checkbox"/> Operation Blended Warrior (OBW) |

Welcome

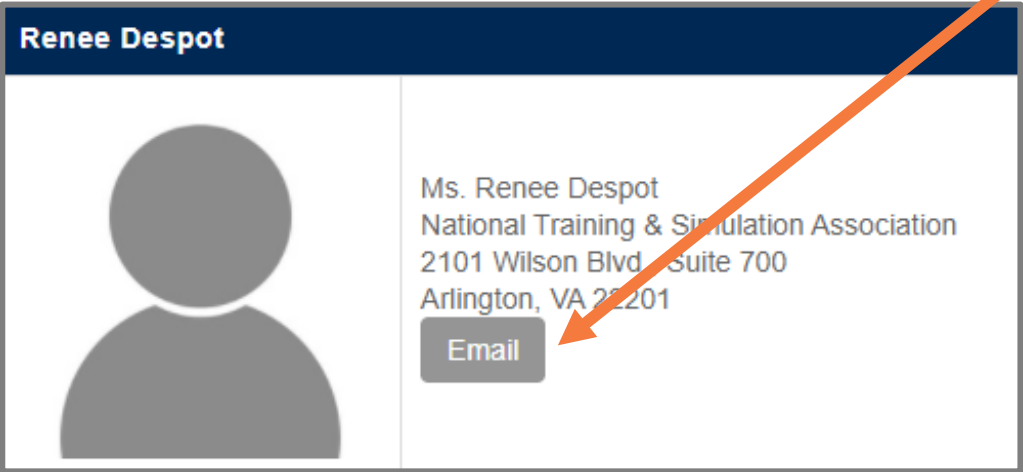
Welcome to the vIITSEC Attendee Service Center (ASC)! The ASC is an important part of the process - it is where you go to choose or edit your session selections and access other important information. As the conference draws closer, additional information will be added to this site.

In order to find the best matches for you with other attendees and exhibitors, you must answer all the questions in the **Appointment Matching Questions** section on your Profile Setup page.


You can access your profile by clicking your name or your company name.

You can connect with other attendee and companies by clicking the **Email** button in their profile, and they can do the same with you.

Attendee Profile



Renee Despot



Ms. Renee Despot
National Training & Simulation Association
2101 Wilson Blvd, Suite 700
Arlington, VA 22201

[Email](#)

Exhibitor Profile



National Training & Simulation Association

NTSA | NATIONAL TRAINING & SIMULATION ASSOCIATION

National Training & Simulation Association
2101 Wilson Blvd
Suite 700
Arlington, VA 22201
United States

[Email](#) [Website](#)

2. Connect with Your Matches

Under the **Attendee Engagement** dropdown, select the **Matches** tab to review the list of recommended attendees and companies to match up with. A high number in the “Answer Match” column might be a good fit for you or your company. Request an appointment by selecting **?** the icon. Or **Bookmark** the entry for later review.



ATTENDEE SERVICE CENTER ▾

- Welcome
- Attendee Profile Setup And Matching
- Attendee Engagement**
- System Requirements
- CEUs
- Logout

Search Appointments Bookmarks Profile Setup Time Blocks **Matches**

Recommend Search

Search Result

Photo	Attendee Name	Answer Match	Make Appointment	Bookmark
	Attendee Name Tags: Aerospace Simulation & Training, STEM (Science, Technology, Education, Mathematics)	7		

3. Make More Connections

Go to the **Search** tab on the Attendee Engagement page to look for more connections and request appointments. Click on **List All** to see a complete list of registered attendees.

The screenshot displays the 'Search' tab of the Attendee Engagement page. At the top, there are navigation tabs: Search (active), Appointments, Bookmarks, Profile Setup, Time Blocks, and Matches. Below these are filter tabs: Attendees (selected), Exhibitors, and Session. The main section is titled 'Networking Search' and contains the following fields:

- Attendee Last Name:
- Company Name:
- Attendee City:
- Attendee State:
- Product Categories:

At the bottom of the form, there are two buttons: 'Search' and 'List All'. Both buttons are circled in orange.

4. Manage Your Availability

Select the **Time Blocks** tab to mark when you're available for appointments. Check the boxes to indicate when you are **NOT** available. An unchecked box means you **ARE** available.

Note: All times listed are in EST.
Check any times that you are NOT available and do not wish to accept appointments.

Monday, November 30

Block	Start Time	End Time	APT
<input checked="" type="checkbox"/>	08:00 AM	08:15 AM	
<input type="checkbox"/>	08:15 AM	08:30 AM	
<input type="checkbox"/>	08:30 AM	08:45 AM	

5. Manage Your Appointments

Select the **Appointments** tab to manage your appointments. From here you can **accept**, **deny**, **cancel** or **update** an appointment. Click the icons to update the status of an appointment. You can also add your appointments to your Google and/or Outlook calendars.

The screenshot shows a web interface with a navigation bar at the top containing tabs for Search, Appointments (selected), Bookmarks, Profile Setup, Time Blocks, and Matches. Below the navigation bar, there is a red notification: "Be sure to update your appointment availability under the Time Blocks tab." Below this is a heading "Click on Pending Appointments to Accept or Reject." followed by a legend: "Pending" (calendar icon), "Approved" (checkmark icon), "Cancelled" (X icon), and "Declined" (X icon). The main content is a table with columns "Description", "Time", and "Appt". A date separator "Monday, November 30" is shown. The table contains one appointment row with the following details: Description: "Company Name", "Appointment Owner: Debbie Langelier", "Appointment Contact: Not Assigned", "Chat button will take you the Exhibitor's General Chat Room", and two buttons "Add to Google" and "Add to Outlook"; Time: "08:00 AM"; Appt: "Pending" (calendar icon). At the bottom of the interface, there is a legend for appointment statuses: "Pending" (calendar icon), "Approved" (checkmark icon), "Cancelled" (X icon), "Declined" (X icon), and "Updated" (yellow square icon). This legend is circled in orange.

Description	Time	Appt
Monday, November 30		
Company Name Appointment Owner: Debbie Langelier Appointment Contact: Not Assigned Chat button will take you the Exhibitor's General Chat Room Add to Google Add to Outlook	08:00 AM	Pending

Pending Approved Cancelled Declined Updated


6. Review Your Bookmarks

On the **Bookmarks** tab any sessions, connections, and documents you bookmark will be saved here.

Search Appointments **Bookmarks** Profile Setup Time Blocks Matches

#	Title	Bookmark
Session		
1	Session Title	<input checked="" type="checkbox"/>
2	Session Title	<input checked="" type="checkbox"/>
Exhibitors		
1	Company Name	<input checked="" type="checkbox"/>
2	Company Name	<input checked="" type="checkbox"/>
Speakers		
1		<input checked="" type="checkbox"/>
2		<input checked="" type="checkbox"/>

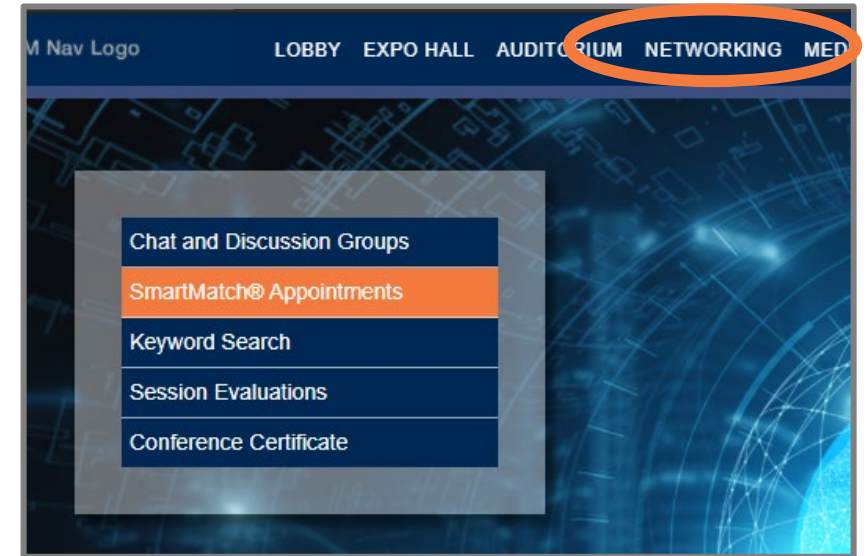
Documents



PDF Itinerary

7. During the Conference

After you log into the virtual venue, navigate to the **Networking** page. “SmartMatch Appointments” will display the same way as the Appointments tab you used in your service center.



The **Appointments** tab on this page will display your itinerary. Click on the Chat balloon to enter into the “Unified Communication” page for your scheduled 1:1 appointments.

