



WASHINGTON, DC | JUNE 19-21, 2016



MATCHMAKING MANUAL

EMAILS

You will receive emails guiding you step-by-step on how to make the most of the matchmaking and meeting scheduling tool but this manual will help guide you through the process.

The screenshot shows a banner for the "SELECTUSA INVESTMENT SUMMIT" in Washington, DC, from June 19-21, 2016. Below the banner is a horizontal navigation bar with three steps: "YOU ARE HERE" (Step 1), "STEP 2 Schedule meetings", and "STEP 3 Print your schedule". Step 1 has a checkmark and is highlighted. A large blue button at the bottom says "Complete matchmaking profile".

Hi Matelita!

Thank you for registering to participate in the 2016 SelectUSA Investment Summit, June 19-21, 2016. Please take the time to update your matchmaking profile.

Below are simple steps that will help you update your Matchmaking account in order to build your personal meeting schedule.

When you arrive at registration for the Summit, you will receive a Poken interactive USB stick. This will act as your digital business card, your digital briefcase, and your meeting tracker. When you touch your poken to someone else's make sure they glow green to indicate the transfer is successful.



Your username and password

You will need your username and password to access [your account](#), so remember to store them safely. You don't need a poken to sign in.

Username: matelitaratu@yahoo.com.au
Password: susa
SIGN IN

Step 1: Complete your personal matchmaking profile

After you log in, you will need to complete your personal matchmaking profile. Be sure to complete as much of your profile as you can so that we can help you connect with the people you should meet.

The screenshot shows the same banner and navigation bar as the first email. Step 2 is now highlighted with a checkmark. A large blue button at the bottom says "Schedule meetings".

Hi Matelita!

It's time to view your matches and schedule meetings!

Please take a few minutes to view your matchmaking compatibility scoring, and schedule meetings with people you want to meet.

[Schedule meetings](#)

Helpful reminders

When an attendee accepts or declines your meeting request, you will receive a confirmation email.

When you receive meeting requests by email, make sure you ACCEPT or DECLINE them quickly to leave room in your schedule for as many meetings as possible.

People you should meet



What's next?

A few days before the event, we will send you an email with your personal schedule and a recap of your meetings.

In order to maximize your time, you should schedule as many meetings as possible now, before traveling to the event. You will be able to make adjustments to your schedule on-site, however, this can only be done at the Poken customer service desk.

The screenshot shows the same banner and navigation bar. Step 3 is now highlighted with a checkmark. A large blue button at the bottom says "Print your schedule".

Hi Matelita!

Here is your current schedule for "[Select USA - Investment Summit 2016](#)".

If you would like to enroll in additional sessions or schedule more meetings, please log into your personal event portal [here](#).

Please ensure that you have accepted, or declined all meeting invitations that were sent to you. If you feel some meetings are missing from this schedule it may be that your counterpart did not yet accept the meeting. PENDING MEETING REQUESTS ARE NOT CONSIDERED BOOKED, SO THEY DO NOT APPEAR IN YOUR SCHEDULE. Please log in to view and confirm pending meetings.

1. Log in to your event portal

Username: matelitaratu@yahoo.com.au
Email: matelitaratu@yahoo.com.au
SIGN IN

[Forgot your password?](#)

2. Print your schedule

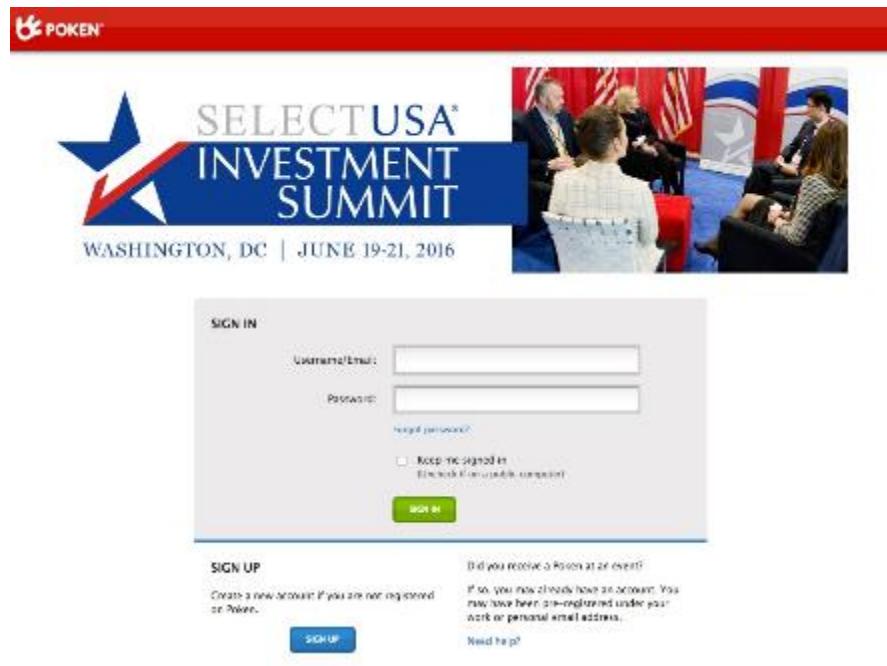
Please print your schedule and bring it to the event so that you can keep track of your meetings.

The screenshot shows a calendar interface titled "Personal Schedule" for "YOUR CALENDAR FOR THIS EVENT". It lists several events for Wednesday, Oct 14, 2015, including "11:15 AM Understanding Enterprise-Wide Regulatory", "12:00 PM Operations", "1:00 PM Session Large Learning / Session 1, "J", "MC Lakeview Center, Room E271A", "1:45 PM Conversation", "Session Large Learning / Session 2, "J", "MC Lakeview Center, Room 351A", "2:00 PM EMX: Maximizing Opportunities in Emerging Markets", and "Session Workshops / Session 1, "J", "MC Lakeview Center, Room E313B".

[Print your Personal Schedule for the event!](#)

If you have any questions on-site at the Summit, the Poken help desk will be located in the Heights Meeting Space Area.

Log in to the SelectUSA Investment Summit 2016 Poken Webportal



Link:

<https://selectusa.poken.com/login>

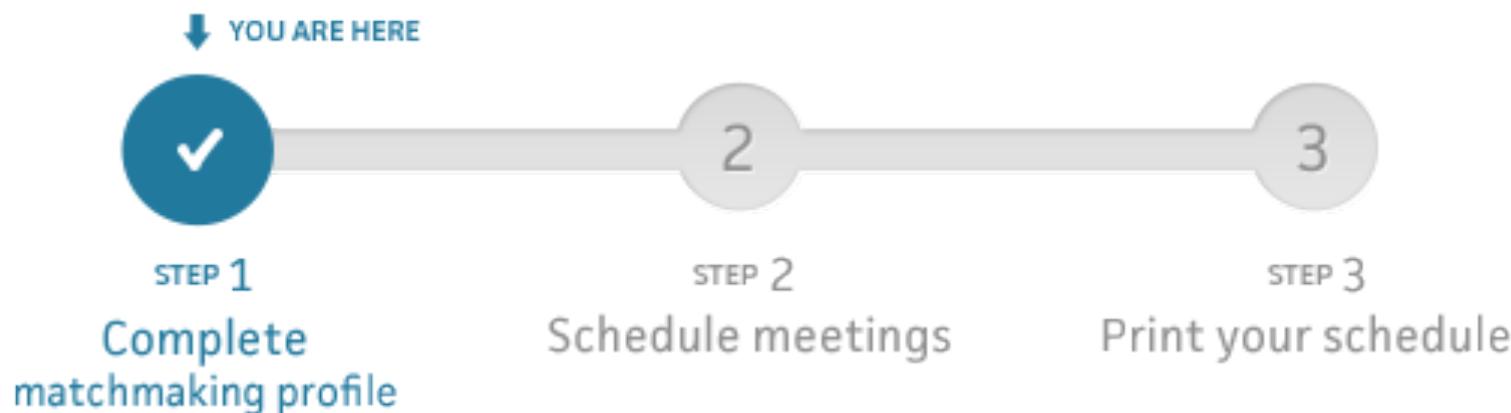
Login Details:

Username: your email address

*Password: **selectusa2016**

**You will need to change the default password after logging in for the first time*

STEP 1: COMPLETE MATCHMAKING PROFILE



MATCHMAKING – STEP 2

MATCHMAKING QUESTIONS

After you log in the first time you will need to complete the matchmaking survey.

When you are done click on “Submit” at the bottom of the page.

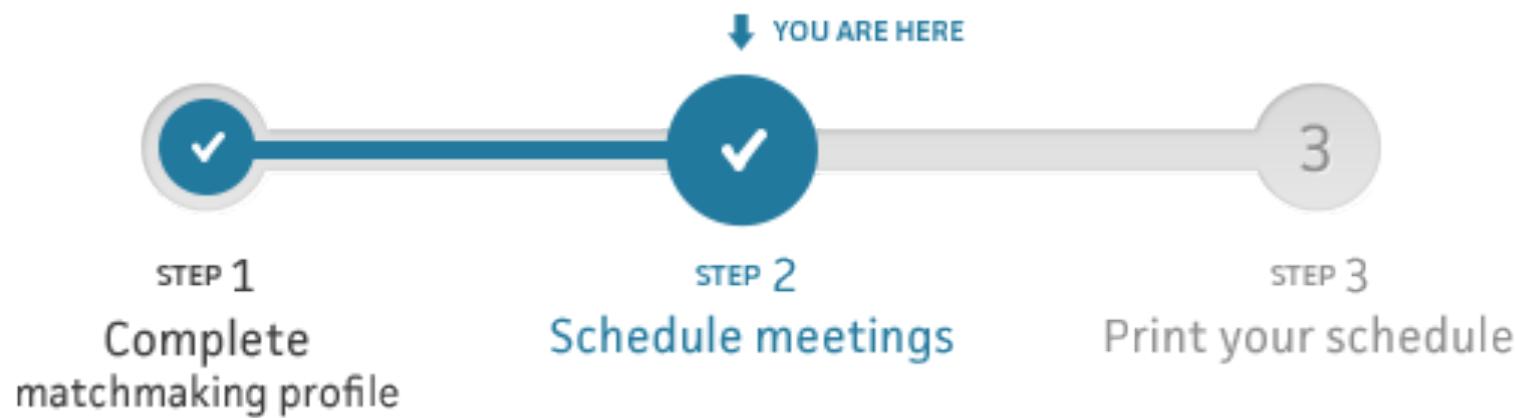
Based on these answers the system will match you with the most compatible attendee(s), so be sure to complete each section and include as much relevant information as possible.

The screenshot shows a web-based survey form titled "POKEN MATCHMAKING SURVEY". At the top right, there's a banner for the "SELECTUSA INVESTMENT SUMMIT" held in Washington, DC, from June 16-21, 2016. Below the banner, the survey title is displayed. The form consists of several sections with dropdown menus and checkboxes:

- 1. Who are you?**
 - 1. What is your organization type?
[dropdown menu: Non-Profit Organization, Government, Private Sector, Other]
 - 2. Please select the primary industry your organization is involved in.
[dropdown menu: Manufacturing, Technology, Healthcare, Financial Services, Energy, Retail, Agriculture, Mining, Construction, Other]
 - 3. What industry is your organization most interested in?
[checkboxes: Agriculture, Mining, Construction, Manufacturing, Retail, Technology, Financial Services, Energy, Other]
- 2. What kind of investment/partnership opportunities are you looking for?**
 - [checkboxes: M&A, Green, Acquisition, Expansion]
- 3. What is your organization size?**
 - [checkboxes: Under 100, 100-500, 500-1000, Over 1000]
- 4. Which regions are you interested in?**
 - [checkboxes: North America - Canada, North America - South East, North America - South West, North America - Mexico, Latin America, Europe, Asia, Africa]
- 5. Which other countries do you want to do business with?**
 - [checkboxes: Canada, Australia, United Kingdom, France, Italy, Spain, Germany, China, India, Japan, South Korea, Other]
- 6. What is the value of your potential business interest?**
 - [dropdown menu: Under \$1M, \$1M-\$5M, \$5M-\$10M, \$10M-\$50M, \$50M-\$100M, \$100M-\$500M, \$500M-\$1B, \$1B-\$5B, \$5B-\$10B, \$10B-\$50B, \$50B-\$100B, \$100B-\$500B, \$500B-\$1B+, \$1B+\$]
- 7. How large is your organization?**
 - [dropdown menu: Under 100, 100-500, 500-1000, Over 1000]
- 8. What are your interests are you looking to learn more about? (check all that apply)**
 - [checkboxes: Business, Politics, Technology, Science, Culture, Sports, Other]
- 9. How far away is your location of residence?**
 - [dropdown menu: Under 100, 100-500, 500-1000, Over 1000]
- 10. Additional comments or questions?**
 - [text area]

At the bottom right, there is a blue "Submit" button.

STEP 2: SCHEDULE MEETINGS



MATCHMAKING – STEP 2

Matchmaker

After you have completed your matchmaking survey, you will be directed to your Poken dashboard. To schedule meetings select the widget called “Matchmaker”.

Matchmaker

PEOPLE YOU SHOULD MEET

-- All categories -- Search attendees

 Jamie Currer Event Manager, Poole Parties Schedule a meeting Your invitation was not answered Details	 Randy Carter M.D., Rouge Lounge Schedule a meeting
 Sara Sandvær Head of Event, Red Dragon Events Schedule a meeting	 Rachel Gillian Pullman Marketing Director, Event Exeter Schedule a meeting Your invitation was not answered Details
 Quintilio Schiavone Managing Director & CEO, EOG GROUP S.A. Schedule a meeting	 Przemyslaw Farouge Dealer/Director, Prix Garantie Schedule a meeting

MATCHMAKING – STEP 2

1. View all your matches in order of compatibility (out of 10)
2. Use the search function and keywords to find attendees
3. Click on an attendee's name to see their profile and matchmaking answers
4. Once you find an attendee you would like to meet, click on “Schedule a meeting”

Matchmaker

PEOPLE YOU SHOULD MEET

--- All categories ---

2.

Search attendees

1.  **Jamie Currer**
Event Manager, Poole Parties
[Schedule a meeting](#)
Your invitation was not answered

3.  **Randy Carter**
M.D., Rouge Lounge
[Schedule a meeting](#)

4.  **Rachel Gillian Pullman**
Marketing Director, Event Exeter
[Schedule a meeting](#)
Your invitation was not answered

5.  **Sara Sandvær**
Head of Event, Red Dragon Events
[Schedule a meeting](#)

6.  **6.0**

7.  **4.1**

1. 6.6

3. 5.6

4. 4.1

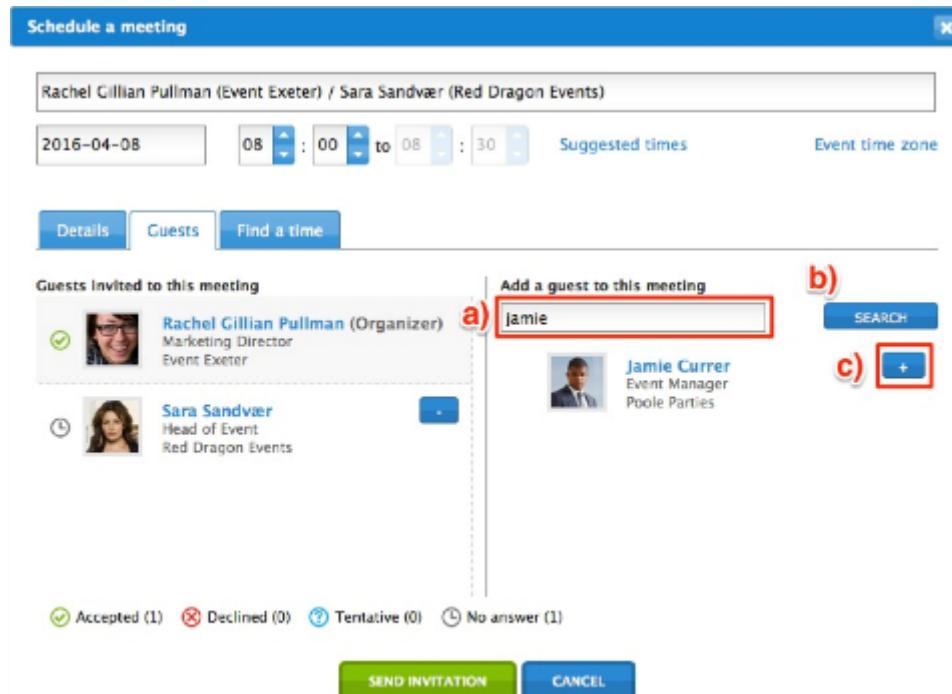


MATCHMAKING – STEP 2

5. A pop up will open to create the meeting
6. Add all the required meeting details: meeting name, date, time, location, and description

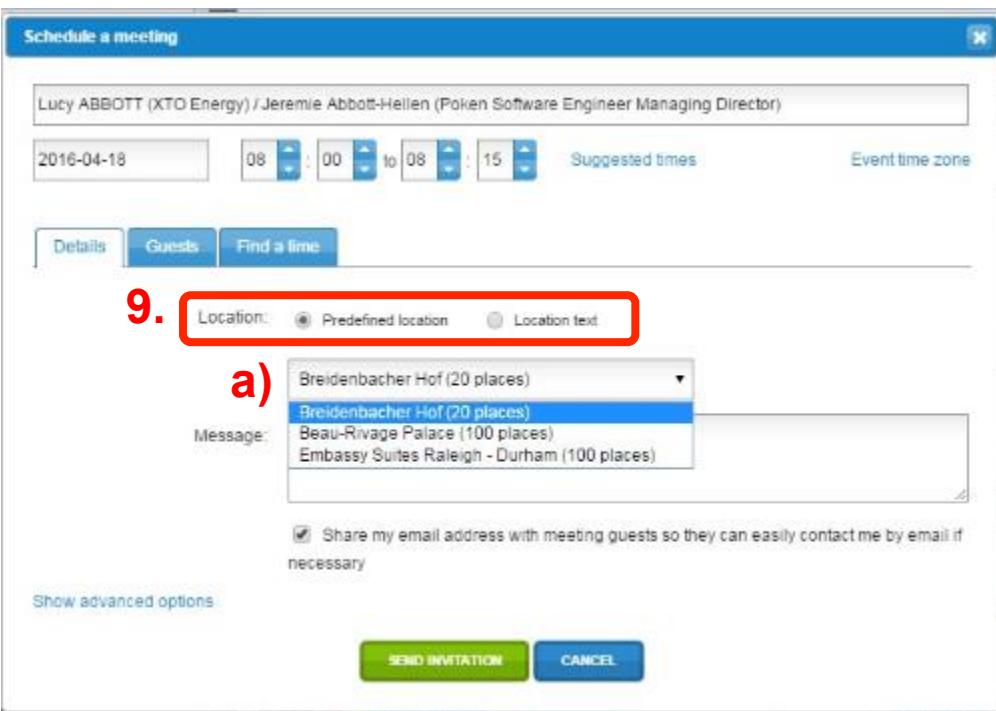
Note: default meeting time is 30 minutes

7. Under the “Guest” tab you can add additional guests to your meeting
 - a) Search by guest name, email, company etc.
 - b) Click on “Search”
 - c) Click on the + to add the guest



MATCHMAKING – STEP 2

8. Under the “Find a time” tab you can see when other attendees are available
9. Under the “Location” tab you have two options:



a) **Predefined Location**

From the drop down menu choose a defined location for the meeting based on the number of guests attending the meeting

b) **Location Text**

If you are an exhibitor and would like to meet at your booth choose “Location Text” to type your booth number

MATCHMAKING – STEP 2

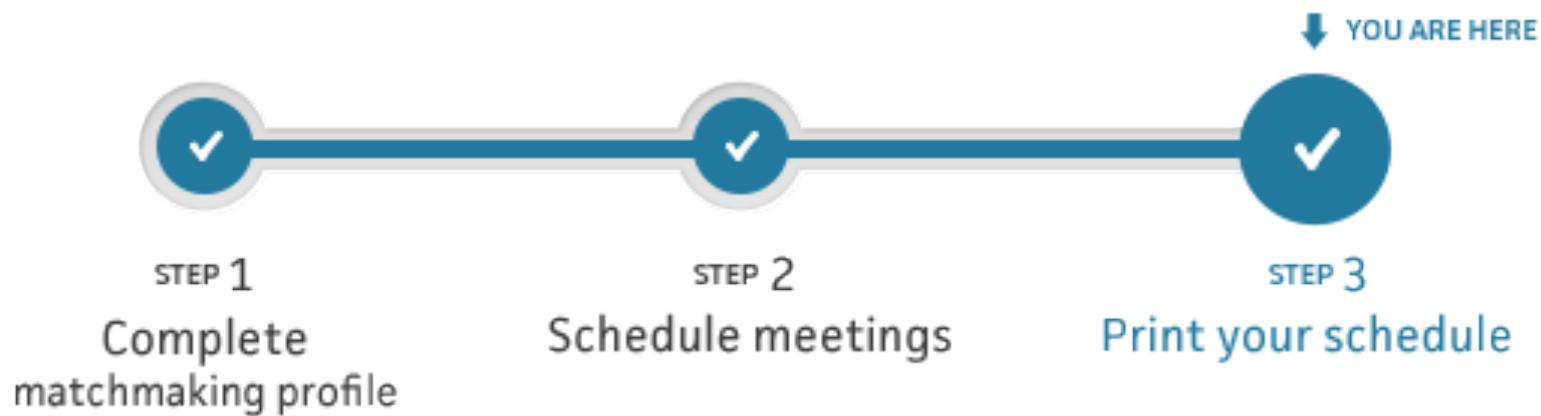
10. When finished click on “SEND INVITATION”

11. A meeting invitation email will be sent to the guest(s) and you will receive an email if they ACCEPT or DECLINE

12. The meeting will also be added to your Personal Calendar, where you can view / edit the meeting



STEP 3: PRINT YOUR SCHEDULE



MATCHMAKING – STEP 2

Personal Calendar

You can view all of your meetings and the status for each meeting in your Personal Calendar

1. Filter by meeting status
2. Edit or Delete meetings you have scheduled*
3. Change the status of a meeting for meetings you were invited to*
4. Print your personal schedule

**These actions will send an automatic update to other meeting participants*



The screenshot shows a web-based calendar interface titled "Your Personal Event Calendar". At the top, there is a search bar and a dropdown menu set to "All meetings". Below this, a filter section is highlighted with a red box and contains several checkboxes: "Accepted" (checked), "Tentatively accepted" (checked), "Declined" (unchecked), "No answer" (checked), and "With no guests" (checked). A red number "1." is placed next to the filter section. To the right of the filter section is a "Print this schedule (as selected)" button. A red number "4." is placed next to this button. The main content area shows a list of meetings for Monday, June 20, 2016. The first meeting listed is from 10:30 AM to 11:00 AM between Jackie Cutler (SCORPION TRAVEL & TOURS) and Rachel Gillian Pullman (Event Exeter) in Room 60 - Table 5. It notes 2 guests did not answer. A red number "2." is placed next to the meeting details, with a red box around the message "You scheduled this meeting." and the "EDIT" and "DELETE" buttons. The second meeting listed is from 3:30 PM to 4:00 PM between Rachel Gillian Pullman (Event Exeter) and Przemyslaw Farouge (Prix Garantie) in Room 60 - Table 5. A red number "3." is placed next to it, with a red box around the message "You accepted." and the "CHANGE" button.

POKEN ON-SITE



What is Poken?

Poken is your digital business card and meeting tracking device that makes networking efficient and allows you to check-in at all your pre-scheduled meetings.

If your Summit pass includes matchmaking, you will receive a poken upon arrival, along with your Summit badge.



How Does Poken Work?

CONNECT:

Exchange business cards by touching your poken to another participant's, and make sure it glows green. This will transfer your name, company name, phone number and email to that participant automatically.



CHECK-IN:

Check-in to meetings by touching your poken to the tracker in the middle of the table. Touch it face down and make sure that it glows green, confirming your check-in.



Build your Schedule



You will still have the opportunity to schedule meetings on-site at the Build your Schedule desks, located in the Heights Executive Meeting Center. You may also access the poken portal from your computer to schedule meetings on site. You will be able to view and edit your scheduled meetings on the mobile app.

Poken staff will be wearing bright green shirts and will be more than happy to help you with any questions.



BENEFITS

What are the Benefits to Matchmaking?

- ☛ Schedule meetings with the best-matched attendees
- ☛ Take control of your time and schedule meaningful meetings
- ☛ Maximize your access to business opportunities
- ☛ Create a full schedule for the show
- ☛ Check-in to all of your meetings

Questions?

For a further description, [click here](#) to see a video or contact us at:

selectusa@poken.com

