

The Go West Summit Appointment Selection Process

The Go West Summit appointment process will open on December 19th, 2011. You may log in using the username and password you selected when you created your profile. If you don't remember your password, click the "forgot password" link and the system will automatically send the information to you. **For those of you with two or more registrations for one company: Unless you are representing different companies, you will need to split up the list of the companies you would like to select appointments with, otherwise your representatives may inadvertently schedule multiple meetings with the same company.**

Appointment Selections are Due January 9th, 2012.

To begin the selection process, go to GoWestSummit.com Click the "Appointment Selection" link located in the red header. Once you have logged in, select the option to "view profiles." This page will allow you to begin the ranking process.

Appointment Process:

- To learn more about each company, click "Details"
- Click each company's name to add them to your appointment request list.
- As you add companies that you would like to meet with, your appointment request list will expand.
- Some companies are represented by multiple representatives. Be sure to view the "Details" of each company when selecting your appointments.
- Be sure to select at least 60 companies to meet with.
- Click the "Save and Submit" button to save your selections.
- You may revisit and resubmit your selections anytime during the appointment selection process.
- You may revise your appointment selections until appointments close. Keep in mind that we will have a few additional companies registering during this process that may not be available when the appointment process began, so it will be wise to check the lists frequently and revise your choices if necessary.
- PLEASE BE SURE TO SELECT YOUR APPOINTMENTS ON OUR BEFORE THE DUE DATE. If just one person does not return his or her appointment selections by the appointment close date it will delay the appointment assignment process for all attendees. The appointment schedules are produced through a computer program. All appointments are scheduled at one time.
- If you do not select your appointments or you do not rank them, the system will generate an appointment schedule for you using information found in your profile.
- You will be able to view your final appointment schedule via the Go West Summit website through the close of the event.

When appointment selection ends:

Go West Summit staff will use our computerized matching program to produce the appointment schedules and will examine each one individually before releasing them to you. Suppliers can expect to receive anywhere from 15-25 appointments. Tour operators will receive a nearly full appointment schedule.

Mutually selected (tour operator and supplier) appointment requests are given first priority for scheduled appointments. Then the tour operator requests are matched, followed by supplier requests. If there are companies on your schedule that you did not select to meet with, that means either they selected to meet with you or the computer matched you based on the profile information you entered. Tour operators are given at least one 12-minute break per marketplace, so even if they have a full schedule, there are opportunities to slide in. Also – you may contact tour operators directly via email to request additional appointments using the links we provide on the appointments page. Simply log in, view your appointment schedule, and then click the link to view entire profiles. There, you will find each company's contact information.

The speed appointment session held from 8:00am – 8:55am on Tuesday, February 7 is designed to give suppliers the opportunity to meet tour operators that aren't already on their appointment schedule. Utilize these 5-minute unscheduled meetings to schedule future appointments, meet them for lunch or an evening event or a quick meeting for follow-up after Go West Summit.

If you need assistance, you may speak with any Go West Summit staff member at 303-850-7144 or contact us via e-mail - info@GoWestSummit.com