

The Go West Summit Appointment Selection process will open on **December 1, 2017**.

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.

Appointment Selection closes on **December 22, 2017**.

Call us with questions:
+1.303.850.7144

Selecting and Modifying your appointment requests is simple:

1. Visit www.gowestsummit.com
2. Click, "[LOGIN](#)" in the top right corner of your screen.
3. Log in using the username and password you created.
4. Click the link, "Appointment Selection" on the right side of the page.
5. Follow the directions on the screen to complete your appointment requests.
6. Be sure to click "Save List", or "Save and Exit" before exiting, otherwise your data will be lost.
7. An email confirmation will be sent once you have successfully submitted your requests.

More Details and Tips:

- To learn more about each company, click "Details".
- Click each company's name to add them to your appointment request list.
- A red asterisk (*) beside the company's name means they've requested to meet with you.
- You can click and drag appointments to rank them.
- Some companies are represented by multiple representatives. You can view this in the "details"
- Be sure to select at least 60 companies to meet with or you will not provide the computer with enough information and may not get a final appointment schedule.
- Click the "Save and Exit" button to save your selections!
- You may revise your appointment selections until appointments close. Keep in mind that we will have 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 OR BEFORE THE DUE DATE!
- If you do not select your appointments, or you do not rank them, you will not receive a final appointment schedule.
- 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.

How to schedule additional appointments:

Buyers are given at least one 12-minute break per marketplace, so even if they have a full schedule, there are opportunities to slide in. 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.

Maximizing your time at Go West Summit:

The speed appointment session, held before pre-scheduled appointments begin each morning, 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 start a conversation or schedule a future meeting. Future meetings don't have to be restricted to the marketplace. Consider scheduling a conversation over lunch or taking a tour operator out to dinner.