Welcome to IAM GlobalMatch, the online system that will help match you with the people that you want to meet. Please follow the instructions below for the chosen category:

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NO, I DID NOT SIGN UP:

If you opted out during the registration process to use this system, you will not be included in the appointment database. However, should you wish to change your status and participate, you can simply opt back into the program by following the instructions below:

1. Copy and paste the link located below into your browser. We recommend that you bookmark this site.

2. To log into the system, you will need your email address that you used when you registered as well as your registration ID. For example:
   Email address: mariav@mms.com
   Registration ID: 1111111

3. Simply click on the **"Opt In"** button to activate your participation. **NOTE:** If you ever wish to opt back out of the program, simply click on the same button that now will read **"Opt Out".**

4. Next, it is important that you update Your Profile. You will answer some basic questions that will help other members find you. Once you have completed your questions, it is time to start making appointments!

5. You will receive email notifications when there is any activity in your account. Simply log back into the account to confirm or modify appointments and to send messages to other attendees.

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YES, I SIGNED UP:

If you opted in during the registration process to use this system, indicating that you wanted to participate in the online program, please follow the steps below to start setting up your appointments:

1. Copy and paste the link located below into your browser. We recommend that you bookmark this site.

2. To log into the system, you will need your email address that you used when you registered as well as your registration ID. For example:
   Email address: maria@mms.com
   Registration ID: 1111111

3. Next, it is important that you update your Profile. You will answer some basic questions that will help other members find you. Once you have completed your questions, it is time to start making appointments!

4. You will receive email notifications when there is any activity in your account. Simply log back into the account to confirm or modify appointments and to send messages to other attendees.

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Link to GlobalMatch: https://ww2.eventrebels.com/er/Matchmake/OnlineLogin.jsp?ActivityID=7865

General Information for Making your Appointments:

    a) Appointments with sponsors and exhibitors: To make appointments with sponsors and exhibitors, simply click on the appropriate link to see the corresponding list of companies.

    b) Appointment with attendees: You will have multiple options for locating conference attendees. First click on the link to search by Attendee:

        i. *Search by attendee name:* Select the appropriate link to see a listing of all attendees that have opted in for the program. If you see a name on the attendee list but not on GlobalMatch, it indicates that the attendee has opted out of the program.

        ii. *Search by company name:* Select the appropriate link to have a drop down selection of all membership companies. Once you select a company, you will have the option of selecting a particular attendee from that company.

        iii. *Search by demographic response:* You can narrow your search by selecting responses to the demographic questions that were asked of the attendees. Simply fill out your criteria and select Search at the bottom of the screen. All attendees who match your criteria will be shown.

Additional Special Notes:

- The Home page will show pending appointments, confirmed appointments, and new messages.

- Don't forget to exchange your onsite contact information such as a cell phone number or personal email address in case you need to make any changes to your appointments.

- Declining Appointment Requests - Once you decline an appointment, you will not longer be able to make an appointment with that attendee. Only decline if you wish to no longer correspond with that attendee. Otherwise, simply send a message to the attendee saying that you wish not to meet with them.

- Pre-designated meeting points (A, B, C) are located in the Maryland Ballroom Foyer and Exhibition Hall located on level 2 of the Convention Center, within the Gaylord National Resort & Convention Center.

- All email notifications will come from the following email account: IAM@meetingmgmt.com. Please make sure to include that email address in your safe list so that notifications are not sent to your spam box.

- If you ever wish to opt-out of the program, simply click on the opt-out link on the home page. Once you opt-out of the program, your name will no longer be listed. However, if you have already set-up appointments, you will need to contact the individuals to cancel your appointments. Opting out of the program **does not** automatically cancel preexisting appointments.

- To use this tool to its fullest, we recommend that you make sure to have your web browser upgraded to the latest version. Recommended browsers are Firefox 3 and Internet Explorer 7 or higher

- **WHEN SCHEDULING AN APPOINTMENT AT AN EXHIBIT BOOTH - DO SO ONLY DURING EXHIBIT HALL OPERATING HOURS. ATTENDEES ARE NOT ALLOWED ACCESS TO THE HALL DURING SET-UP HOURS AND NO ACCESS IS AVAILABLE TO ANYONE DURING CLOSED HOURS.**

Should you need additional assistance with the program, please contact our registration department at +1.202.624.1740 between the hours of 9:00 am to 5:00 pm (17:00) EST.