

2024 AWDA One-on-One Meetings Checklist

Thanks so much for participating in the 2024 AWDA Annual Business Conference. One-on-one meetings will be held Nov. 3 – 7, 2024. Please see below for your one-on-one checklist.

Vendor Checklist:

- Confirm your company has met the eligibility requirements.
- Register your company for the AWDA Conference
 - Deadline: August 15, 2024
- Reserve a one-on-one meeting space per team participating.
 - Deadline: August 15, 2024
- Create company profile in MeetMax.
 - Deadline: August 15, 2024
- Sept. 15 – 20: Select and rank WDs.
- Oct. 1: Additional registrant fee increases \$100.
- Oct. 1 – 25: Manually edit schedules or request new meetings.

WD Checklist:

- Register your company for the AWDA Conference
 - Deadline: August 15, 2024
- Sept. 3 – 13: Select and rank Vendors.
- Oct. 1: Additional registrant fee increases \$100.
- Oct. 1 – 25: Manually edit schedules or request new meetings.