

APPOINTMENT REQUESTS

Important Dates and Deadlines

Sept. 15, 2009

Appointment Requests Begin

Nov. 24, 2009 - Extended until Nov. 30

Deadline to submit appointment requests

Dec. 8, 2009

Appointments will be sent and manual scheduling will be available

Dec. 11, 2009

Manual scheduling no longer active

Appointment Requests By The Numbers

Different member categories are scheduled for appointments during the same sessions, but appointment requests are processed separately to ensure an even distribution of appointments among DMOs, Hoteliers, Attractions, Receptive Operators/Tour Planners and Associate companies.

Appointment-taking Buyer Delegates are allowing to make:

75 Requests for DMO and Receptive Operators/Tour Planners registered for the DMO session.

75 Requests for Hoteliers.

75 Requests for Attractions, Receptive Operator/Tour Planner and Associates registered for the Lodging/Attraction sessions.

Appointment-taking Seller Delegates (DMO, Lodging, Attraction, Receptive Operators, and Associates) are allowed to make:

75 Requests for Buyers

Qualifications for Marketplace Buyers

A Qualified Buyer is an established for-profit organization that arranges tours/charters for the company they are representing. In order to attend ABA Marketplace as Buyers, the organization must meet the following criteria:

1. Company is scheduling trips and purchasing product out of their business area.
2. Company has the ability to provide new business/customer base to ABA travel industry members.
3. Company makes buying decisions on travel components such as food and lodging for preformed groups.
4. Company representative attending Marketplace actually develops/plans the tours/charters.
5. Company annually produces a minimum of 24 tour or charter itineraries, or 2 tours/charters per month.
6. Company has been in business for at least 2 years.
7. Company must submit a brief company history as well as a company profile including a list of the organizations the company belongs to. This can include tour itineraries.
8. Company must submit their Federal ID # and copies of their errors and omissions insurance (minimum \$1 million) or, if a motorcoach company, its federal motor carrier number.
9. Company is a reputable firm with a knowledgeable staff that Suppliers work with on a regular basis. Suppliers who recommend these organizations should be willing to stand as a referral for ABA membership.

APPOINTMENT REQUESTS

Requesting Your Appointments

Basic Functions

- **Email** - Use this button to send a summary of the requests you have made to an email address.
- **Logout** - Use this button to logout of your current appointment request session.
- **{Schedule Type}** - If you are allowed to make appointment requests in multiple scheduling session, use this drop-down list to focus on the scheduling session you want to work on.

Make New Requests

On this view, you may search for potential targets to make appointment requests with, as well as viewing their marketing profile.

- **Action** - Click on these buttons to toggle between requesting / unrequesting a target. This action is processed immediately and does not require further action on your part for this change to be effective in the system.

Request Me

Unrequest

- **View Profile** - Use this button to view selected companies' marketing profile.
- **Show All** - Use this button to show all potential targets that you can request for on the screen.
- **View All Profiles** - Use this button to view the marketing profile of all the potential targets currently listed on the screen.
- **Show Requested By** - Use this button to show all targets that have requested to meet with you.
- **Search** - Use this button to bring up a search screen for you to search for specific targets base on various criteria, such as names, locations, as well as matching marketing profiles.

View/Prioritize My Requests

On this view, you may change the the priority of your requests, remove selected requests, or view profile of the company you have requested to meet with. Any changes you make on this view will not be in effect until you submit the changes to the system.

- **Priority #** - Set the priority of each of your requests by entering a value here. You can also use drag & drop technique to order your requests.
- **Remove** - Use this checkbox to select the requests that you want to remove from your list.
- **View Profile** - Use this button to view the marketing profile of the company you have requested to meet with.
- **View All Profiles** - Use this button to view the marketing profile of all the companies you have requested to meet with.
- **Remove All** - Use this button to mark all requests you have made to be removed.
- **Save and Exit** - Use this button to submit the changes you have made to your appointment requests to the system.

Schedule Breaks (Buyers Only)

- Use this area to schedule some breaks throughout the appointment taking session(s). Check the box next to the time when you do not want an appointment scheduled. You are limited to a maximum number of three time slots you can select per session here.
- **Save and Exit** - Use this button to submit the information you have entered to the system.

APPOINTMENT REQUESTS

Tips on Requesting Appointments

- Buyers should make requests for all three appointment sessions. Sellers will make requests for their session only.
- Use the list of companies who have requested your organization to make mutual requests (Requests By Button).
- Multiple appointment-taking delegates from the same company should not duplicate requests.
- Appointments are not scheduled based on the order the appointment requests are received. They are scheduled based on the date your Marketplace registration was sent to ABA.
- You may only request a company for an appointment if the company has a registered appointment-taking delegate. Other companies may display in the Research Database who do not have an appointment-taking delegate and therefore, can not be requested.

Your can edit your requests as many times as you wish prior to the Appointment Request Deadline of November 30, 2009.

Appointment Sessions

DMO Sellers

Sunday AM/Sunday PM

Lodging Sellers - One of the following two sessions:

Monday AM/Tuesday PM

Monday PM/Tuesday AM

Attraction Sellers - One of the following two sessions:

Monday AM/Tuesday PM

Monday PM/Tuesday AM

Associate Sellers - One of the following two sessions:

Monday AM/Tuesday PM

Monday PM/Tuesday AM

New for 2010! Receptive Operators/Tour Planners Sellers- Receptives/Tour Planners will be able to choose to have prescheduled appointments with the DMOs or the Lodging/Attractions. One of the following sessions:

Sunday AM/Sunday PM (DMO Session)

Monday AM/Tuesday PM (Lodging/Attraction Session)

Monday PM/Tuesday AM (Lodging/Attraction Session)

New for 2010! The Marketplace Business Floor will be open on Monday and Tuesday for seller delegates registered under the Lodging/Attraction categories. DMO and Receptive Operators/Tour Planner delegates registered for appointments on Sunday only have access to the Business Floor on Sunday.