

myNADAplanner!

myNADAplanner! is a FREE online planning, scheduling and networking tool designed to help attendees and exhibitors make the best use of their time at the Convention & Expo. **myNADAplanner!** provides easy-to-use matching, searching and scheduling tools that enable you to personalize your schedule to fit your needs. You will be able to:

- search for products and services
- schedule appointments with participating exhibitors
- create a personalized, printable show floor plan
- search workshop sessions for topics and speakers based on your areas of interest
- Search for Franchise Meetings

GET STARTED

Step 1: Type in your 4 digit Registration/Badge ID into the Attendee Login box appearing on the right hand side of the screen.

Step 2: On your first visit, the **"My Profile"** tab will appear. Complete the information and select "Save and Proceed" at the bottom of the page. You will then go to the **"My Demographics"** tab where there will be some final questions to complete your profile.

Step 3: Select **"Exhibitor Match Criteria"** page to complete a questionnaire that will help the system match you with exhibitors you would want to meet. Remember to "Save" or "Save and Proceed" when done.

Step 4: Go to the **"Workshop Session Match Criteria"** page to complete a questionnaire that will help the system search for workshop sessions you would want to attend or for specific speakers. Remember to select "Save" or "Save and Proceed" when done.

That is it for the set-up. Now you can find your matches.

SELECT YOUR MATCHES

To view matches of exhibitors and workshops that the system thinks you will be interested in, select the **"MyNADAplanner!"** tab, or run a search using the **Quicklinks**.

QUICKLINKS

My Exhibitor Matches - Search results of participating exhibitors that meet the criteria you entered during set-up. Select any match for more company details. Send the exhibitor a request for an appointment to meet by selecting the "New Appointment" icon. **This is an attendee-driven appointment system; Exhibitors will only receive your title and company name. They will not receive any of your contact information.**

My Workshop Session Matches - Search results of all the workshop sessions meeting the criteria you entered during set-up. Select any match for more detailed description of the session. To add this workshop to your planner, select the "New Appointment".

Search Exhibitors - Search all the exhibitors participating in *myNADAplanner!*

Search Workshop/Sessions - Search all the workshop sessions and meetings scheduled during the 2012 NADA/ATD Convention & Expo.

My Expo Plan - Provides a list of the exhibitors you are interested in. To add an exhibitor to your planner, select the icon under the "My Expo Plan" column. These exhibitors will be highlighted on the floor plan when you print it. Maximum of 90 exhibitors can be added to your planner.

My Appointment Calendar - Provides a calendar that highlights appointments set through the *myNADAplanner!* system. The system can only set appointments during the official show hours starting 15 minutes after the start of the day and ending 15 minutes before the close of the day.

My Appointment List - Provides a list of the appointments set through *myNADAplanner!*

REQUEST APPOINTMENTS

Request a meeting with an Exhibitor by following the steps below. You will only be able to request meetings with Exhibitors participating in *myNADAplanner!*

Step 1: There are 2 ways to request appointments. Running a search of exhibitors through **My Exhibitor Matches** or **Search Exhibitors**.

Step 2: In the **My Exhibitor Matches**, select the "New Appointment" icon on the right hand side of the listing.

In the Search Exhibitors, select the text "Create New Appointment Request" at the bottom of the profile.

Step 3: A request box will appear that asks for what date, time, and location the requested meeting will take place. There is also a text box for your individual message for the recipient. Select "Submit" when completed. ****Meetings can only be scheduled on the expo floor and must happen between 15 minutes after the Convention/Expo begins and 15 minutes before the Convention/Expo ends for the day.**

Step 4: The request will go to a participating exhibitor and they will be able to confirm or decline your request. Once the recipient indicates a choice, you will receive an email indicating the outcome of your request. You can also review your outcomes in your *Appointment Calendar*.

PRIVACY NOTICE & FAQs

The system does not send out your private email address. All messages are sent using the email, mynadaplanner@nada.org. Please be sure to set your system to allow for receipt of emails from this address.

FAQs

Why can't I find an exhibitor that I know is attending the 2012 NADA/ATD Convention & Expo?

NADA cannot guarantee whether an exhibitor will participate in the *myNADAplanner!* system. Nor can NADA guarantee that email addresses and/or contacts submitted for the 2011 NADA Convention & Expo are accurate.

I did not receive a 4 digit Registration/Badge ID, how can I get one?

During the registration process, make sure you checked off that you would like to participate in *myNADAplanner!*. To log into *myNADAplanner!*, you can use your registration ID that you used to register and secure housing. You also need to provide a unique email address. Persons registered in a group still need to provide individual unique email addresses for each registrant.

I already registered, but did not check off that I want to participate in myNADAplanner, is it too late to participate?

No. If you forgot to check off you are interested in participating in *myNADAplanner!* during the registration process, or if you did not provide a unique email address, please log-in to your registration using your 4 digit log-in provided in your registration/housing confirmation email. Mark that you would like to participate and confirm that you have provided a unique email address.