



# Virtual Suites Meeting

## Frequently Asked Questions & Answers

### General Questions

- ☐ **Why should we participate in this?**
  - *Since March, most face to face meetings have been canceled or postponed, this is an opportunity to connect with your partners now and start discussions on how to move forward in 2021.*
- ☐ **Is this replacing the Regional conferences?**
  - *No, the Virtual Suites Meeting was brought about to give you a streamlined way to connect with your industry partners NOW even though we are not able to meet in person until 2021.*
- ☐ **Is there education content or just meetings?**
  - *This meeting is designed to connect industry partners in a one on one setting so there will be no educational content tied to this meeting. We are here to help you facilitate the scheduling of these individual company meetings in a virtual format.*
- ☐ **How will this work logistically?**
  - *Supplier registration opens on June 29th*
    - *Confirmation email includes a link to complete the suite form for the Virtual Suite Directory which is created for distributors to begin scheduling appointments, (see mock up at the bottom of the page [www.naed.org/virtualsuite](http://www.naed.org/virtualsuite) .*
  - *Distributor registration opens week of July 6<sup>th</sup>.*
  - *August 3rd – Virtual Suite Directory goes LIVE to all registrants. Distributors begin making appointment requests with their suppliers.*
  - *August 24 – 26 – Virtual Suite Meeting*
- ☐ **How long are the meetings?**
  - *Meetings can be either 15, 30 or 60 minutes. Selection is made at the time of the appointment request by the distributor.*
- ☐ **We have a lot to talk about, can distributors request more than one meeting with the same supplier for a longer session?**
  - *Absolutely, as long as both parties agree, multiple meetings can be scheduled to accommodate your needs.*
- ☐ **I am on the West Coast, how are you adjusting for various time zones?**
  - *As a default, meeting calendars will be set up for 7am – 7pm CDT but each supplier host has the option of blocking out times to meet their individual time zone or schedule.*
- ☐ **I would like to see what other distributors/suppliers are participating before I commit. Is that information available?**
  - *Due to the logistics involved in setting up this meeting it is necessary for us to open supplier registration first to allow the necessary set up time. Distributor registration will open in early July. Throughout the entire registration process, we will keep a current list available on our webpage of who has registered as we do for our other meetings.*
- ☐ **We are IMARK members but not NAED members, do we get member pricing?**
  - *Yes! When registering be sure to use the discount code provided to you by IMARK, if you did not receive the code or can't locate it, reach out to us at [virtualsuitemeeting@naed.org](mailto:virtualsuitemeeting@naed.org) and we'll provide that to you.*

NAED may from time to time, in its sole discretion and without notice, update these policies.