

NSMMS SBF Prep Sheet

The one-on-one sessions in the Small Business Forum are designed to provide a quick look at partnering opportunities between a small business or university and the prime. This is a short and highly focused meeting, and the small businesses/universities should come prepared for this concentrated discussion. If there is a connection or opportunity for collaboration, additional meetings will be scheduled to discuss partnership opportunities in more detail. The template below outlines the subject sequence for the meeting. The form should be filled out and submitted to avoisard@blue52productions.com prior to the conference. Please bring several hard copies of the filled out form for the primes you are meeting with along with business cards.

1. Who is presenting?

Name of firm, address, phone and website

Name of the POC, phone and cell phone, email

Title of project or technology and contract number and command sponsor if applicable

Do you have a booth at this conference? If so, what is your booth number?

2. What problem/technology/project is being addressed?

3. Who owns the problem and/or benefits from its solution?

4. What is the innovative solution and its benefit?

5. What is the current state of development of this solution?

6. What is required to mature the technology?

7. What are your firm's core capabilities, brief history and key references?