

## Hybrid Partnering Quick Start Guide



### 1. Create your company profile

*Your company profile is your key to being found by potential partners. Create a robust profile to enhance your ROI.*

- Be sure to fill out your company description, company type, and country—these fields are frequently searched by others.
- Clearly outline your offerings, assets, licensing objectives, and intentions for the conference.
- List your company's therapeutic areas of interest, financials, and location.
- Add pitch decks, presentations, YouTube videos, and other content to your profile. You can attach uploaded content as Linked Resources on meeting requests.
- **IMPORTANT:** The partnering system will automatically detect your time zone. If you wish to view your calendar in another time zone, please select your time zone in your Delegate Profile.



#### PRO TIPS

- BIO automatically imports your most recent company profile for your convenience, so review it to ensure the most updated information is on display.
- Your "Brief Description" will appear in search results.
- Your company profile is automatically published to maximize your visibility.
- Add assets, market products, and services. You can attach these items as Linked Resources on meeting requests.



### 2. Set your calendar availability

*More available timeslots means more possible meetings*

- Your partnering calendar will display both the conference time zone and your local time zone.
- Your calendar is unavailable by default. To arrange meetings, you must mark timeslots in your partnering system calendar as "available."
- Add conference programming to your calendar to plan your entire experience.



#### PRO TIPS

- If you have arranged meetings outside of the partnering system, make sure to block your partnering calendar during those times to avoid being double-booked.
- As you build out your conference plans, revisit your calendar to update your availability.



### 3. Search for partners

*Use the powerful search tools to identify companies that are the best targets.*

- Search through companies, delegates, assets, market products, and services.
- Advanced Search lets you filter by licensing objectives, therapeutic area, asset development phase, clinical indication, and more.
- Save your frequently-used searches for quick access.



### 4. Get Your Meetings Scheduled

*Once a meeting request has been accepted, there is nothing more you need to do to get it scheduled.*

- All accepted meeting requests are scheduled by BIO.
- Meetings with all “In-person & Virtual” participants will be scheduled during in-person partnering days/hours and be assigned a meeting location on site.
- Meetings with a “Virtual” participant will be scheduling during virtual partnering days/hours and be assigned a Zoom link.
- If you do not like the time that the meeting has been scheduled, you can request that it be rescheduled in the Message Center.
- Accepted meeting requests with no mutual availability will show a red “No mutual availability” indicator.



#### PRO TIPS

- Open as much availability as you can for the best chance that a meeting with the red “No mutual availability” indicator can be scheduled.
- BIO Staff will respond to a Pending Reschedule meeting if it cannot be rescheduled due to a lack of mutual availability. This meeting will still appear on both parties’ calendars, so please cancel the meeting if you cannot attend.
- You may suggest a time in your reschedule request. BIO Staff will accommodate these requested times when possible, but your meeting may be rescheduled into a different timeslot.
- Scheduled meetings are automatically pushed to your Outlook calendar. You can also export your calendar in PDF or Excel format.