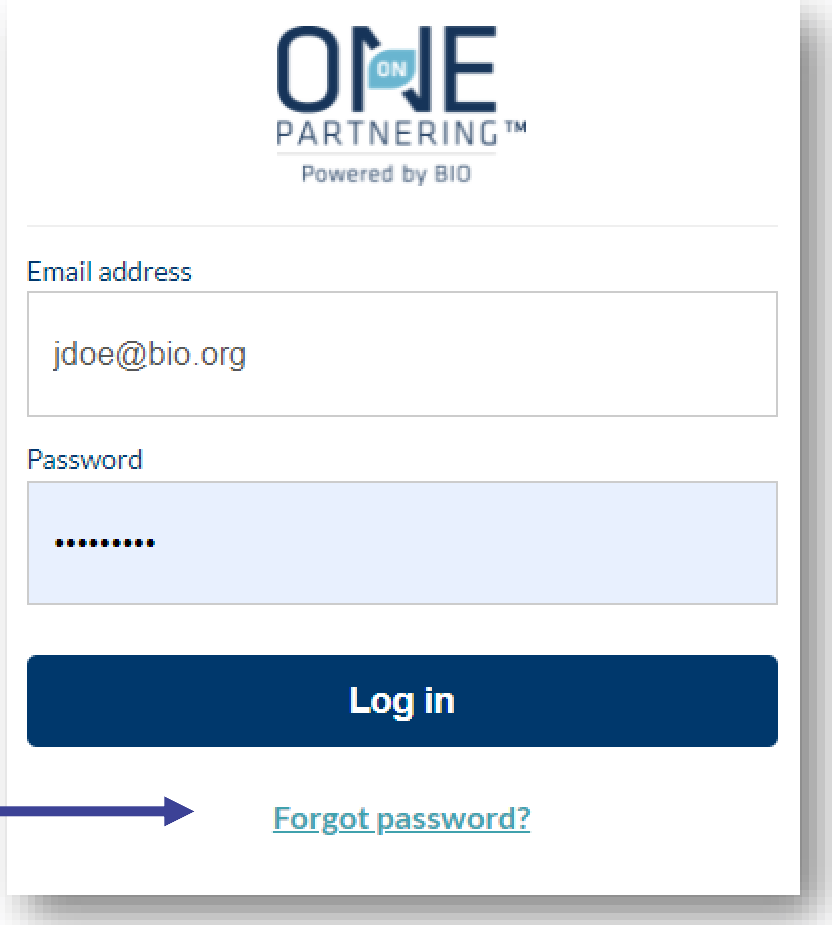
BIO One-on-One Partnering™ System Tutorial

Hybrid Conference

Help & Support
biopartnering@bio.org

Logging In

PLEASE NOTE:
Access to partnering requires that delegates use their company/professional email address.



Click here to reset your password.

You will receive an email confirmation with login instructions within 1-2 business days after registering for the event. If you registered prior to the opening of the partnering system, you will receive this email confirmation once the system is open.

The email containing partnering login instructions is not the same as your registration confirmation/receipt. The partnering email will come from noreply.partnering@bio.org

If you have already used the partnering system at a previous event, you may use the same password. The email will also contain a link to reset your password in case you have forgotten it.

If this is your first time using BIO One-on-One Partnering, you will need to set your password using the link provided in the email.

Homepage

Easy access toolbar:
- Company & Delegate profile
- Search
- Calendar
- Message Center
- Request a Meeting

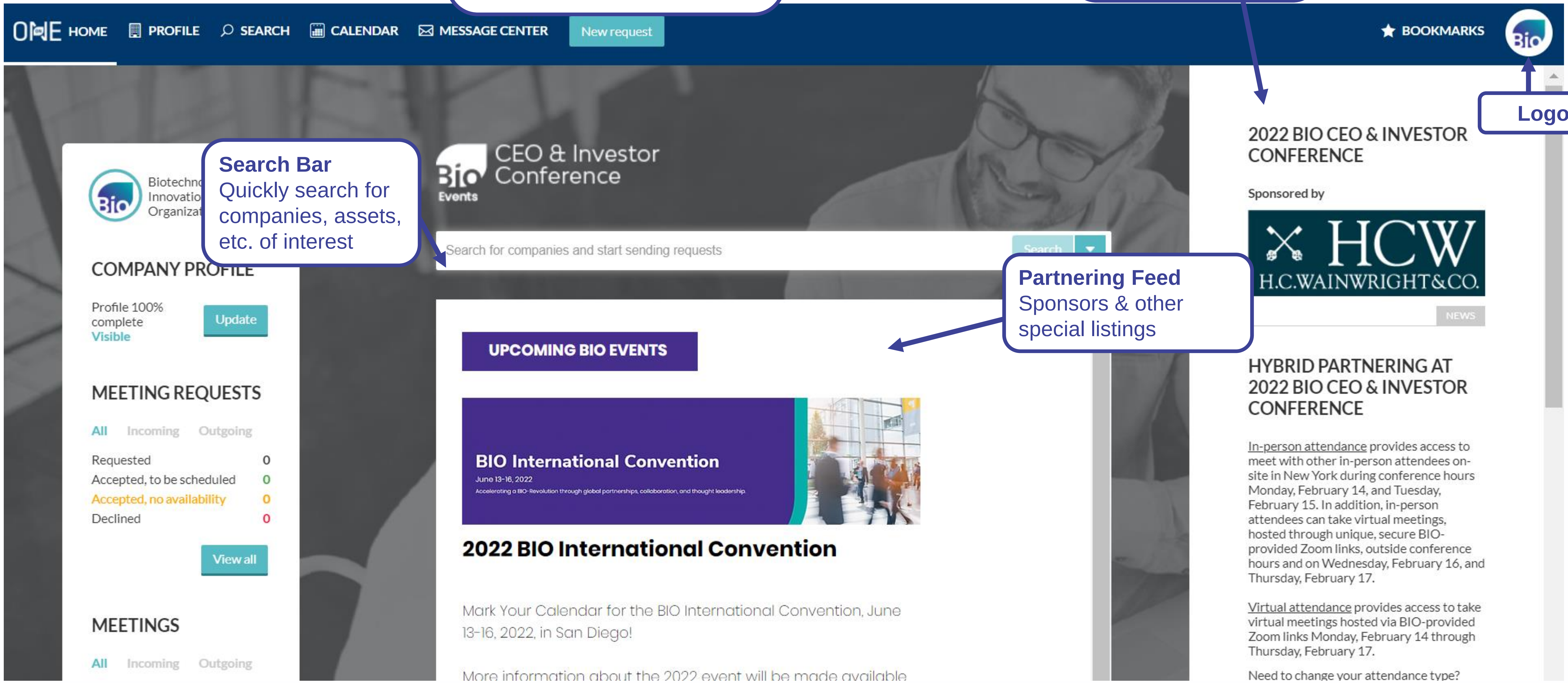
Important Partnering Updates & Tutorials
Webinars, Special Opportunities,
Help & Support

View bookmarks

Logout

Search Bar
Quickly search for companies, assets, etc. of interest

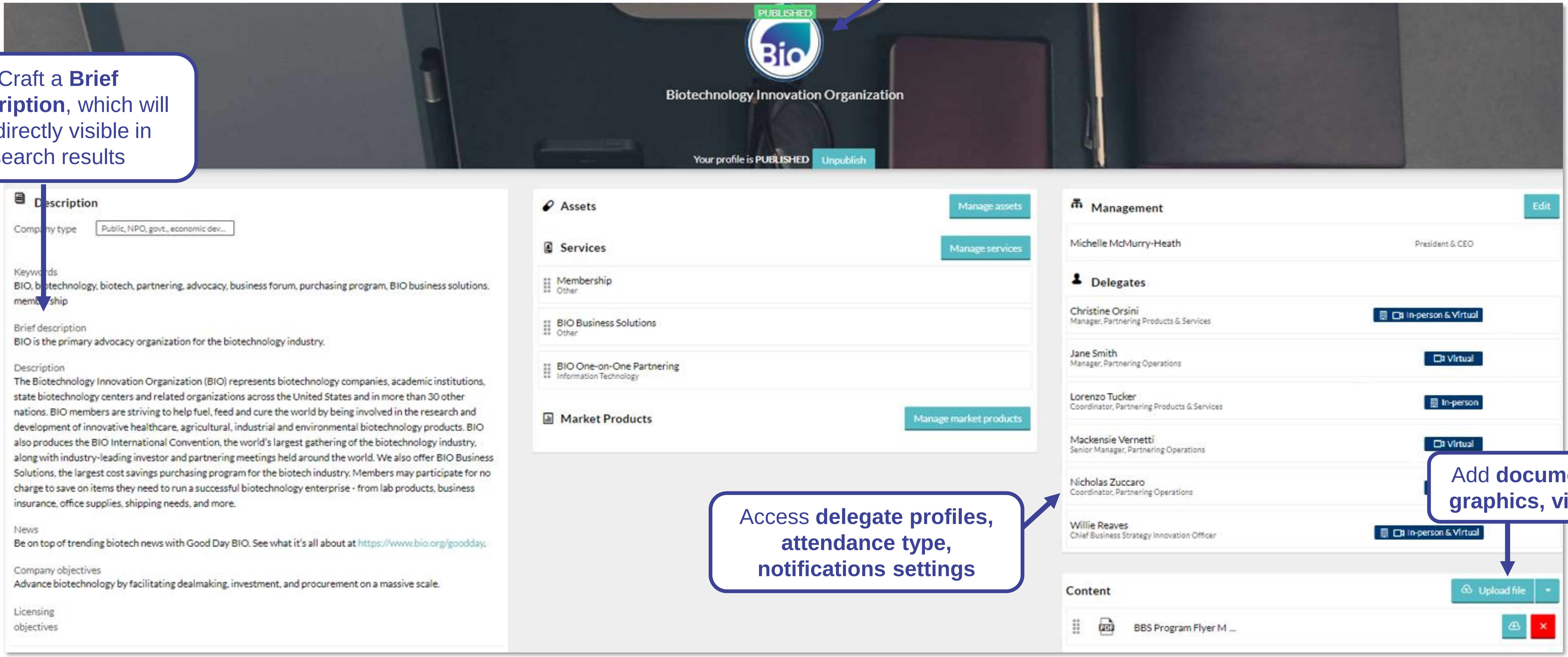
Partnering Feed
Sponsors & other special listings



Company Profile

Upload your **company's logo**

Craft a **Brief Description**, which will be directly visible in search results



Access **delegate profiles, attendance type, notifications settings**

Add **documents, graphics, videos**

No required fields, but **all information is searchable. Add as much information as possible to increase your company's visibility**

Complete applicable fields, especially **Description, Areas of Interest, Financials, Contact Information**

Add **Assets, Services, Market Products** as appropriate

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Delegate Profile & Notification Preferences

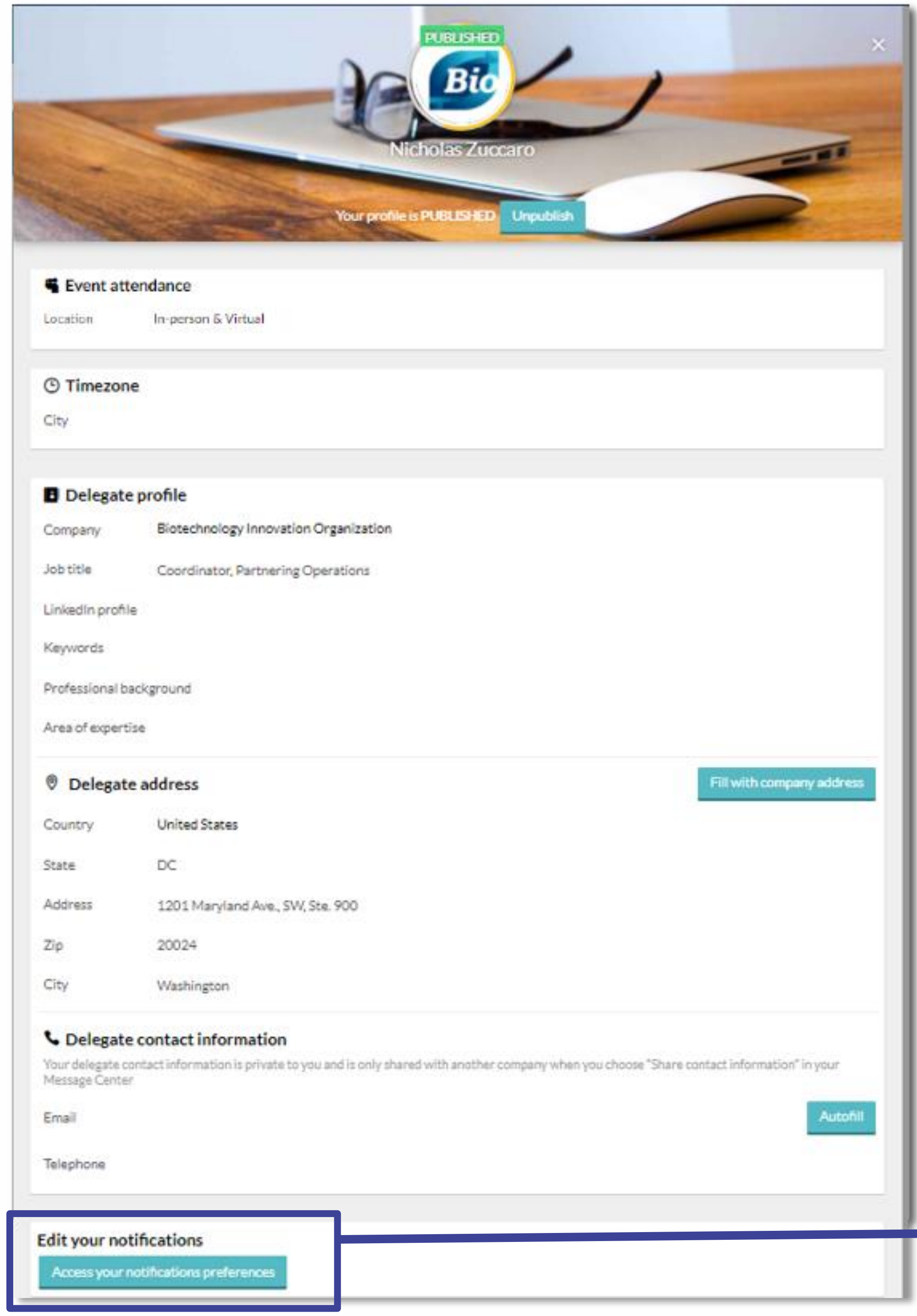
Upload your headshot

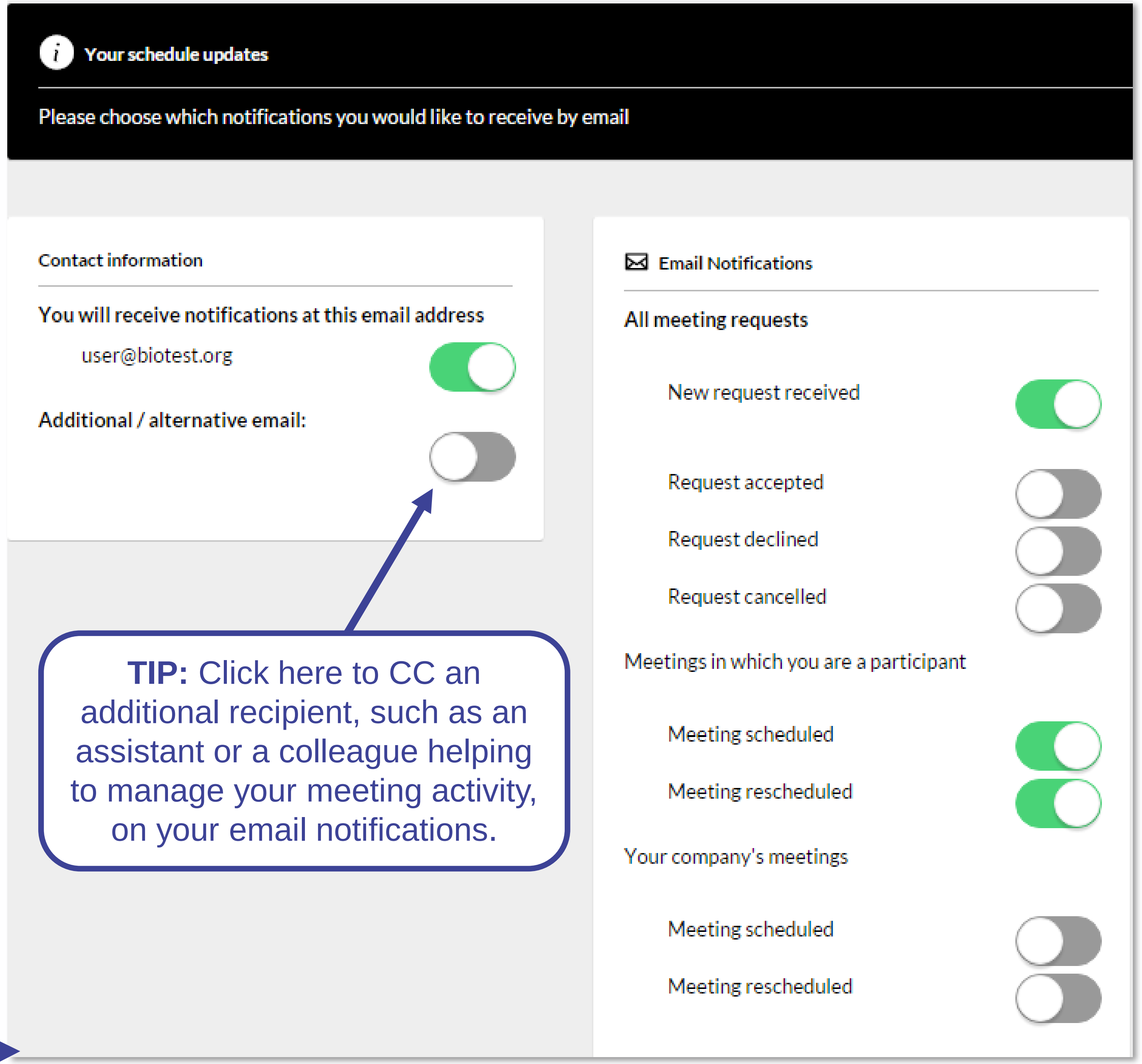
See your attendance type & change your local time zone

Complete applicable fields, especially **Job Title, Professional Background, Area of Expertise**

Delegate Contact Information entered here is only visible to companies with whom you share it in the Message Center

Tailor your **Notification Preferences**





TIP: Click here to CC an additional recipient, such as an assistant or a colleague helping to manage your meeting activity, on your email notifications.

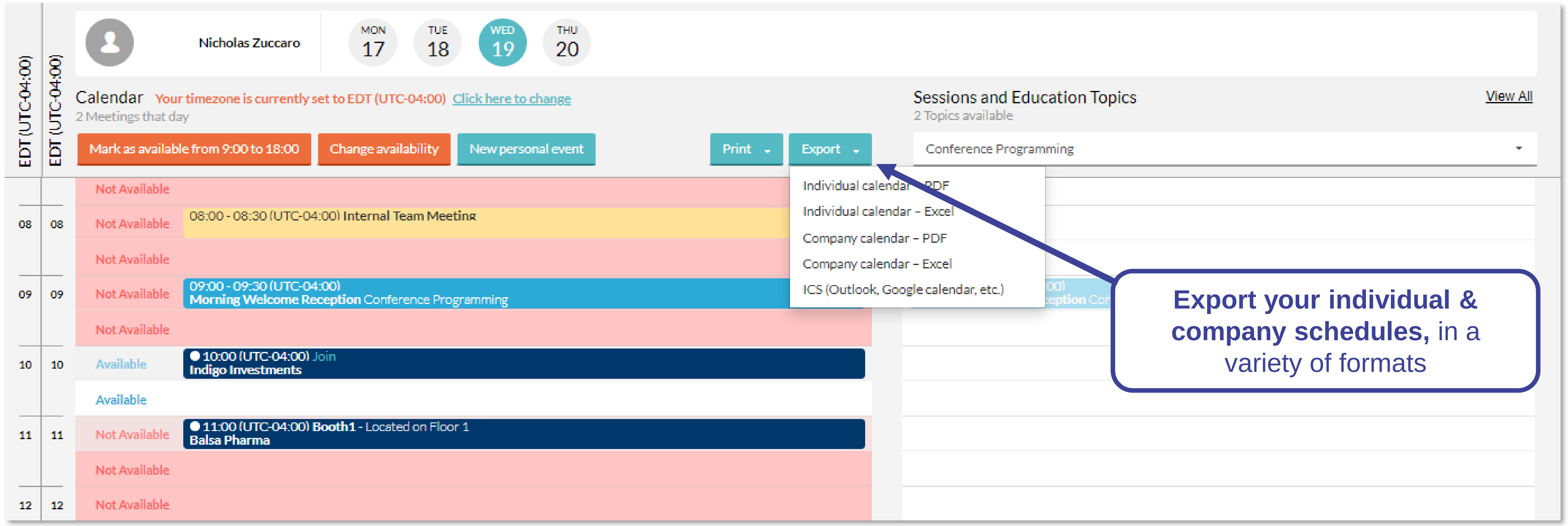
Calendar

View two time zones – conference time zone and your local time zone

View your **scheduled partnering meetings**

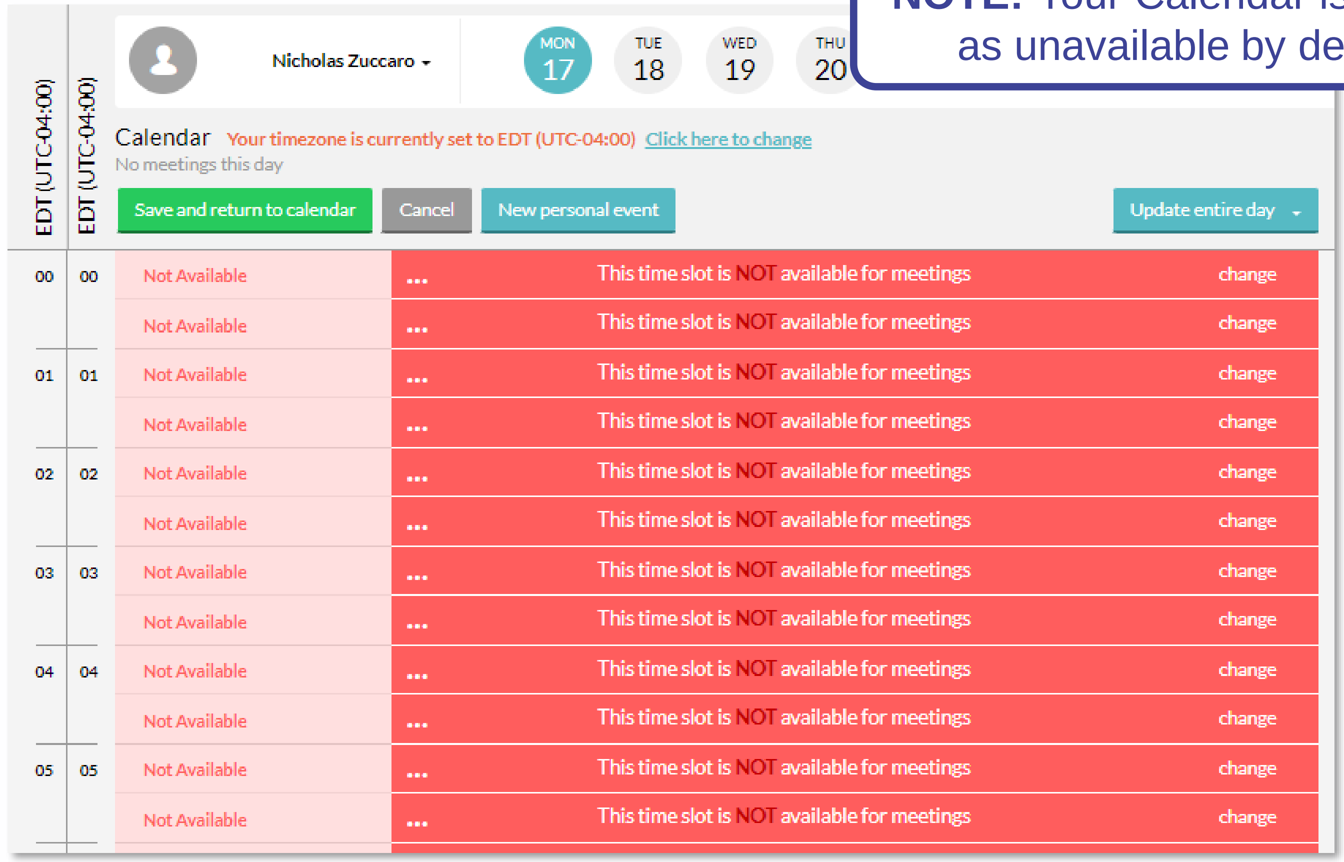
Add **program, presentations, networking**

Add **personal events/notes** to keep track of engagements outside of programming & partnering



Export your individual & company schedules, in a variety of formats

NOTE: Your Calendar is marked as unavailable by default.



Update your availability

1. Select the appropriate delegate from the top left drop-menu
2. Select the correct day of the week
3. Click Change availability
4. Mark the timeslots available (or unavailable) by clicking Change, or update the entire day
5. Click Save and return to calendar

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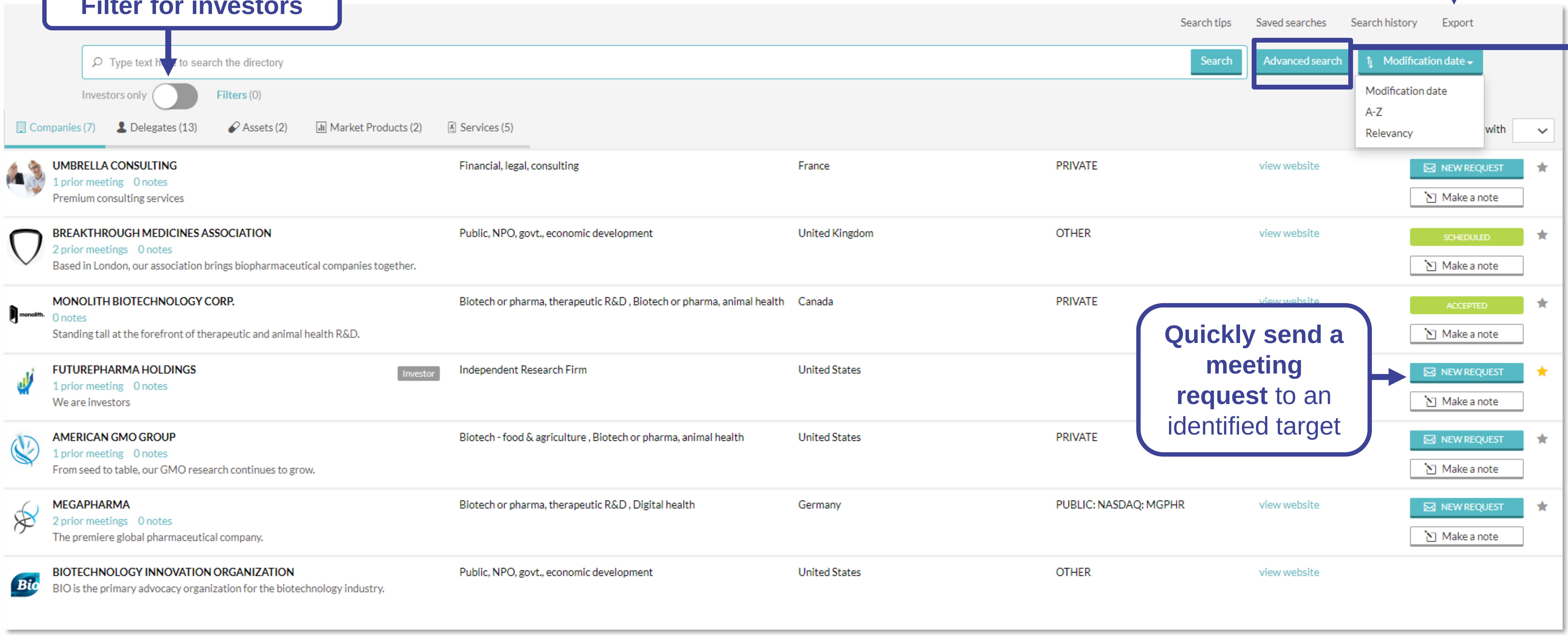
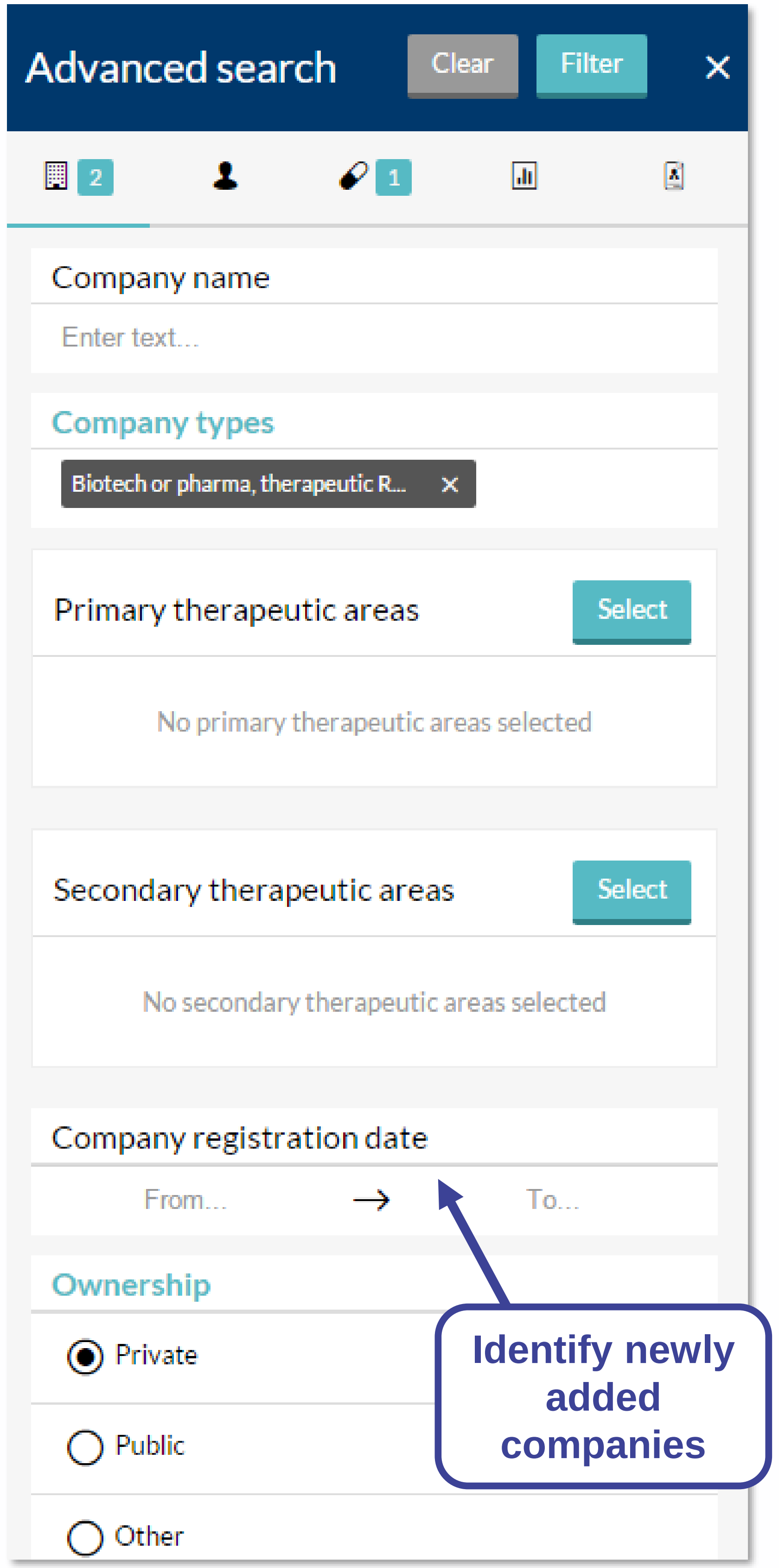
Search & Advanced Search

Export search results

Filter for investors



Quickly send a meeting request to an identified target



Identify newly added companies

Use headers at the top to view **Company, Delegate, Asset, Market Products, Services** listings

Use the Advanced Search to apply specific criteria, like **Company Type, Therapeutic Area, Registration Date, Location, etc.**

Save your search to easily apply the same criteria and monitor results

Message Center

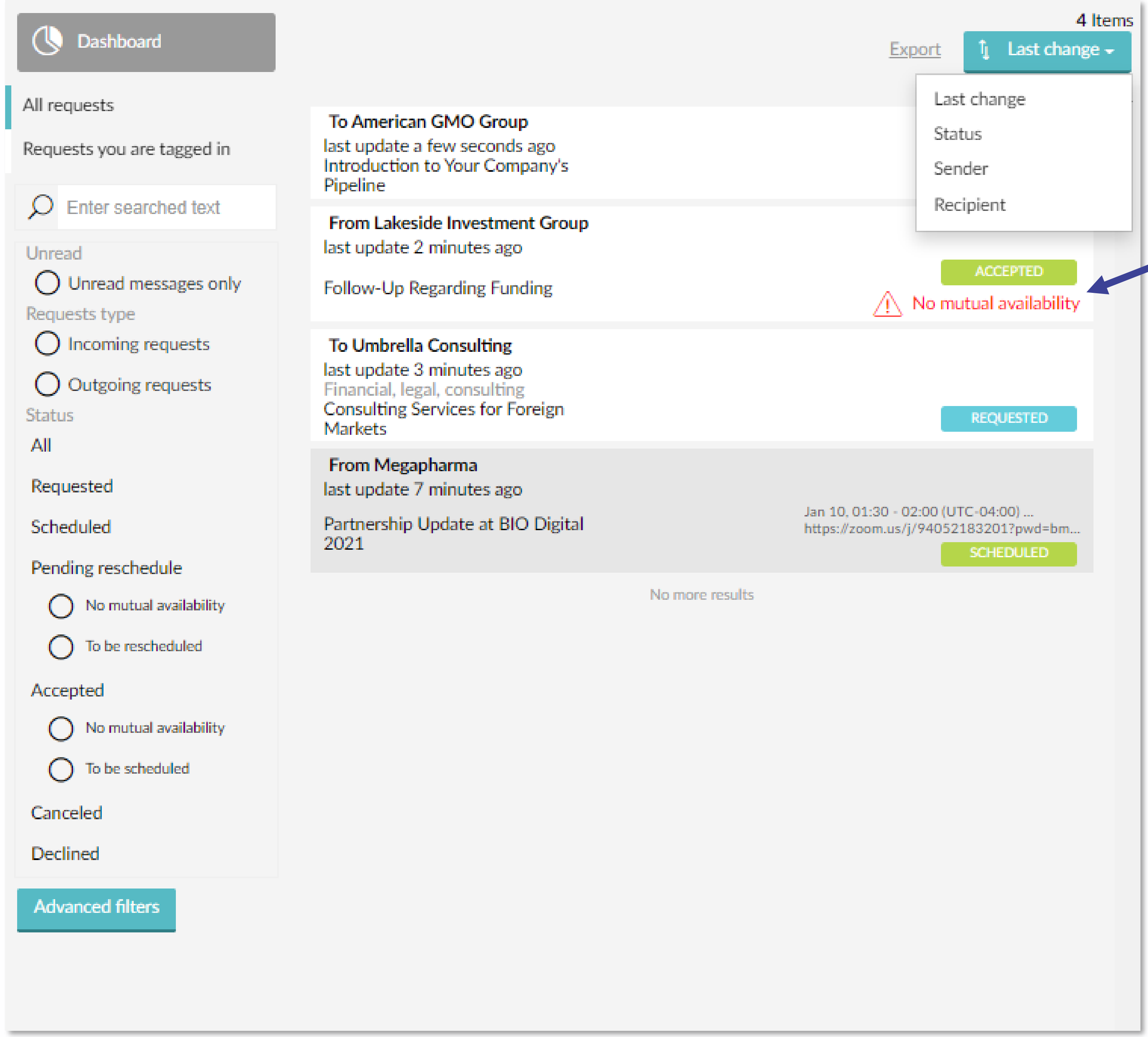
View & manage your company's meeting requests. All delegates from the same company can view all the same requests

Export meeting request data in Excel

Filter by:

- Personal tag
- Unread messages
- Incoming & Outgoing
- Meeting Status

Use the **Advanced filters** to refine and combine multiple filters



Meeting Requests that are "Accepted" but with no timeslot available to schedule it will be marked with a red **"No Mutual Availability"** tag

Sending Meeting Requests

NOTE: Meeting requests are sent company-to-company rather than between individuals. The receiving company will determine which of their participants to add to the meeting

1. Click **New Request** at the top of any page, or the New Request button to the right of a search result

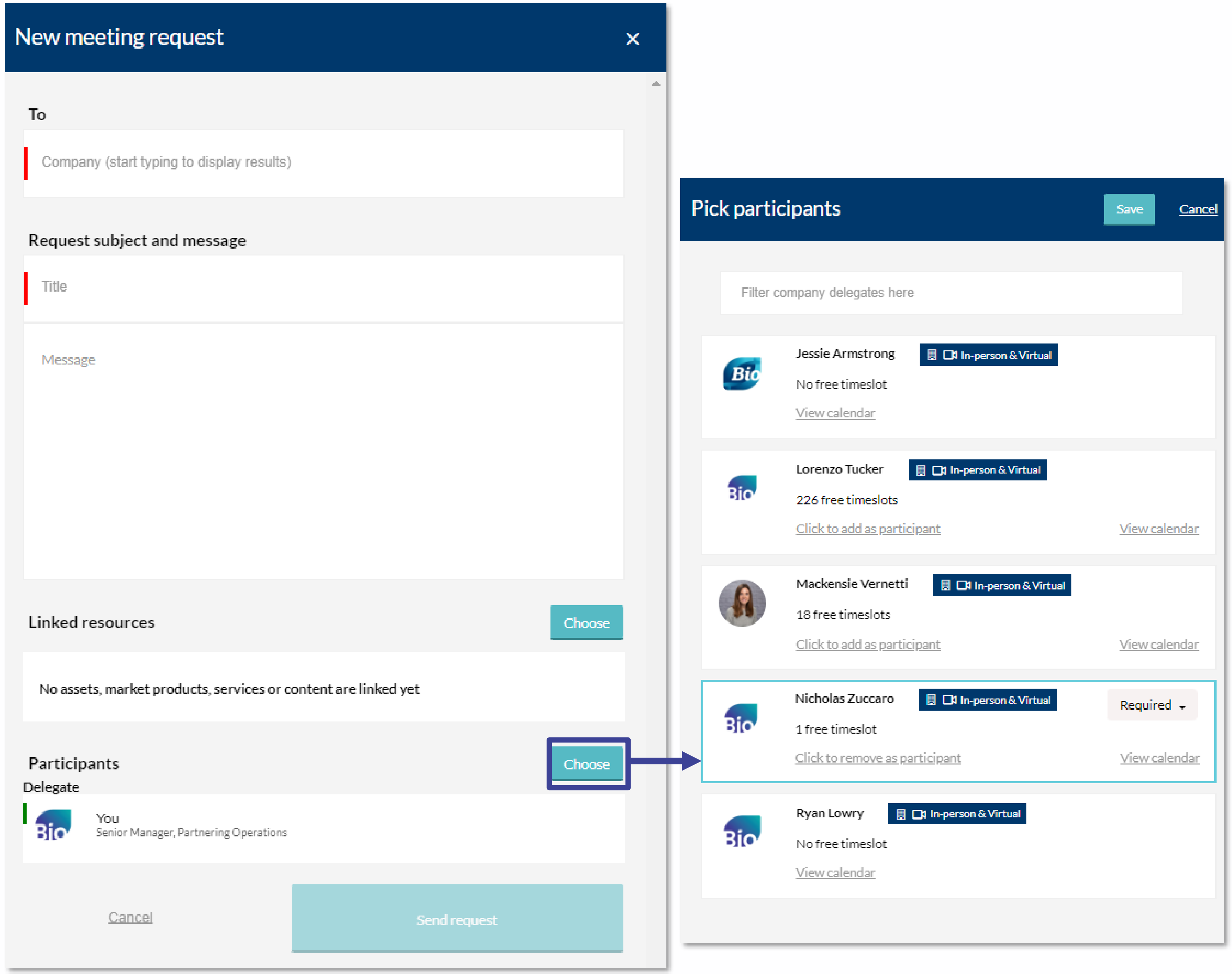
2. Begin typing in the name of the company you'd like to meet in the **To** field

3. Add a **Title** and **Message**

4. Add a **linked resource** from your profile if applicable and/or update meeting participants from your company if needed

5. Click **Send Request**

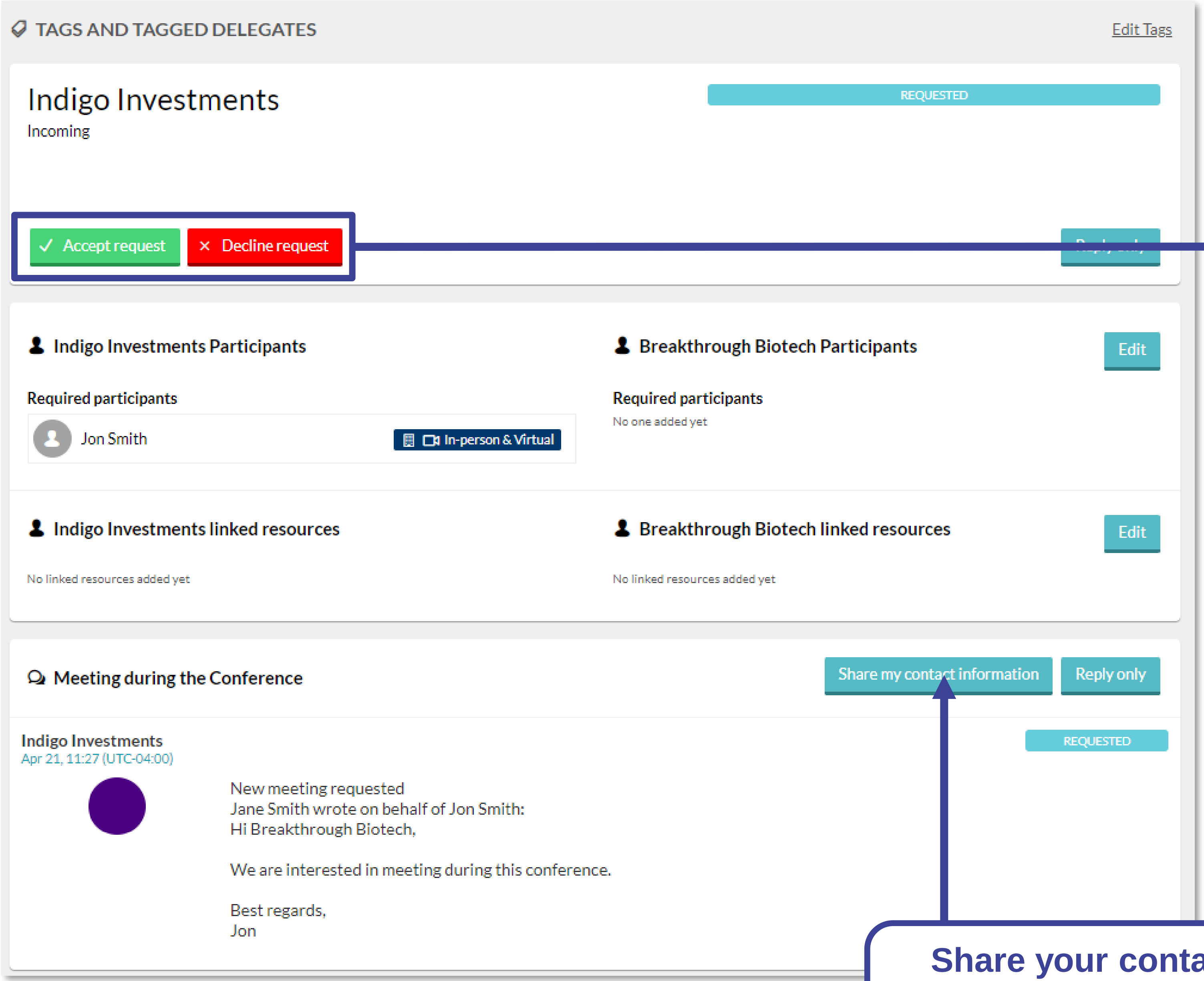
NOTE: To send a meeting request, the participant from your company must mark at least one time slot on their calendar as available for partnering.

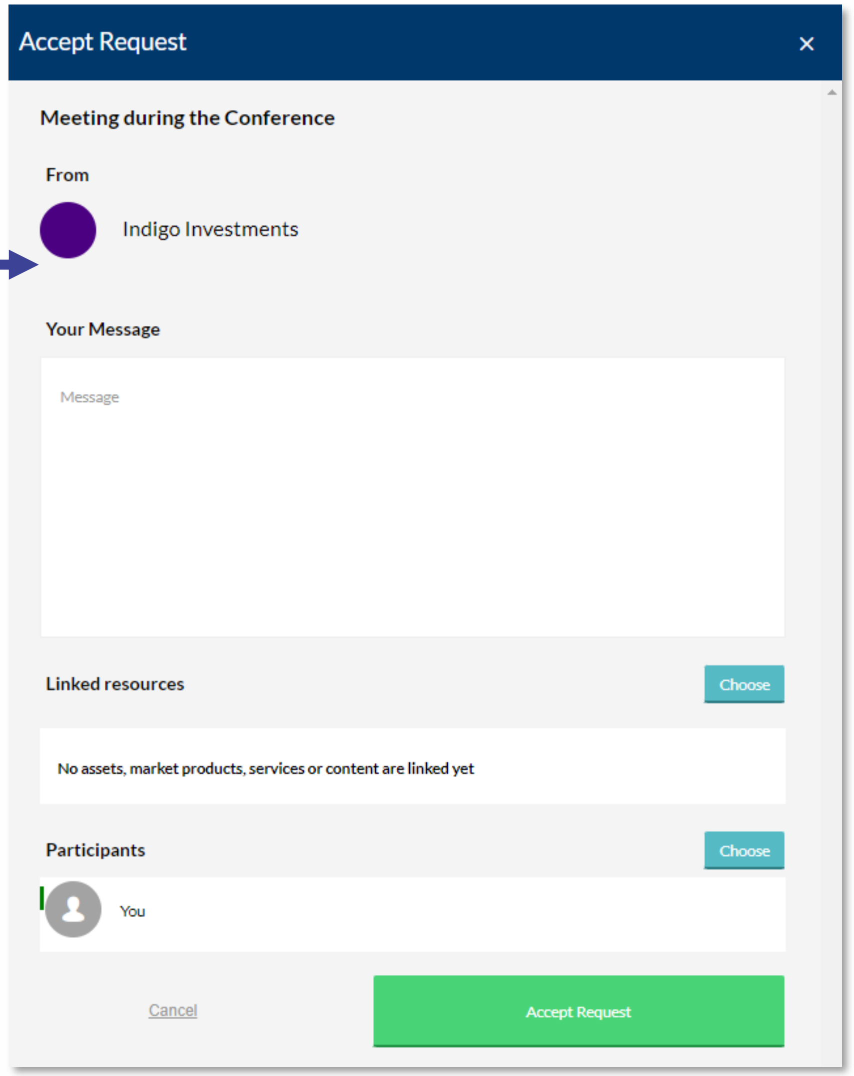


Responding to Meeting Requests

Accept a Meeting Request

1. Click **Accept Request**
2. Include a message (optional)
3. Click **Accept Request**





Decline a Meeting Request

1. Click **Decline Request**
2. Include a message (optional)
3. Click **Decline Request**

Share your contact information directly with a specific company.

"Reply Only"

Click "Reply Only" to continue a conversation, ask a question, or follow-up on an existing meeting request. This allows you to add an additional comment or question, or respond to the thread without changing the request's status

NOTE: To accept an incoming meeting request, a participant from your company must mark at least one time slot on their calendar as available for partnering.

Updating Meetings

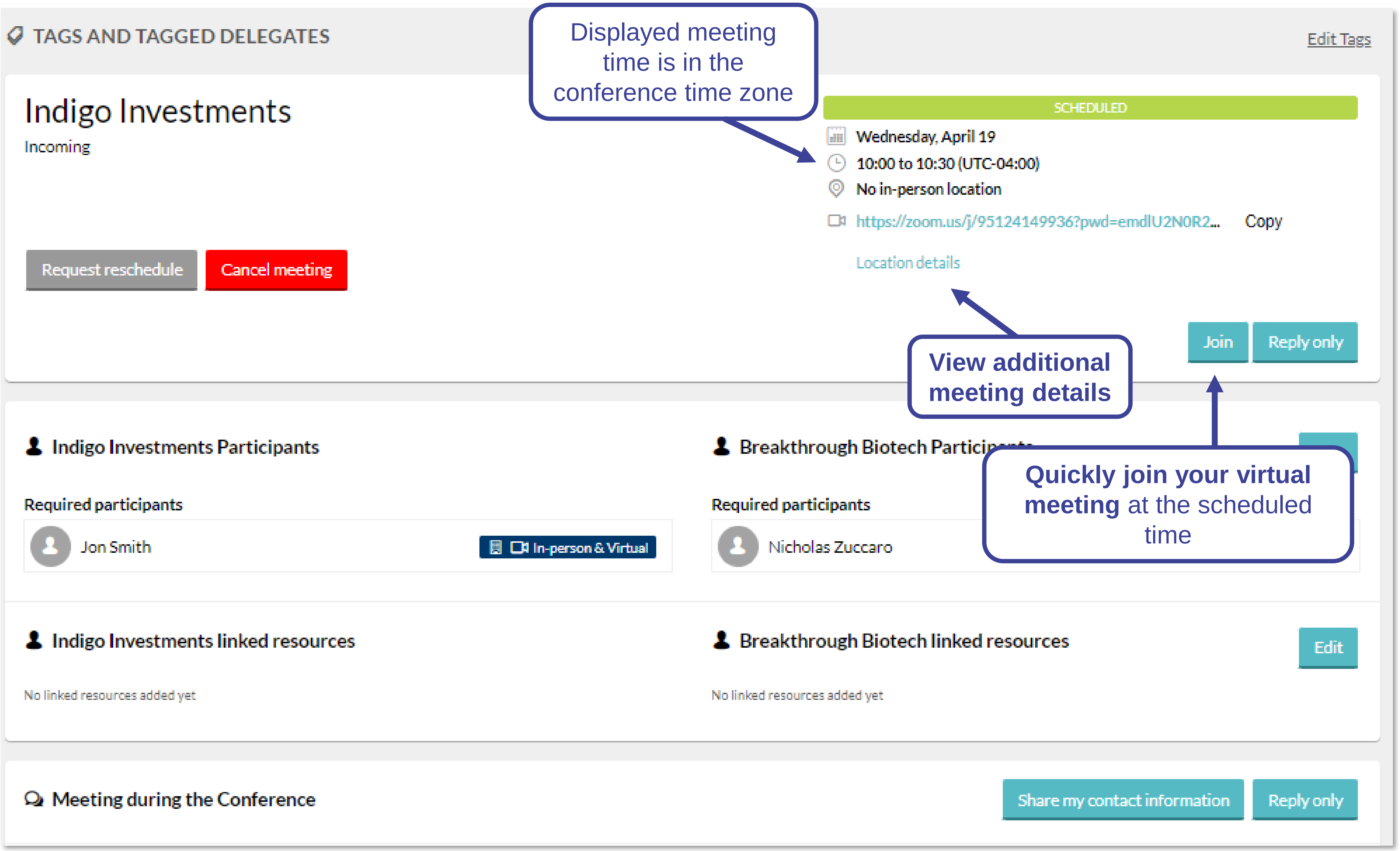
Request a meeting be rescheduled in the Message Center by clicking on “Request Reschedule”

Edit the meeting participants from your company

Link topical content from your Company Profile

Click **Share my contact information** to provide your personal contact details with this specific company

The system will be open for 1 year after the conference for your **follow up and data review/collection**

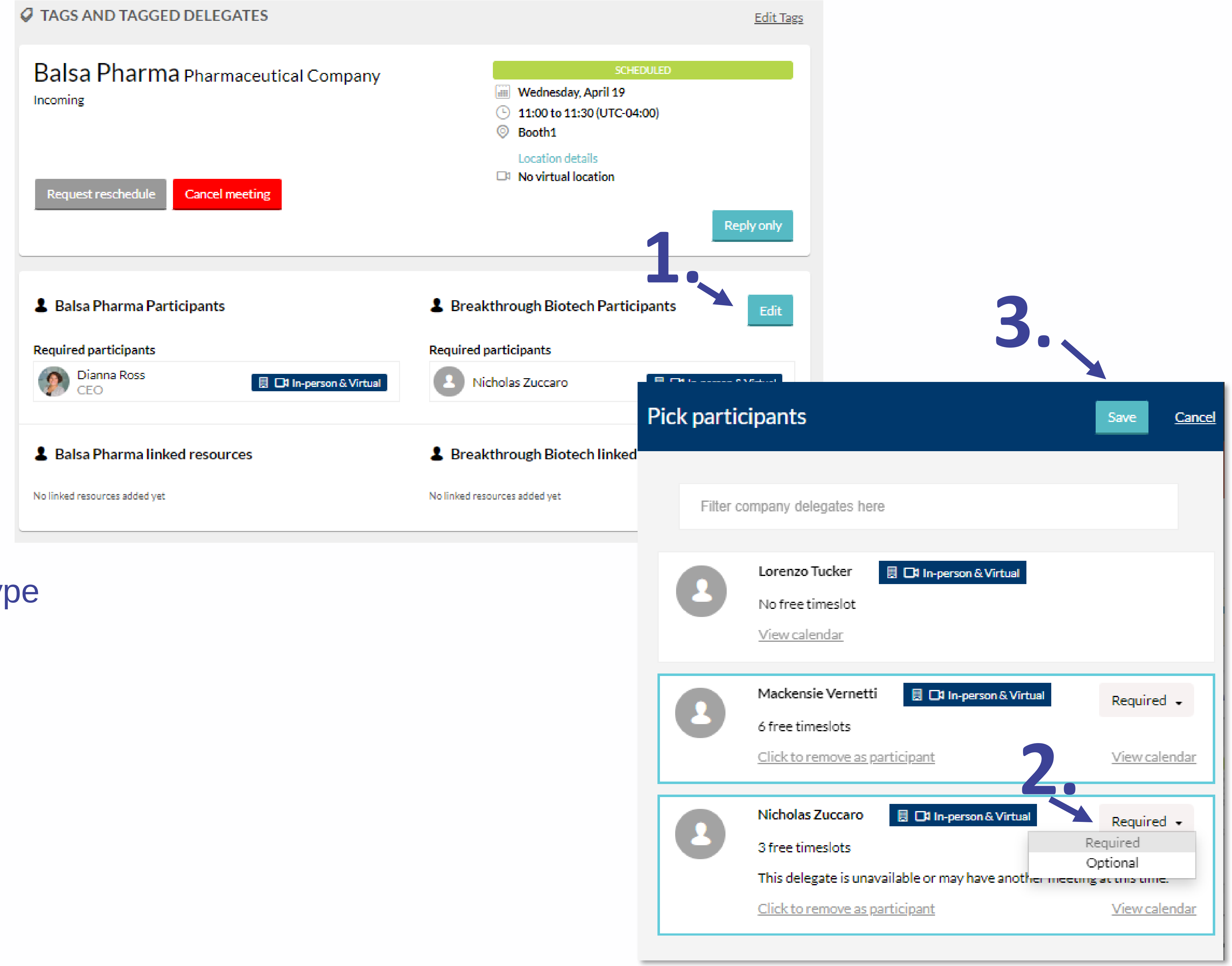


NEW: Optional Meeting Participants

You can now mark a meeting participant as optional on your meeting requests, allowing you to prioritize meeting attendance and get more meetings scheduled.

This is especially helpful for groups and those with busy colleagues and limited availability for meetings.

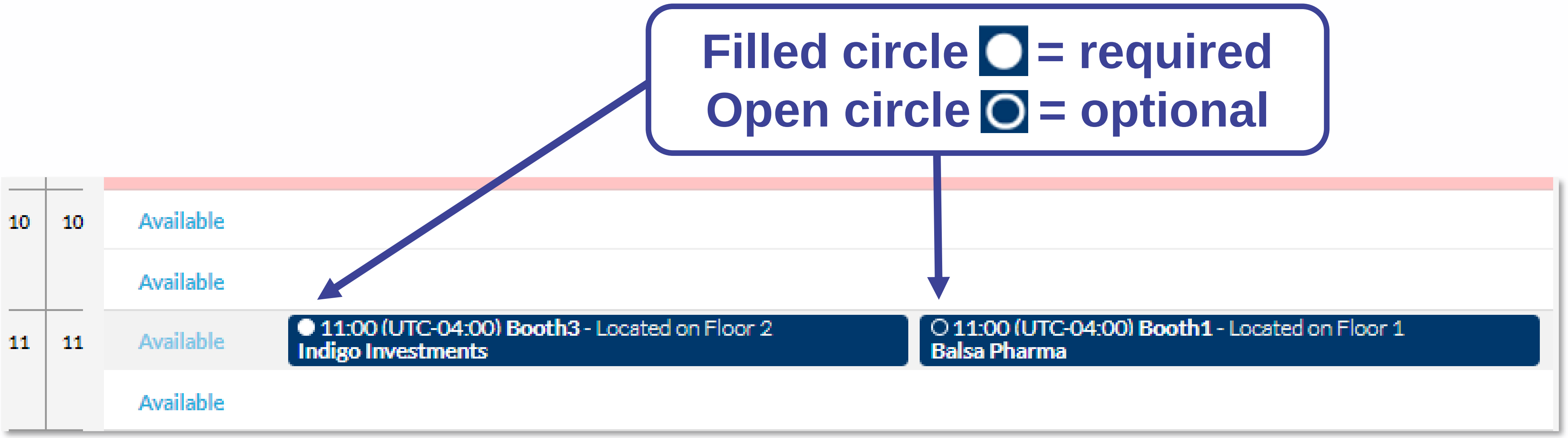
1. Click "Edit" in the participants section on a meeting request
2. Select a colleague (or yourself) and their participation type specific to that meeting - Required or Optional
3. Click “Save”



NEW: Optional Meeting Participants (Cont.)

Meetings display on your Calendar with a Required/Optional indicator.

It is possible to have more than one meeting on your calendar at the same time if you are marked as optional. **There will be only one required meeting on your calendar at any one timeslot.**



A few more details about this new feature:

- Optional participants receive all of the scheduling notifications for the meeting, including the Outlook email invitations
- Scheduling will reference the mutual availability of the required participants only, cutting down on unschedule-able meetings without mutual availability
- Required v. optional is also noted on your schedule printout and outlook/email calendar invitations

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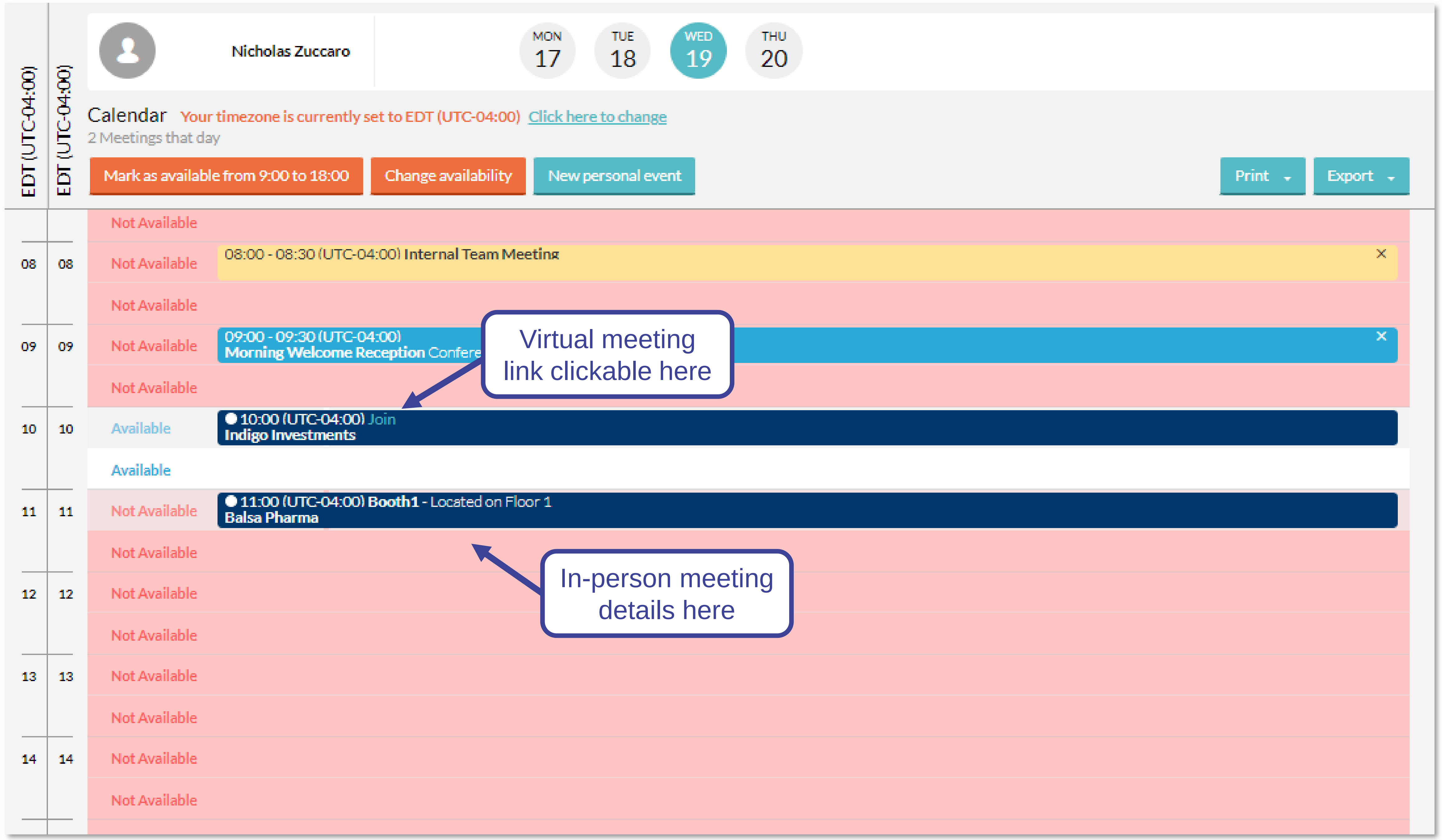
Attend Your Meetings

All in-person meetings will have the physical meeting location on your calendar.

When it is time to attend your virtual meetings, there are three different ways to locate your meeting information:

1. Find your meeting on your Calendar and click on the link (as shown)
2. Find your meeting in the Message Center and click the **Join** button
3. Find the meeting invitation in your personal calendar (Outlook, Google, etc.) and click on the link included



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Contact Information

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