The One-on-One Compass

The BIO One-on-One Partnering™
Customer Service Channel

The BIO One-on-One Partnering Guide

Step-by-Step Instructions for Partnering Success

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Step 1: Log in to BIO One-on-One Partnering™

- Login credentials (username and password) for BIO One-on-One Partnering will be sent to the email address you entered when registering within **three business days**.
- Click the link and enter your username and password (which you received via email from BIOpartnering@bio.org).

  Each event will have a specific URL for its corresponding Partnering system. For instance, the URL for BIO 2012 is: http://oneononepartnering.bio.org/BusinessForum2012

  Once available, you'll find the URL for your event on our websites and emails.

***The Unofficial Step 1**: Make sure you are registered for the event. Only registered attendees may qualify for access to BIO One-on-One Partnering™.*

Sometimes, we'll ask you during Registration if you'd like to participate in Partnering, so make sure you select the correct response.

Did you know? If you attended a BIO Conference recently, you can import your old Profile.

Step 2: Publish Your Company Profile

- Click the "**Profiles**" button.

*The first delegate to login has the responsibility to import the previous company profile. Previous profiles are **only** available on the initial login.*

- Enter or update all required information in the Company Information section. Be sure to save your edits as you go.
- Select "**Publish Profile**" at the bottom of the Company Information page to make your company's information public in the system.
- Click "**Save**". Your profile is now visible to investors and potential partners.

Please note: In order to access all features of the partnering system, including the ability to send and receive meeting requests, you **must** fill out the required fields within the first section of the company profile at minimum. The information you enter in your company profile allows others to learn more about your company, so please include as much information as possible.

Step 3: Update Your Availability

You **must** mark yourself as available in order to schedule a meeting.

- Click the "**Calendar**" button.
- Select yourself from the drop down menu located next to "Calendar for" (top-right corner).
- Each day of the conference is listed as a separate tab, which you can switch back and forth from by clicking on the tab of day you'd like to view.
- Mark yourself **available** for conference timeslots by checking the corresponding boxes.
  – You must be marked available (aka the box must be *checked*) during at least **one** half-hour timeslot in order to send or accept meeting requests.
- Select the "**Save**" button at the bottom or top of the page.

Step 4: Target Partners & Send Meeting Requests

- Click the "**Search**" button.
- Search for and find a company you would like to meet with by filtering results (via "Advanced Search", "Company Directory", "Delegate Directory tabs", etc. at the top).
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Hit the "**REQUEST**" icon in the top-right corner of the search results line.
- Fill out the necessary information and click "**Request Meeting**".

TIP: *Once you publish your profile, you can still make edits. The new version will appear when companies search for you online.*

Step 5: Monitor Incoming & Outgoing Meeting Requests

- Click the "**Message Center**" button, then find the meeting request you would like to accept or decline.
- Add yourself or a colleague to the meeting by hitting "**Edit Participants**" (right-hand side of the screen).

- To accept the meeting, click on the "**Accept**" button.
- To decline the meeting, select "**Decline**".

> *Once your meeting is in "agreed to" status (you agree to meet when you "accept" a meeting request), BIO will schedule the meeting in a complimentary, private booth during a time that both you and the other party are available. Once scheduled, these meetings will automatically populate in your calendar. BIO will send you the specific room assignments as the event approaches.*

Step 6: Check Back Frequently!

Our data shows that the most successful companies access their partnering accounts on a daily basis, especially as the conference approaches.

As a reminder, meeting booths are limited and are given on a first-come, first-serve basis. Therefore, we encourage you to update your partnering account early and often, as waiting until the last minute to send or respond to requests will likely result in fewer meetings scheduled. For further instruction on how to get the most from your BIO One-on-One Partnering™ account, please follow The BIO One-on-One Compass, which includes webinars, updates on new features, and other great tips.

Happy Partnering!

For more information contact BIO's Partnering Team:

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