BIO One-on-One Partnering™

Virtual 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."
- Once a meeting has been Accepted, you can view the mutually available timeslots between your calendar and other meeting participants' calendars.

PRO TIPS

- If you have arranged virtual 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. Schedule your meetings

You can input any virtual meeting location you prefer. Whether a conference call line, video platform, or another method, the power is in your hands.

- You and your registered colleagues can schedule and reschedule virtual meetings using a convenient 24-hour calendar that can display your time zone and the conference time zone once selected in your delegate profile.
- Accepted meetings can be scheduled by any delegate from the participating companies.
- Select the "Schedule" button on the accepted meeting request in your Message Center. The system will guide you to choose a mutually available time. Then, you can enter details for your preferred virtual meeting location (e.g. conference call information, virtual meeting link, etc.)
- Accepted meeting requests with no mutual availability will show a red "No mutual availability" indicator.

PRO TIPS

- Scheduled meetings are automatically pushed to your Outlook calendar. You can also export your calendar in PDF or Excel format.