**BIO One-on-One Partnering™ Virtual Meeting Rooms**

**Frequently Asked Questions**

1. **Does BIO provide virtual meeting rooms for partnering meetings?**

BIO does provide virtual meeting rooms for partnering meetings scheduled in the BIO One-on-One Partnering system. Virtual meeting room links are assigned to scheduled meetings starting one week out from the conference. Your calendar invitations will also be updated.

1. **Can I use my own virtual meeting room or link for the conference?**

BIO virtual meeting rooms will be assigned to all scheduled meetings. You will not have the option to enter your own meeting location details when scheduling your meetings in the BIO One-on-One Partnering system.

1. **What video conferencing platform does BIO use for the virtual partnering meeting rooms?**

BIO virtual partnering meeting rooms are provided through GlobalMeet. You can view our user guide [here](https://www.bio.org/sites/default/files/2020-09/BIO_Partnering_Virtual_Meeting_Rooms_Guide.pdf).

1. **How do I join a virtual meeting?**

You can join a virtual meeting by clicking the meeting room link assigned to that meeting on your partnering calendar or Outlook calendar at the time of your meeting.

1. **How can I make sure that I can access the conferencing platform/virtual meeting rooms prior to my first partnering meeting?**

You can access a test meeting room [here](https://bio.globalmeet.com/TestMeetingRoom) to test your audio and video, and become more familiar with the platform.

1. **Do I need to download a desktop app to access the virtual meeting rooms?**

You can download the GlobalMeet desktop app if you wish, but you do not have to do so in order to attend partnering meetings scheduled in the virtual meeting rooms. You can join your meetings directly in your browser – just click “continue in browser” after you click on the meeting room link.

1. **Do I need a password to join the meeting?**

You do not need a password to join a meeting in BIO’s virtual meeting rooms. When prompted to use a password, click “continue as guest” instead.

1. **When will I receive the link to my meeting room?**

Meeting room links will be assigned to scheduled meetings one week before the conference.

1. **How often will meetings be assigned a virtual meeting room?**

Meetings scheduled a week before the conference up until the start of the conference will be assigned a virtual meeting room within 30 minutes. During the conference, meetings will be assigned a virtual meeting room within 2 minutes.

1. **What functionalities will be available during a virtual meeting?**

During a virtual meeting, users will be able to connect their webcam and audio, share their screen, an application, or other content, and chat using the text box.

1. **Can I reschedule a virtual meeting?**

Yes. To reschedule a meeting, click the “Reschedule” button on the meeting request in your Message Center and select a new meeting time. A new virtual meeting link will be automatically assigned to your meeting starting one week out from the conference.

1. **What if I need technical help during one of my meetings?**

For technical assistance during one of your meetings, please contact GlobalMeet by phone at +1 719-457-1660 for the United States and +1 416-516-6842 for Canada. For a list of other countries, please see [here](https://www.mymeetinghelp.com/Contact_Us/Support_Phone_Numbers). GlobalMeet can be reached by email at customersupport@globalmeet.com.