

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.



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.



2. Set your calendar availability

More available timeslots means more possible meetings

- Your calendar is fully unavailable by default. To arrange meetings, you must mark timeslots in your partnering system calendar as “available.”
- Your partnering calendar will display both the conference time zone and your automatically-detected local time zone. If you wish to view your calendar in another time zone, please edit your Delegate Profile.
- Once a meeting request 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 virtual meetings

Schedule your meetings using BIO One-On-One Partnering's virtual meeting rooms.

- Accepted meeting requests can be scheduled and rescheduled 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, displayed in both your local time zone and the conference time zone. Then, select "Use a virtual room provided by the event." A virtual meeting link will be assigned about a week before the conference.
- Accepted meeting requests with no mutual availability will show a red "No mutual availability" indicator.



PRO TIP

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