

The One-on-One Partnering™ System Tutorial



***Instructions for BIO's
One-on-One Partnering™ System***

Logging In

- Typically, you will receive an email confirmation with login instructions from BIO Partnering within **1-2 business days after registering** for the event.
- If you used BIO's 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.

ONE
PARTNERING™
Powered by BIO

Please Sign In

Email address:
william@bio.org

Password:
.....

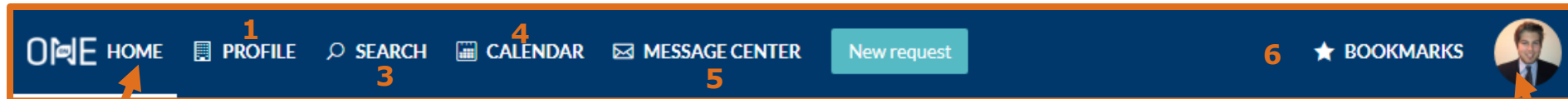
Log In

[I forgot my password](#)

PLEASE NOTE:
Access to partnering requires that delegates use a company email address with their name attached to it. Generic (e.g. info@company.com, personal (e.g. Gmail/Hotmail) and executive assistant email addresses do not qualify.

Click here to reset
your password

Home Page



Return Home

3

Search for companies and start sending requests

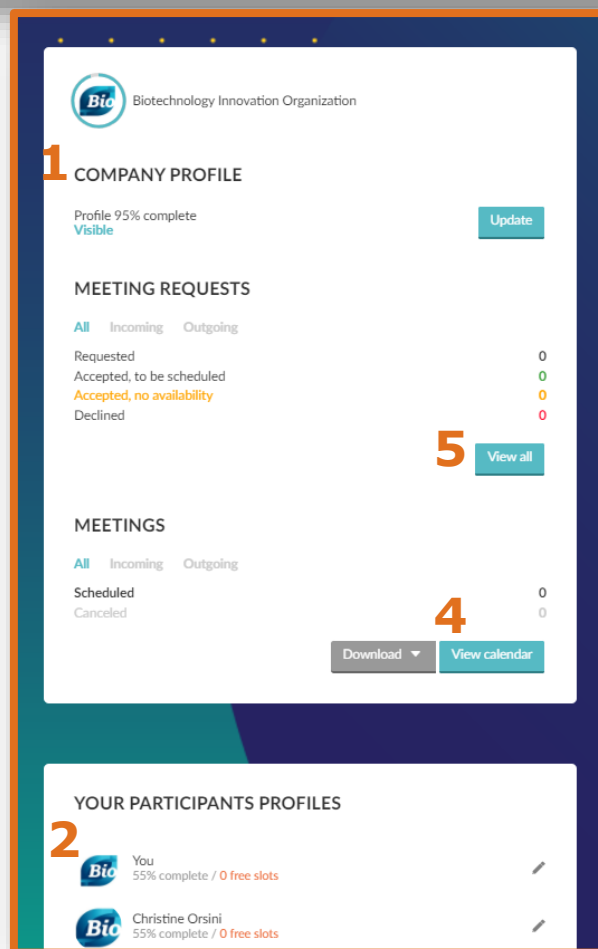
More >

**Log out/Reset Password
Access Delegate Profile**

1 Company/Investor Profile
Add company information
Add company logo

2 Delegate Profile
Add personal information
Update notification preferences
Add your personal profile picture

3 Search
Search for companies
Bookmark companies
Save custom searches



4 Calendar
Update availability
Add events & programming

5 Message Center
Send, accept, or decline requests
Manage outgoing & incoming requests

6 Bookmarks
View bookmarked companies, delegates, assets, products, and services

Company Profile

- ✓ Complete all applicable fields, especially those in the **Description, Areas of Interest, Financials, and Contact Information** sections
- ✓ Add **Assets, Services, and Market Products** if applicable
- ✓ Upload your company's logo
- ✓ Upload documents, graphics, and videos to the "Content" section at the bottom right

Click here to upload your company's logo

TIP: There are no required fields, but all information entered is searchable. The more thorough your Company Profile, the better visibility your company will have in search results!

PLEASE NOTE: Your profile is published by default. Click "Unpublish" to temporarily unpublish it and keep it hidden in search results.

Biotechnology Innovation Organization

Your profile is **PUBLISHED** [Unpublish](#)

Description

Company type:

Keywords: BIO, biotechnology, business forum, purchasing program, BIO business solutions, membership

Brief description: BIO is the primary advocacy organization for the biotechnology industry. T ☒ ☐ 74/255

Description: The Biotech... represents b... institutions... organization... than 30 other... help fuel, feed and cure the world by being involved in the research and development of innovative healthcare, agricultural, industrial and environmental biotechnology products. BIO also produces the BIO International Convention, the world's largest gathering of the biotechnology industry, along with industry-leading investor and partnering meetings held around the world. We also offer BIO Business Solutions, the

Assets [Manage assets](#)

Services [Manage services](#)

Member services
Other

Market Products [Manage market products](#)

Management [Edit](#)

Jim Greenwood CEO

Joanne Duncan President, BIO Int'l Convention

Delegates

Christine Orsini
Coordinator, Partnering Innovations

Elizabeth Gaskins
Managing Director, Membership

Liz Colangelo
Senior Manager, Sales & Sponsorship

Mackensie Knorr
Manager, Partnering Operations

Melissa Arndorfer
Manager, Sales & Sponsorship

Nareg Sagharian

Click ✓ to save or X to cancel for each field

TIP: Craft a Brief Description, which will be directly visible in search results.

Access individual Delegate Profiles

Assets, Services, and Market Products

1. Click **Manage drug assets, services, or market products**
2. Type in the item's name to add a new name, or click **Add** to re-add existing item
3. Click **Create**
4. Complete all applicable fields, especially those found under **Description** and **Classification**
5. Upload supporting documents, graphics, and videos

The screenshot shows the Biotechnology Innovation Organization profile on the left, with a 'PUBLISHED' badge and an 'Unpublish' button. Below the profile are three categories: Assets, Services, and Market Products. The 'Assets' category is highlighted with an orange box, and the 'Manage drug assets' button is also highlighted. An orange arrow points from the 'Create' button in the 'Add asset' modal to the 'Add' button in the 'Choose from existing assets' section.

Add asset

Create new asset

Test Asset 123

Create

Or

Choose from existing assets

Test Asset 456
There is no description for this asset **Add**

The screenshot shows the 'Add asset' form with several annotations. An orange box highlights the 'Is this asset already partnered?' checkbox, with a callout stating 'Specify whether the asset is partnered or unpartnered'. Another orange box highlights the 'X' button in the top right corner, with a callout stating 'Click "X" once finished. All information is automatically saved.'.

Test 123

☐ Is this asset already partnered? **Unpartnered**
(What does it mean?)

Description

Company **Biotechnology Innovation Organization**

Name **Test 123**

Type

URL

Keywords

Description

Classification

Dev't phase

Clinical Ind

Mech. of Action

Technologies

Investor Profile

PLEASE NOTE:

Your profile is published by default. Click "Unpublish" to temporarily unpublish it and keep it hidden in search results.

- ✓ Complete all applicable fields, especially those in the **Investor Profile, Description, Investment Preferences, and Contact Information** sections

- ✓ Upload your logo

- ✓ Upload documents, graphics, and videos to the "Content" section at the bottom right

The screenshot shows the 'Investor Profile' form with several sections and annotations:

- Header:** A banner image with a 'PUBLISHED' badge and a 'Bio INVESTOR' logo. An arrow points to the logo with the text: 'Click here to upload your company's logo'. Below the banner is a status bar showing 'Your profile is PUBLISHED' and an 'Unpublish' button.
- PLEASE NOTE:** A callout box on the right states: 'Registered investors will be set up with an Investor Profile instead of a Company Profile. While Investor and Company Profiles differ in content, both work the same way.'
- Investor profile:** Fields include 'Investor type' (VC/Corporate VC), 'Assets managed' (350 million USD), 'Typical allocation' (100 million USD), and 'Allocation preference' (Diversified with focus on energy in emerging markets).
- Investment preferences:** Fields include 'Investment stage' (Seed, Early stage), 'Company types' (Biotech or pharma, therapeutic R..., Other R&D services), 'Asset types' (Small molecule, Vaccine), and 'Therapeutic areas' (Endocrine disease, Neoplasm, testing).
- Description:** Fields include 'Keywords' (women's health oncology pr...), 'Year founded' (1990), and a 'Brief description' (Seed round non-disclosure agreement pivot alpha assets MVP. Social media business-to-business iPad mass market innovator. Ecosystem growth hacking churn rate direct mailing. Iteration entrepreneur founders agile development twitter buzz churn rate stealth). A callout box points to this section with the text: 'TIP: Craft a Brief Description, which will be directly visible in search results.'
- Management:** A section with an 'Edit' button showing 'Sonia Dixon' as a 'Partner'.
- Delegates:** A list of delegates: 'Dorothy Whitlow', 'Julie Burns', and 'Melissa Gonzalez'. An arrow points to this list with the text: 'Access individual Delegate Profiles'.
- Content:** A section with an 'Upload file' button and a list of uploaded files, including '2015 Fact Sheet.pdf'.

Delegate Profile & Notification Preferences

- ✓ Complete all applicable fields, especially **Job Title, Professional Background, and Area of Expertise**
- ✓ Upload your photo
- ✓ Change your local time zone
- ✓ Tailor your notification preferences

The screenshot displays the 'Delegate Profile & Notification Preferences' interface. At the top, a banner shows a profile picture placeholder with a 'PUBLISHED' badge and the name 'Nicholas Zuccaro'. Below this, the 'Delegate profile' section includes fields for Company (Biotechnology Innovation Organization), Job title (Coordinator, Partnering Operations), LinkedIn profile, Keywords, Professional background, and Area of expertise. The 'Delegate address' section includes Country (United States), State (DC), Address (1201 Maryland Ave., SW), Zip (20024), and City (Washington). The 'Delegate contact information' section includes Email and Telephone fields. A callout box points to the 'Bio' badge with the text 'Click here to upload your photo'. Another callout box points to the 'Timezone' section with the text 'Update your time zone'. A third callout box points to the 'Delegate contact information' section with the text 'Contact information is only visible to companies with whom you share it in the Message Center.' A fourth callout box points to the 'Edit your notifications' section with the text 'Access your notifications preferences'. A fifth callout box points to the 'Additional / alternative email' field with the text 'TIP: As with your Company or Investor Profile, there are no required fields, but all information is searchable.' A sixth callout box points to the 'Email Notifications' section with the text '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.' The 'Email Notifications' section includes a toggle for 'Email Notifications' and a list of notification types with their respective toggle switches: 'All meeting requests' (New request received, Request accepted, Request declined, Request cancelled), 'Meetings in which you are a participant' (Meeting scheduled, Meeting rescheduled), and 'Your company's meetings' (Meeting scheduled, Meeting rescheduled).

Click here to upload your photo

Update your time zone

TIP: As with your Company or Investor Profile, there are no required fields, but all information is searchable.

Contact information is only visible to companies with whom you share it in the Message Center.

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.

Access your notifications preferences

Your schedule updates

Please choose which notifications you would like to receive by email

Contact information

You will receive notifications at this email address

user@biotest.org

Additional / alternative email:

Email Notifications

All meeting requests

New request received

Request accepted

Request declined

Request cancelled

Meetings in which you are a participant

Meeting scheduled

Meeting rescheduled

Your company's meetings

Meeting scheduled

Meeting rescheduled

Calendar

- ✓ Update your availability
- ✓ View your scheduled partnering meetings
- ✓ Add programming sessions and presentations
- ✓ Add personal events for personal engagements outside of programming and partnering
- ✓ Export your individual and/or combined company schedule

PLEASE NOTE:

The system will display your calendar in two time zones: the time zone of the conference and the detected time zone of your browser.

Export your individual or entire company schedule

PLEASE NOTE:
Personal events are separate from partnering meetings. Only partnering meetings are assigned to meeting booths or rooms.

PLEASE NOTE:
If you select "Use a virtual room provided by the event" when scheduling, the meeting will be assigned a meeting link by BIO as soon as it is scheduled.

PLEASE NOTE:
The system will display your calendar in two time zones: the time zone of the conference and the detected time zone of your browser.

Export your individual or entire company schedule

View and add programming

Updating Calendar 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**

PLEASE NOTE: Your Calendar is completely unavailable by default. You must have at least one available timeslot in order to send and accept meeting requests.

Calendar Your timezone is currently set to EDT (UTC-04:00) [Click here to change](#)

Change availability Save and return to calendar Cancel New personal event

Update entire day

Update your colleagues' Calendars

TIP: Save time by first updating the entire day and then updating individual timeslots as necessary.

TIP: You can select to open your calendar from 9 AM to 6 PM in your local time zone by clicking this button at the top of the calendar page.

Mark as available from 9:00 to 18:00

Search & Advanced Search

Search by investors only

Save specific search criteria and monitor results

Export your specific search results into Excel

Search by Companies, Delegates, Assets, Market Products, or Services

Conduct an Advanced Search to search by specific criteria or combine multiple filters

Sort your search results

Send meeting requests

Bookmark items

PLEASE NOTE: When viewing your own company in search results, you will not see "New Request" and Bookmark buttons. However, other companies will see these buttons next to your company.

Advanced search

Clear

Filter

×

Delegates

2

Companies

Assets

1

Market Products

Services

Company name

Enter text...

Company types

Biotech or pharma, therapeutic R...

×

Primary therapeutic areas

Select

No primary therapeutic areas selected

Secondary therapeutic areas

Select

No secondary therapeutic areas selected

Company registration date

From...

→

To...

Ownership

☒ Private

☐ Public

☐ Other

Collaboration Features

1. Prior Meetings
2. Notes

1
View meetings your company had with this company at current & prior BIO events

Expand

Megapharma

Request meeting

2 prior meetings 0 notes Make a note

Description

Company type Biotech or pharma, therapeutic R&D Digital health

Brief description The premiere

Financials

Ownership

Ticker NASDAQ: MGPHR

2
Enter notes and assign follow-up tasks with regard to the company

Prior requests

With: MEGAPHARMA

Meetings (2)

SCHEDULED at BIO Asia-Taiwan
Jul 23, 2020 18:00 (UTC-07:00)
• Thomas Miller
• Willie Reaves
Message thread

SCHEDULED at BIO Digital
Jun 8, 2020 07:30 (UTC-07:00)
• Thomas Miller
• Nicholas Zuccaro, Willie Reaves
Message thread

Requests (1)

CANCELED at 2020 BIO Asia
March 10 - 11, 2020
• Nicholas Zuccaro
Message thread

Notes

Take notes here so that you can review them for your follow-up and for your next conferences. These notes are shared amongst your company attendees.

Notes (1)

Nicholas Zuccaro
On August 28, 2020

We should send a follow-up meeting request to this company

PLEASE NOTE: Only members of your company can see these notes and meetings.

Message Center

PLEASE NOTE: The Message Center is set up at a company level. The same content will be displayed for all members of your company attending the conference.

Filter by...

1. Personal Tag
2. Unread Messages
3. Incoming & Outgoing
4. Meeting Status

Refine and combine multiple filters

The screenshot shows the Message Center interface with several annotations:

- Export your Message Center contents into Excel:** An arrow points to the "Export" button in the top right corner.
- Sort by date, status, sender, or recipient:** An arrow points to the "Last change" dropdown menu in the top right corner.
- Accepted meetings that have yet to be self-scheduled:** An arrow points to the "Accepted" filter option in the left sidebar, which is currently selected and shows a count of 1.
- Meeting Requests that are "Accepted" but with no timeslot available to schedule it will be marked with a red "No Mutual Availability" tag:** An arrow points to a red warning icon and the text "No mutual availability" next to a meeting request.
- PLEASE NOTE: If you select "Use a virtual room provided by the event" when scheduling, the meeting will be assigned a meeting link by BIO.** An arrow points to a meeting request that includes a Zoom link.

The interface includes a sidebar with filters for "All requests", "Requests you are tagged in", "Unread", "Requests type", "Status", "Pending reschedule", "Accepted", "Canceled", and "Declined". The main content area displays a list of meeting requests with details such as "To American GMO Group", "From Lakeside Investment Group", "To Umbrella Consulting", and "From Megapharma".

Sending Meeting Requests

1. Click **New Request** at the top of the page, or the envelope in your search results
2. Type in the name of the company you'd like to meet with in the **To** field
3. Add a tailored subject and message in the **Title** and **Message** fields
4. Update meeting participants and availability, if necessary
5. Click **Send Request**

PLEASE NOTE: The default participant will be you. Don't forget to replace yourself with another participant if you do not intend to attend the meeting, or add additional participants as necessary.

The screenshot shows the 'New meeting request' form with the following elements:

- Step 1:** 'New request' button and 'NEW REQUEST' button with an envelope icon.
- Step 2:** 'To' field with 'Megapharma' entered.
- Step 3:** 'Request subject and message' section with 'Title' and 'Message' fields.
- Step 4:** 'Participants' section with a 'Choose' button.
- Step 5:** 'Send request' button.

PLEASE NOTE: Outgoing requests are sent to companies rather than individuals. The receiving company will determine which participants to add to the meeting.

Pick participants (Save Cancel)

Filter company delegates here

Company	Name	Availability	Action
Bio	Christine Orsini	No free timeslot	View calendar
Bio	Lorenzo Tucker	No free timeslot	View calendar
Bio	Mackensie Vernetti	No free timeslot	View calendar
Person	Neil Lynch	144 free timeslots	View calendar Click to add as participant
Bio	Nicholas Zuccaro	15 free timeslots	View calendar Click to remove as participant
Person	Peter Frey	54 free timeslots	View calendar Click to add as participant
Person	Willie Reaves	53 free timeslots	View calendar Click to add as participant

Participants

Delegate

Company	Name	Role
Bio	You	Coordinator, Partnering Operations

PLEASE NOTE: The default participant will be you. Don't forget to replace yourself with another participant if you do not intend to attend the meeting, or add additional participants as necessary.

"Reply Only" to Meeting Requests

- Click **Reply Only** to create or continue a conversation in an existing meeting request
- This will allow you to add an additional comment or question, or respond to the thread *without* changing the request's status
- This is useful if you would like more information before accepting a request, or if you would like to follow up with additional details

The screenshot displays a meeting request interface for the Breakthrough Medicines Association. At the top, the request is labeled "Incoming" and "REQUESTED". Below this, there are two buttons: "Accept request" (green) and "Decline request" (red). An orange callout box points to the "Accept request" button with the text: **PLEASE NOTE:** Clicking "Reply Only" will NOT accept an incoming meeting. Instead, you must click "Accept request." Only meetings with an "Accepted" status will be scheduled.

Below the buttons, there are two sections for participants and linked resources. The "Breakthrough Medicines Association Participants" section shows a list with Maria Williams. The "Monolith Biotechnology Corp. Participants" section is empty. Both sections have an "Edit" button. The "Breakthrough Medicines Association linked resources" section shows "No linked resources added yet". The "Monolith Biotechnology Corp. linked resources" section is also empty.

Below the participants and resources, there is a section titled "Introduction to Your Company's Pipeline at BIO Digital". It contains a message from Maria Williams: "New meeting requested. Hello Sarah, We would like to hold a meeting with your company at BIO Digital to be introduced to you. Best, Maria Williams". To the right of the message, there are two buttons: "Share my contact information" and "Reply only". The "Reply only" button is highlighted with an orange box. An orange callout box points to the "Reply only" button with the text: **TIP:** Use "Reply Only" to communicate with companies before, during, and after the event, even if the meeting was never scheduled. Another orange callout box points to the "Share my contact information" button with the text: Share the contact information you have filled out in your delegate profile.

Accepting, Declining, & Canceling Meeting Requests

Accept

1. Click **Accept Request**
2. Include an explanation in the **Messages** field (optional)
3. Update meeting participants and availability, if necessary
4. Click **Accept Request**

Decline (not pictured)

1. Click **Decline Request**
2. Include an explanation in the **Messages** field (optional)
3. Click **Decline Request**

The screenshot shows a meeting request from the Breakthrough Medicines Association. At the top, there are two buttons: 'Accept request' (highlighted with a red box and a red arrow) and 'Decline request'. Below these buttons, there are sections for 'Participants' and 'Linked resources'. The 'Participants' section shows 'Breakthrough Medicines Association' and 'Monolith Biotechnology Corp. Participants'. The 'Linked resources' section shows 'Breakthrough Medicines Association linked resources' and 'Monolith Biotechnology Corp. linked resources'. At the bottom, there is a message from the Breakthrough Medicines Association dated Apr 9, 09:35 (UTC-04:00) with the text: 'New meeting requested Hello Sarah, We would like to hold a meeting with your company at BIO Digital to be int Best, Maria Williams'.

TIP: If you accidentally decline a meeting, or your change your mind, you will have the option to undecline the meeting. This will revert meeting's status back to "Requested."

The screenshot shows the 'Accept Request' dialog box. It has a title bar 'Accept Request' with a close button. The main content area is titled 'Introduction to Your Company's Pipeline'. It shows the 'From' field as 'Breakthrough Medicines Association'. Below this is a 'Your Message' field with a placeholder 'Message'. At the bottom, there is a 'Participants' section with a 'Choose' button. The 'Participants' section shows 'You' as the default participant. At the bottom right, there are two buttons: 'Cancel' and 'Accept Request' (highlighted with a red box and a red arrow).

PLEASE NOTE: The default participant will be you. Don't forget to replace yourself with another participant if you do not intend to attend the meeting, or add additional participants as necessary.

Scheduling an Accepted Meeting Request

Select "Schedule" to display mutually available timeslots for this meeting

The system will let you know if you are viewing an accepted meeting that has not been scheduled.

Add or remove participants from your company to this meeting

Message meeting participants in partnering system

The screenshot shows a web interface for managing meeting requests. At the top, it says 'TAGS AND TAGGED DELEGATES' with an 'Edit Tags' link. Below this is a header for 'Breakthrough Medicines Association' with an 'Incoming' status and an 'ACCEPTED' green bar. Two buttons, 'Schedule' (blue) and 'Cancel request' (red), are visible. A red warning icon and text state: 'SELF SCHEDULING: You or the other party need to schedule this meeting.' Below this are two sections for participants: 'Breakthrough Medicines Association Participants' (listing Maria Williams) and 'Monolith Biotechnology Corp. Participants' (listing Sarah Smith), each with an 'Edit' button. There are also sections for linked resources for both parties, both showing 'No linked resources added yet'. At the bottom, a message thread titled 'Introduction to Your Company's Pipeline at BIO Digital' is shown. It has two buttons: 'Share my contact information' and 'Reply only'. The message history shows 'You' (Apr 9, 09:41) with an 'ACCEPTED' status and a message: 'Accepted meeting request Hello, Let's meet at BIO Digital 2021. Best, Sarah'. Below that is a message from 'Maria Williams' (Apr 9, 09:35) with a 'REQUESTED' status: 'New meeting requested Hello Sarah,'.

PLEASE NOTE:

This is the panel window that is displayed on the right side of the page when selecting a meeting in the Message Center, seen on the previous slides.

Scheduling an Accepted Meeting Request

- If you accept an incoming meeting request, you will receive a popup in the **Message Center** asking if you would like to schedule the meeting now or later.

Schedule your accepted meeting

Thank you for accepting a meeting with Pharma Company 1.
Now someone from your company or Pharma Company 1 should schedule the meeting. You can schedule the meeting now, schedule the meeting later, or wait for someone from Pharma Company 1 to schedule the meeting. To schedule it later, someone from your company or Pharma Company 1 can return to the accepted meeting and press the Schedule button.

Schedule now[Schedule Later](#)☐ Don't show again

PLEASE NOTE:
If you select "Don't show again," but would like to receive this notification again when you accepted meetings, reset your notifications under "Notification Preferences".

Scheduling an Accepted Meeting Request

- Click on an available timeslot to bring up your choices for the meeting location
- All mutually available timeslots will be green.
- The scheduling screen shows you all partnering timeslots, each with the appropriate indicator based on the availability of the meeting participants.
- Opening more timeslots increases the chances of having mutual availability to schedule your meeting.

Schedule meeting

Back

Breakthrough Medicines Association

Maria Williams

Edit Participants

Monolith Biotechnology Corp.

Sarah Smith

PLEASE NOTE:
You are able to edit the participants from your company and their availability within the scheduling screen. This may help you find an open timeslot with the other company. You will still be able to edit your participants after scheduling your meeting within the Message Center.

1

Select a time slot

EDT (UTC-04:00)

EDT (UTC-04:00)

MON 14

TUE 15

WED 16

06

06

07

07

08

08

06

06

07

07

08

08

06

06

07

07

08

08

LEGEND



Available for scheduling



Not available for scheduling
y delegates from your company are not available
Click the 'y' to update their availability



Not available for scheduling
x delegates from your company already have a meeting at that time
y delegates from your company are not available
Click the 'y' to update their availability



No Partnering at that time

Changing Availability While Scheduling

Changing Availability

1. If you would like to change your availability without returning to the calendar page, click **Edit Participants** on the left hand side of the scheduling screen. This will bring up a list of your company's delegates.
2. Second, click **View Calendar** to edit your delegates' availability without leaving the scheduling page.

Schedule meeting

Back

Breakthrough Medicines Association

Maria Williams

1 [Edit Participants](#)

Pick participants

Save Cancel

Filter company delegates here

Maria Williams
136 free timeslots
[Click to remove as participant](#)

2 [View calendar](#)

Your Availability

Save Cancel

View full calendar

			MON 14	TUE 15	WED 16	THU 17	FRI 18
EDT (UTC-04:00)	00	00	Not Available	change
EDT (UTC-04:00)	01	01	Not Available	change
	02	02	Not Available	change
	03	03	Not Available	change
	04	04	Not Available	change
	05	05	Not Available	change

PLEASE NOTE:

This is the panel that displays if you view your meeting participants' calendar. Here you may edit their availability, which will update the meeting scheduler on the left. Remember to click **Save** after making changes!

Scheduling an Accepted Meeting Request

Schedule meeting

Back

Monolith Biotechnology Corp.

Sarah Smith

Edit Participants

Breakthrough Medicines Association

Maria Williams

1

Select a time slot

EDT (UTC-04:00)

EDT (UTC-04:00)

	MON 14	TUE 15	WED 16	THU 17
06				
07				
08				
09				

2

Select a location

Tuesday Jun 15, 06:30 - 07:00 (UTC-04:00)

Enter your own virtual location

You may specify a link to your preferred conference or video call solution. Please be sure to include any needed access codes

Use a virtual room provided by the event

A virtual meeting room link will be provided to you.

Use your own virtual meeting link location provided by you or your company.

Use a Zoom virtual meeting link provided by BIO

The teal highlighted area is the time slot that you have chosen.

Using a BIO Meeting Link

1. To use a Zoom link provided by BIO, select "Use a virtual room provided by the event."

2. Then click "Confirm and schedule" on the confirmation page to schedule the meeting.

A BIO meeting link will be assigned automatically after you schedule the meeting.

PLEASE NOTE:

After selecting to confirm and schedule, the meeting will show up on all of the meeting delegates' calendars within the BIO One-On-One Partnering™ system

Using your own Meeting Link

1. If you have previously saved a meeting location, click in the “Re-use a saved location” field to select your location
2. If you want to create a new location, input the meeting link URL, and any necessary access codes or dial-in information
3. If you plan on using this location again, click the box that says “Save this location...”
4. Select **Use this location** to confirm your meeting

The screenshot shows a 'Select the location' dialog box with a dark blue header and a close button (X). Below the header, the meeting time is displayed: 'Tuesday Jun 15, 06:30 - 07:00 (UTC-04:00)'. The main content area is titled 'Use your own meeting space'. It contains three sections: 1. A 'Re-use a saved location' button, annotated with a large orange '1'. 2. An 'OR specify a new location' section with a text input field containing 'https://zoom.us/3820523452' and a label 'Enter the meeting location name, URL or phone number'. Below this is another text input field with the label 'Enter any additional location information here', containing 'Access Code: 457454' and 'Dial-On: 1(800)555-4737', annotated with a large orange '2'. 3. A checkbox labeled 'Save this location to use again later', annotated with a large orange '3'. 4. Two buttons at the bottom right: 'Cancel' and 'Use this location', with the latter annotated with a large orange '4'. At the bottom of the dialog, there is a button labeled 'Use a virtual room provided by the event' and a note: 'A virtual meeting room link will be provided to you.'

PLEASE NOTE:
Once you click **Use this location**, you will be taken to the summary screen.

Summary when using your own Meeting Link

- After you have confirmed a meeting, you will be brought to the “Summary” page to review and confirm your meeting.
- Click “Change” (1) to go back to the previous screen to edit any of the meeting details.
- You can click the box next to “Send me a copy” (2) to also receive the reservation information to your email on file.
- All attending delegates will automatically receive an email containing the reservation details.
- After reviewing the information, click **Confirm and schedule** to finalize the information. Details can be updated in Message Center

The screenshot shows the 'Schedule meeting' summary page. On the left, under 'Schedule meeting', there is a 'Back' button and two meeting entries: 'Monolith Biotechnology Corp.' with 'Sarah Smith' and 'Breakthrough Medicines Association' with 'Maria Williams'. The main area has a progress bar with three steps: 1. Select a time slot, 2. Select a location, and 3. Summary. Below the progress bar, it says 'Your meeting is almost scheduled. Please confirm the following information to finalize scheduling:'. A box contains the meeting details: 'Tuesday June 15 06:30 (UTC-04:00) 30 MINUTES' for both 'Conference time' and 'Local time', the URL 'https://zoom.us/3820523452', 'Access Code: 457454', and 'Dial-On: 1(800)555-4737'. A 'change' link is at the bottom right of this box, with an orange arrow labeled '1' pointing to it. Below the box, there is an information icon and text: 'You will be able to reschedule your meeting at any time from your Message Center'. There are two checkboxes: 'An email containing your reservation information will be sent to all meeting participants' (checked) and 'Send me a copy' (unchecked). An orange arrow labeled '2' points to the 'Send me a copy' checkbox. At the bottom right is a 'Confirm and schedule' button, with an orange arrow pointing to it from a callout box.

PLEASE NOTE:
After selecting to confirm and schedule, the meeting will show up on all of the meeting delegates' calendars within the BIO One-On-One Partnering™ system

Updating Meetings

TAGS AND TAGGED DELEGATES

Breakthrough Medicines Association

SCHEDULED

Tuesday, June 15
06:30 to 07:00 (UTC-04:00)
Virtual Meeting [Copy](#) [Location details](#)

[Reschedule](#) [Request reschedule](#) [Cancel meeting](#) [Update](#) [Join](#) [Reply only](#) [Edit Tags](#)

Breakthrough Medicines Association Participants

Maria Williams

Monolith Biotechnology Corp. Participants

Sarah Smith

Breakthrough Medicines Association linked resources

No linked resources added yet

Monolith Biotechnology Corp. linked resources

No linked resources added yet

[Edit](#) [Edit](#)

Introduction to Your Company's Pipeline at BIO Digital

[Share my contact information](#) [Reply only](#)

You
Apr 9, 11:18 (UTC-04:00)

SCHEDULED

The meeting has been scheduled or rescheduled

PLEASE NOTE: The displayed time will be in the same time zone as the conference.

Add customized tags

Update the meeting time and virtual location

Copy the meeting information.

View additional virtual meeting link details

Join the virtual meeting at the time it is scheduled.

Update meeting participants or linked resourced

Quickly update the virtual meeting link details. You will need to select "Reschedule" on the left side of the meeting request if you wish to update the meeting time.

If you select the option to use a BIO meeting link, your meeting will be assigned one as soon as the meeting is scheduled.

Share the contact information you have filled out in your delegate profile.

TIP: If you accidentally cancel a meeting, or your plans change, you will be given the option to uncanceled the meeting. This will revert the meeting back to "Requested."

Contact Information



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