

## 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 links or your own.*

- 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 link provided by the event." if you would like to use BIO's meeting links or "Enter your own virtual location" to use your own. If you select BIO's meeting links, the link will be assigned as soon as the meeting is scheduled.
- **Do you prefer that BIO automatically schedule your meetings for you?** BIO automatically schedules newly accepted meetings and assigns Zoom meeting links every 12 hours.
- 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.