Logging In

PLEASE NOTE:
Access to partnering requires that delegates use their company/professional email address.

Click here to reset your password.

You will receive an email confirmation with login instructions within 1-2 business days after registering for the event. If you registered prior to the opening of the partnering system, you will receive this email confirmation once the system is open.

Your partnering login email is not the same as your registration confirmation/receipt.

If you have already used the 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.
Selecting Attendance Type

Upon logging in you will need to select your attendance type. Will you be taking meetings only in-person, only virtually, or both?

Not sure yet or think your plans may change? You can update your attendance type at any time in your delegate profile.

Your attendance type will be visible to all other delegates, and will help you to schedule meetings in the appropriate meeting location(s).

PLEASE NOTE: Changing your attendance type will not affect any of your scheduled meetings. If you need to modify your meeting location(s), you can do so in the Message Center.
Company Profile

Complete applicable fields, especially Description, Areas of Interest, Financials, Contact Information.

Add Assets, Services, Market Products as appropriate.

Upload your company’s logo.

Access delegate profiles, attendance type, notifications settings.

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

No required fields, but all information is searchable. Add as much information as possible to increase your company’s visibility.
Delegate Profile & Notification Preferences

Upload your headshot

Change your attendance type & local time zone

Complete applicable fields, especially Job Title, Professional Background, Area of Expertise

Delegate Contact Information entered here is only visible to companies with whom you share it in the Message Center

Tailor your Notification Preferences

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.
Calendar

View two time zones – conference time zone and your local time zone

View your scheduled partnering meetings

Add program, presentations, networking

Add personal events/notes to keep track of engagements outside of programming & partnering

NOTE: Your Calendar is marked as unavailable by default.

Update your 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

Export your individual & company schedules, in a variety of formats
Search & Advanced Search

Use headers at the top to view Company, Delegate, Asset, Market Products, Services listings

Use the Advanced Search to apply specific criteria, like Company Type, Therapeutic Area, Registration Date, Location, etc.

Save your search to easily apply the same criteria and monitor results

Filter for investors

Export search results

Quickly send a meeting request to an identified target

Identify newly added companies
Message Center

View & manage your company’s meeting requests. All delegates from the same company can view all the same requests.

Export meeting request data in Excel

Filter by:
- Personal tag
- Unread messages
- Incoming & Outgoing
- Meeting Status

Use the Advanced filters to refine and combine multiple filters

Meeting Requests that are “Accepted” but with no timeslot available to schedule it will be marked with a red “No Mutual Availability” tag

Accepted meetings that have yet to be self-scheduled
NOTE: Meeting requests are sent company-to-company rather than between individuals. The receiving company will determine which of their participants to add to the meeting.

1. Click **New Request** at the top of any page, or the New Request button to the right of a search result.

2. Begin typing in the name of the company you’d like to meet in the **To** field.

3. Add a **Title** and **Message**.

4. Select the **meeting duration**. A 30-minute meeting is the default option, but you can also change it to an hour-long meeting.

5. Add a **linked resource** from your profile if applicable and/or update meeting participants from your company if needed.

6. Click **Send Request**.
Responding to Meeting Requests

Accept a Meeting Request
1. Click Accept Request
2. Include a message (optional)
3. Click Accept Request

Decline a Meeting Request
1. Click Decline Request
2. Include a message (optional)
3. Click Decline Request

“Reply Only”
Click “Reply Only” to continue a conversation, ask a question, or follow-up on an existing meeting request. This allows you to add an additional comment or question, or respond to the thread without changing the request’s status.

Share your contact information directly with a specific company.
Schedule a Meeting

1. From the Message Center, click **Schedule** on an accepted meeting request

2. Select a mutually available timeslot

3. Select a meeting location – your own in-person meeting location, your own virtual meeting link or a BIO Zoom link

4. Click **confirm and schedule** on the final confirmation page

**When using your own virtual meeting link, make sure to:**
- Input the full meeting link URL
- Include any necessary access codes, dial-in information, etc. in the additional information field
Updating Meetings

Update a meeting at any time in the Message Center

Edit the meeting participants from your company

Link topical content from your Company Profile

Click Share my contact information to provide your personal contact details with this specific company

The system will be open for 1 year after the conference for your follow up and data review/collection

Reschedule the meeting

Displayed meeting time is in the conference time zone

Update the meeting location without rescheduling the meeting

View additional meeting details

Quickly join your meeting at the scheduled time

The system will be open for 1 year after the conference for your follow up and data review/collection
Attend Your Meetings

When it is time to attend your meetings, there are three different ways to locate your virtual meeting information:

1. Find your meeting on your Calendar and click on the link (as shown)

2. Find your meeting in the Message Center and click the Join button

3. Find the meeting invitation in your personal calendar (Outlook, Google, etc.) and click on the link included