BIO One-on-One Partnering™

Hybrid 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.
- IMPORTANT: The partnering system will automatically detect your time zone. If you wish to view your calendar in another time zone, please select your time zone in your Delegate Profile.

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.
- Add assets, market products, and services. You can attach these items as Linked Resources on meeting requests.

2. Set your calendar availability

More available timeslots means more possible meetings

- Your partnering calendar will display both the conference time zone and your local time zone.
- Your calendar is unavailable by default. To arrange meetings, you must mark timeslots in your partnering system calendar as "available."
- Add conference programming to your calendar to plan your entire experience.

PRO TIPS

- If you have arranged 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. Get Your Meetings Scheduled

Once a meeting request has been accepted, there is nothing more you need to do to get it scheduled.

- All accepted meeting requests are scheduled by BIO.
- Meetings with all "In-person & Virtual" participants will be scheduled during in-person partnering days/hours and be assigned a meeting location on site.
- Meetings with a "Virtual" participant will be scheduling during virtual partnering days/hours and be assigned a Zoom link.
- If you do not like the time that the meeting has been scheduled, you can request that it be rescheduled in the Message Center.
- Accepted meeting requests with no mutual availability will show a red "No mutual availability" indicator.

PRO TIPS

- Open as much availability as you can for the best chance that a meeting with the red "No mutual availability" indicator can be scheduled.
- BIO Staff will respond to a Pending Reschedule meeting if it cannot be rescheduled due to a lack of mutual availability. This meeting will still appear on both parties' calendars, so please cancel the meeting if you cannot attend.
- You may suggest a time in your reschedule request. BIO Staff will accommodate these requested times when possible, but your meeting may be rescheduled into a different timeslot.
- Scheduled meetings are automatically pushed to your Outlook calendar. You can also export your calendar in PDF or Excel format.